

BASIC PARLIAMENTARY PROCEDURE

It is an organized system used for making decisions in an effective and orderly manner. It is not meant to speed up the decision making but to make sure things are run in an organized manner.

1.) Raise your hand and wait until called upon by the chair.

2.) State your motion by starting with "I move to..."

If you are amending a motion start with "I move to amend..."

When dealing with budget allocations: "I move to allocate (x number of dollars) to (name of program or organization) coming out of (which fund is the money coming out of)..."

3.) In order for discussion there needs to be a "second". Only second if you feel the motion is worthy of a discussion. Just because you "second" a motion, it does not mean that you agree on the matter.

4.) We move down to a discussion/questions. No one is allowed to speak more than once unless everyone who wants to speak on the matter has. It is up to the chair to decide whether or not to call on a person twice.

This is a discussion not a conversation. You cannot reply to a person after you have spoken.

Make sure you get your point across the first time as you may not be called on again.

At any point in this discussion can someone call to question.

5.) Once discussion closes the chair will go down to a vote. It could be a vocal vote, raise of hands, or roll-call vote.

6.) Results

1.) The person who made the original motion can withdraw it.

2.) It can be tabled or postponed indefinitely

Voting is . Each person has the power to vote given to them by the students. Abstaining should only occur when there is a conflict of interest or when you don't have enough information on the motion on the table.

Amend: Changing the original motion to now

Call the Question: When the discussion has dragged on and people start repeating the same points, you would “call the question” and discussion comes to a stop as long as there is no objection then we go down to a vote.