



Parliamentary Procedure





What is the Lodge Executive Committee?

- The Lodge Executive Committee is the steering committee of the Lodge and shall conduct the business of the Lodge by coordinating the work being done by the operating committees.
- It has the authority to approve event fees, suggest and approve money to be spent by the Lodge, name the newsletter, design the Lodge flap, and conduct other necessary business.
- Only active Lodge members under the age of twenty-one (21) shall be eligible to vote in any Lodge decision





What is Parliamentary procedure?

The purpose of parliamentary procedure is to facilitate the accomplishment of an organization's purposes while protecting the right of each member to participate.





Why does this stuff matter?

- Do you want a new patch approved?
Need a motion for that
- Do you want to get a new Thundy costume?
Need a motion for that.
- Do you want to have a successful lodge program for the year?
Then Parliamentary procedure can help with that





Think this stuff is boring??? Think again





Authority

Occoneechee Lodge is governed by the Lodge Plan book

- To the extent that procedure is not governed by this document it is covered by parliamentary law. These principles, judiciously used, can help avoid unnecessary conflict.
- We recognize Roberts Rules of Order, Newly Revised.(2010 – 11th Edition)





What are motions?

- **Motions are statements used to contract business in a meetings.**
- **They need to be specific.**
- **The motion is not the place to debate the policy you are trying to change.**
- **Wait until the motion is made and seconded then you are recognized to explain it.**





What are good and bad motions?

- I move to change the lodge dues. Good or bad?
- Bad. Doesn't say how much you want lodge dues to be.
- I move to change the lodge dues to \$20. GOOD
- I move to amend the plan book....BAD
- I move to amend the plan book on page 3 section 4 under duties of the chief. (GOOD)





What is a main motion?

- **Main Motion-** is a motion made to bring before the group any particular subject for consideration. It takes priority over nothing, that is, it cannot be made when any other question is before the group. It yields to all Privileged, Incidental, and Subsidiary Motions.





What goes in a motion?

- **Motions need to be specific**
- **Your motion needs to state exactly what you want to do.**
- **If possible cite the section of the plan book it is covered under.**





Steps in making a motion

- **STEP 1.** A member is recognized by the Chair and makes a motion; must use words "I MOVE"
- **Common Mistakes:** Members do not wait to be recognized or begin to discuss their motion before making a motion! In formal settings, members often forget to stand up.





Step 2

- **Another member seconds the motion; must use the words "I second the motion" or simply "Second"**
- **Common Mistakes: Do not wait to be recognized by the Chair before saying "Second", when making a second you need not stand.**





Step 3

- Without rewording, the Chair restates the motion to the assembly; "it has been moved and seconded that we..."
- Common Mistake: Motion is restated differently from the wording of the maker!





Step 4

- **The Chair asks for discussion and the members debate the motion; discuss in favor and against the motion**
- **Common Mistakes: Debate gets out of control in temper, in duration, in relevance!**





Step 5

- Chair asks for the affirmative votes & then the negative votes
- The Chair states 'All in favor' and fails to tell the members what to do (for example, 'say aye', 'stand up', 'raise your hand', etc.), or the negative vote is never requested or counted, Chair uses voice vote and says all in favor say "aye" all opposed like sign.
- If chair is unable to determine which side won he can call for show of hands or a roll call vote.





Step 6

- **The Chair announces the result of the voting**
- **Presiding officer fails to pronounce the result of the voting! Remember, if a voice vote is used and you feel the group could not determine the outcome (i.e., yeas and nays are similar in quantity) you can call for hand count by saying “Division of the Assembly” or “Divide”**





What are the different types of motions

- **Privileged Motions** - while not relating to the immediate question, privileged motions are of such importance they take priority over all other business, and therefore are not debatable.
- **Incidental Motions**- arise from the immediate question, also take priority over, and must be decided on before returning to the question from which they arose.





More motions

- **Unclassified Motions-** are motions that do not fall into any category.
- **(Take from the Table, Reconsider)**





Subsidiary Motions

- **Subsidiary Motions-** are motions that are applied for the purpose of moving business along. By using a subsidiary motion the original motion may be modified, or action postponed, or it may be referred to committee to investigate and report, etc.
- Subsidiary motions may be applied to any main motion, and when made they supersede the main motion and must be decided before the main motion can be acted upon.





Types of Subsidiary Motions

- Lay on the Table
- The Previous Question (ends debate on a motion)
- Limit or Extend Limits of Debate
- Postpone Definitely, or to a Certain Time
- Commit or Refer, or Recommit
- Amend
- Postpone Indefinitely





Amending a motion

- **The Purpose of an amendment is to change the words or meaning of the original motion. You must vote to pass the amendment.**
- **Amendments can be made in 5 ways:**
- **Adding Words**
- **Striking Words**
- **Striking and Inserting Words**
- **Substituting or Replacing**
- **Dividing the Motion into Two or more Separate Motions**





How do we move debate along?

- If someone has been debating a motion for what seems like forever you can call the question. Any voting member of the LEC may call the question.
- Once the question is called the Chief must call for a vote to end debate. If the vote is approved. Debate ends, and the main motion is voted on.
- If the vote fails then debate can continue.





Point of Order

- If someone is debating something and they break a lodge rule that you may rise to a Point of Order.





Tips for getting your motion passed

- Not every motion is going to pass.
- Talk to people about your ideas first before you bring it up in the meeting.
- Talk it over with your Vice Chief (particularly if you are a committee chair)
- Talk over the idea with your adviser
- When in doubt. WRITE IT OUT!!!!!!!!!!!!!!!





REMEMBER!!! HAVE FUN

