



Parliamentary Procedure Made Easy

Parliamentary Procedure is a tool

- to help keep your meetings running smoothly
- to help you accomplish your needed agenda
- to involve your members and have fun

The official resource for FCCLA Parliamentary Procedure is the most current edition of Robert's Rules of Order.

The president will call the meeting to order with a rap of the gavel. Everyone will stand and participate in the FCCLA Opening Ceremony (found on fcclainc.org). The president will direct members to be seated.

The president is addressed as Mr./Madam President, and a member must call out to the president to be **recognized** before they begin to speak. The president will indicate that they may speak.

The meeting will follow a set plan called an **agenda**. Changes in the agenda should be made at the beginning of the meeting and must be approved by a majority vote.

Motions

To **create a motion** you say, "I move we..." Motions should include what is to be done, when, where and how. The "why" is addressed during the discussion.

Each motion must have a second to indicate that at least one other member is interested in the motion. A motion is seconded by another member calling out, "I second" or "second."

The maker of a motion has the right to speak first for the motion during discussion... "I urge you to vote for this motion because..."

Each member has the right to speak before a member speaks for the second time.

If a member needs additional information about a motion, they may state, "**Point of information**" at any time during debate. The president will ask them to state their point, at which time the member may ask their question. The president will answer the question or ask another member to do so and debate will continue on the motion.

A motion may be **referred** to a committee that is already established to a new committee by a member stating, "I move we refer this motion to a committee." Or, "I move to refer this matter to a committee of members and a chairperson appointed by the president." This motion must be seconded. After discussion, the motion may be amended and will be voted upon.

A motion may be **postponed** to a set time (the next regularly scheduled meeting) or postponed indefinitely by stating, "I move we..." followed by their motion to postpone. The motion requires a second and after discussion and/or amendment, will be voted upon by the group.

Amending a Motion

To make a change in a motion, the member states, "I move to **amend the main motion** by striking out, adding, or inserting" words or phrases. This motion must be seconded. The motion may be debated, amended, and requires a majority vote. Debate at this point must turn to the amendment and may not include the main motion.

To make a change in an amendment, the member states, "I move to **amend the amendment** by...". This motion must be seconded, may be debated, may not be amended and requires a majority vote. Debate on the amendment to the amendment must turn only to this topic and may not include other information. All motions and amendments must be voted on in the order they were made (i.e., amendment to the amendment then amendment, and finally, the motion).

Stopping Discussion

A member may stop discussion/debate on a motion by stating "**I move previous question.**" There should be a second. The president must stop and vote to stop debate. If the motion to stop debate passes, the president must ask for a vote on the motion without further discussion.

Voting on a motion

Voting style is determined by the president and may be by hand, voice or acclamation, standing, ballot, or by general consent.

If a member does not agree with a voice vote, they ask for a recount by calling "**Division**" immediately after the decision of the President has been called. The president will immediately ask the group to revote using a vote that may be physically counted.

Point of Order

If a member notices a mistake in parliamentary procedure, they should call out, "**point of order**" immediately when the mistake has been made. Once debate proceeds, the point of order is no longer germane. The president will ask them to state their point. After the member has stated their concern, the President will either agree, "Your point is well taken" or disagree, "Your point is not well taken." At this time the president will ask the speaking member to correct their action or ask the speaker to continue.