

❖ **Parliamentary Procedures**

❖ Parliamentary procedures will be subject to the final ruling of the presiding officer, the Articles of Incorporation, the NSNA Bylaws. The meetings of the Association shall be governed by Robert's Rules of Order (latest revised edition).

❖ **Suggested Outline Order of Business for Meetings**

- Call to Order
- Roll Call
- Approval of the Minutes
- Additions or Corrections of the Agenda
- Approval of the Agenda
- Report of the Officers
- Standing Committee Reports
- Special Committee Reports
- Unfinished Business
- New Business
- Upcoming Dates to Remember
- Adjourned

❖ **Points to Remember About Correct Parliamentary Procedure**

❖ Three stages through which every main motion must pass:

❖ **1. Securing the floor**

- Member rises
- Member addresses the Chair
- Chair recognizes the member

❖ **2. Introducing business**

- Member makes (or offers) the motion
- Another member seconds the motion
- Chair states the question on the motion

❖ In this interval between the second and third stages, the motion may be debated. Subsidiary motions, such as amendments and motions to delay are in order here. All main motions may be debated and modified or postponed; this part deals with only the necessary steps belonging to all main motions and should be mastered before secondary motions are attempted.

❖ **3. Putting the question**

- Chair clearly repeats the motion
- Chair takes the affirmative vote, "Those in favor of the motion say aye"
- Chair takes the negative vote, "Those opposed say no"
- Chair announces the result, "Motion is adopted or carried" or "Motion is lost or rejected"

❖ **The Four Basic Principles on which parliamentary law rests are:**

- 1: Justice and courtesy to all
- 2: One thing at a time
- 3: The rule of the majority
- 4: The rights of the minority

❖ A motion is not in order unless it is made by someone who has properly secured the floor.

❖ A motion can be debated only after it has been seconded by a member and stated by the Chair.

❖ A motion needs a second simply to imply that the motion should come before the meeting.

❖ Motions should be thought out carefully before addressing the Chair. Make motions simple and direct. All motions should be made in the affirmative, not in the negative.

- ❖ The vote is not complete until the result has been announced by the Chair.
- ❖ Remarks are in order until the Chair puts the question.
- ❖ All who enjoy the privileges of membership should share in its responsibilities; one of these is to vote when the occasion requires it.
- ❖ Each one has a right to promote measures in which one is interested and to defeat those one disapproves. One should vote to uphold one's opinions, but when the vote has been registered, one should defer to the will of the majority.
- ❖ A nomination does not require a second, but a nomination may be seconded if desired.
- ❖ Motions may be divided into two classes: Main motions and Secondary motions.
- ❖ The following is a list of motions in common use in the order of rank:
 - 1: Adjourn; fixed time to adjourn; recess
 - 2: Lay on the table; previous question; limit debate
 - 3: To amend a main motion; to amend an amendment
 - 4: To commit or refer to a committee
 - 5: To postpone indefinitely
 - 6: Original main motion
 - 7: Reconsider; rescind; ratify
- ❖ Never let a meeting drag. Be prompt in seconding a motion and in speaking to a motion. One is not committed to support a motion because one seconded it. One can vote against one's own motion but should not speak against it.
- ❖ The success of any meeting depends not only on the officers and the person presiding, but upon each and every member.