Effective Meetings
Parliamentary Procedure

Introduction: Running an effective meeting is about more than organization, proper procedure and covering items. It's about image as well. As an officer team, it is your responsibility to develop an image of professionalism and productiveness at your meetings. Knowing basic parliamentary procedure is the first step.

I. Introducing Motions
    A. When introducing most motions, a member should follow these steps.
        1. Rise and address the presiding officer by saying: "Mr./Mdm. President" or "Mr./Mdm. Chairperson.
        2. When recognized by presiding officer, the member begins with "I move that…" or "I move to…."

II. Basic Motions Every Officer Needs to Know:

Motion	Method of Presentation	2nd Req.	Debatable	Amendable	Type of Vote
Main Purpose: To introduce and item of business for discussion	**"**I move that our chapter conduct an awards banquet."	Yes	Yes	Yes	Majority
Amendment (Note: An amendable motion can only carry two amendments.) Purpose: Modifies a motion by addition, substitution or deletion.	"I move to amend the motion by adding April 12th at 7:00 PM."	Yes	Yes	Yes	Majority
Refer to Committee Purpose: Takes an item of business from the floor and assigns it to a committee to gather further information and report back.	"I move to refer this item of business to a committee of three appointed by the president with instructions to report back at our next meeting."	Yes	Yes	Yes	Majority
Postpone Definitely Purpose: Postpones item of business to a set time and /or date.	"I move to postpone this item until our January meeting."	Yes	Yes	Yes	Majority
Extend or Limit Debate Purpose: To place controls on the amount of debate on a pending question.	"I move to limit debate to two more speakers, one pro and one con." or I move to extend debate for 15 minutes."	Yes	No	Yes	2/3

Motion	Method of Presentation	2nd Req.	Debatable	Amendable	Type of Vote
Lay on the Table Purpose: Lay pending question aside when something of immediate importance has arisen.	"I move to lay this motion on the table."	Yes	No	No	Majority
Take from the Table Purpose: To bring back a motion that was previously tabled.	"I move to take from the table the motion to have fruit sales as a fundraiser."	Yes	No	No	Majority
Division of the Assembly Purpose: To force a counted vote if result of a voice vote is in doubt.	"I call for division of the assembly."	No	No	No	None
Point of Order Purpose: Used when a member believes there has been an error in procedure.	Member: "I rise to a point of order." Chair responds: "State your point." Member: "Discussion is out of order since there was no second on the motion."	No	No	No	Chair Rules
Recess Purpose: To provide a short intermission in meeting.	"I move to recess for 10 minutes to allow for the counting of ballots."	Yes	No	Yes	Majority
Question of Privilege Purpose: To raise question relating to rights or comfort of members and requires immediate attention.	Member: "I rise to a Question of Privilege" Chair responds: "State your question." Member: It is very warm, may we turn up the air conditioning. Chair: Denies or approves request.	No	No	No	Chair Rules
Adjourn Purpose: To bring the meeting to a close.	"I move to adjourn the meeting."	Yes	No	No	Majority

Note: These are basic parliamentary motions that will cover most meetings. However, there are more motions not listed here. For further information, consult Robert's Rules of Order Newly Revised, 10th Edition.