**The Basics of Parliamentary Procedure**

Parliamentary procedure protects the rights of group members.

**Vocabulary**

Amend – modify or change the wording of a motion before action is taken upon the motion itself

Assembly – a body of people assembled for the transaction of business

Chair – the presiding officer

Main Motion – a motion that introduces business to an assembly

Minutes – the record of the proceedings of an assembly

Question – the business before the assembly; the motion as stated by the chair

Recess – an intermission taken by the assembly

Seconding a Motion – agreeing that a motion should come before a meeting

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**Parliamentary Procedure and FCCLA**

1. Accepting the Proposed Changes to the Bylaws

**Finn:** “I move that we accept the changes to the bylaws as proposed.” [Main motion]

**Rachel:** “I second the motion.” [Seconding the motion]

**Chair:** “It is moved and seconded that we accept the changes to the bylaws as proposed. Is there any discussion?” [States the question]

*There may be debate on the bylaw changes from members of the assembly. Remember, in order to speak, you must first be addressed by the chair. For example:*

**Mercedes:** “Mr. President”

**Chair:** “Mercedes.”

**Mercedes:** “I wish to speak against this motion. I personally abhor skirts and think it is a horrible idea to require female members to black knee-length skirts as part of the FCCLA uniform. Therefore, I encourage my fellow members to fail this motion.” [Debate]

**Chair:** “Is there further discussion?”

**Chair:** “Hearing none, we shall proceed to vote.” [Puts the question to a vote]

**Chair:** “Those in favor, say aye.”

**Some Members:** “Aye.”

**Chair:** “Those opposed, say no.”

**Some Members:** “No.”

**Chair:** “The ayes/noes have it and the motion carries/fails.” [Announces the vote]

1. Approving the Minutes

SEC Minutes are submitted to each officer prior to the next meeting, so officers are able to review them and make note of any corrections before they come to the present meeting.

So when you arrive at the point in the agenda for the approval of the minutes, you can either:

1. Read the minutes

**President:** “The chair recognizes the First Vice President Brian Will to read the minutes.”

**First VP:** (Reads minutes of the last meeting)

1. Waive the minutes by unanimous consent

**President:** “If there is no objection, the reading of the minutes is waived.” (pause) “Are there any corrections to the minutes?”

*Officers may make corrections as needed.*

**President:** “If there are no (further) corrections, the minutes are approved as read/corrected.”

1. Relinquishing the Chair

The presiding officer (chair) is impartial and, therefore, is not permitted to discuss the pending motion. However, if he or she believes that a crucial factor is being overlooked, the president may relinquish the chair until after the motion and say his or her piece. After the motion has been put to a vote, the chair may recapture his or her spot at the head of the group.

To relinquish the chair:

 **Chair:** “Your president relinquishes the chair to the First Vice President or VP of \_\_\_\_\_.”

*(If at all possible, the chair should be given to someone who does not desire to speak on the pending motion.)*

*After a vote is taken on the motion and announced by the temporary chair, she or he says:*

“Your vice president relinquishes the chair to the State President.”

1. Making a Motion

Formal decisions are made using motions. For example, the decision to make a donation to the Children’s Miracle Network could take place as follows:

**Chair:** “Is there any new business?”

**Kurt:** “Mr. President?”

**Chair:** “Kurt.”

**Kurt:** “I move that the Virginia Association make a $500 donation to the Children’s Miracle Network.”

**Brittany:** “I second the motion.”

**Chair:** “The motion has been made and properly seconded for the Virginia Association to make a $500 donation to the Children’s Miracle Network. Is there any discussion?”

*The maker of the motion should always get the first chance to speak on the motion he or she presented to the assembly.*

**Kurt:** “Mr. President?”

**Chair:** “Kurt.”

**Kurt:** “As an officer team we have been encouraging chapters throughout our state to give to CMN all year and I believe we should put our money where our mouth is. Therefore, I believe we should give the $500 leftover from State Conference to the Children’s Miracle Network and I encourage my fellow officers to vote with me on this motion.”

 **Santana:** “Mr. President?”

**Chair:** “Santana.”

**Santana:** “While I believe the Children’s Miracle Network is a worthy organization, I think we should be careful with our finances. I think it would be in the best interest of our association to put the extra money in our savings account as it is becoming harder and harder to find educational partners.”

*Another member might see room for compromise between Santana and Kurt. Therefore, he or she could make an amendment to the main motion. There are three ways to amend: (1) delete; (2) insert; or (3) delete and insert.*

**Sam:** “Mr. President?”

**Chair:** “Sam.”

**Sam:** “I think Kurt and Santana both have good points. I believe it would be in the best interest of the Virginia Association to give some of the money to Children’s Miracle Network and put some in our savings account. Therefore, I move to amend the main motion by deleting “$500” and inserting “$250.”

**Tina:** “I second the motion.”

**Chair:** “The motion has been made to amend the main motion. If accepted, the main motion will now read that the Virginia Association make a $250 donation to the Children’s Miracle Network. Is there any discussion?”

*Members would discuss the amendment and then vote on whether or not to accept the amendment. Then, they would discuss the main motion (as or as not amended) and vote on it.*