

# Parliamentary Procedure: Introduction Lesson One

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## **Course**

*Principles of Health Science*

## **Unit VI**

Personal Qualities of a Health Care Worker

## **Essential Question**

*Do I know how to conduct myself in a professional business meeting?*

## **TEKS**

130.202(c)3B, 3C

## **Prior Student Learning**

*A basic understanding of how a professional business meeting works.*

## **Estimated time**

1.5 – 2 hours

## **Rationale**

A thorough understanding of Parliamentary Procedure is necessary in the orderly conduction of business meetings.

## **Objectives**

Upon completion of this lesson, the student will be able to:

- Understand the principles of Parliamentary Procedure
- Design a meeting agenda
- Formulate basic motions using Parliamentary Procedure

## **Engage**

Mike volunteered to attend the monthly meeting of the American Cancer Society to discuss a partnership with the health science club students. Upon arrival, several professionals in the field of medicine welcomed Mike. They handed Mike an agenda; it was clear that the meeting would be run formally using Parliamentary Procedure. Would you feel comfortable and know what to do in the meeting in which they used parliamentary procedure?

## **Key Points**

- I. General History of Parliamentary Procedure
  - A. Parliamentary Procedure arose out of the early days of English Parliamentary Law.
  - B. Formalized by an individual named General Henry M. Roberts
    1. 19<sup>th</sup> century US Army Engineer
    2. Found in Robert's Rules of Order
- II. Basic Principles of Parliamentary Procedure
  - A. Three basic principles
    1. The right of the majority to rule
    2. The right of the minority to be heard
    3. The equal right of each individual to be heard and represented
  - B. If used properly, business proceeds in an orderly manner with only one issue considered at a time and all members given the opportunity to participate.
- III. The meaning of simple majority
  - A. This means 51% or more – the rule of simple majority
  - B. When more than a simple majority is required the minority is given the opportunity to defeat the majority.
  - C. Since the primary objective is to determine the will of the majority and execute its will, a simple majority must be used.

- IV. The equal rights and guarantees of Parliamentary Procedure
  - A. Business is transacted in the most efficient and democratic manner
  - B. All members have equal rights, privileges, and obligations
    - 1. Rules regarding rights and privileges must be applied impartially. The presiding officer should be strictly impartial.
    - 2. All members receive these rights, and are obligated to respect the same rights of other members.
  - C. Guarantees the right of the majority to decide
  - D. The rights of the minority are respected by Parliamentary Procedure. The right to be heard and oppose are the rights of the minority.
  - E. The simplest and most direct route to accomplishing the will of the majority should be employed.
  - F. Each member has an equal right to propose a motion, debate, ask for information, and vote. Each member must know what question is on the floor.
  - G. Definite guidelines regarding motions guarantee that each question is fully discussed.
    - 1. All motions have a definite order and precedence.
    - 2. Only one question can be considered at one time.
  - H. Any motion restricting the rights of members to speak or vote must be passed by a 2/3 majority vote.

- V. Agenda
  - A. A list of all of the work to be considered at the meeting – order of business.
  - B. The usual agenda includes
    - 1. Call to order – done by the Chair or acting Chair with a rap of the gavel
    - 2. Taking of roll by the secretary
      - a. Call names
      - b. Members sign in on a list
      - c. The purpose is to have an official record of members present and voting at each session
    - 3. Reading of the minutes from the previous meeting
      - a. Refresh members on the topics that were covered and the issues still pending
      - b. The president gets a copy.
      - c. The chair asks for any corrections or additions. If there are, they are made by the secretary.
      - d. If there are no corrections or additions, the chair states, “The minutes are approved as read.”
      - e. If there are corrections, the minutes are “approved as corrected.”
      - f. Minutes should contain: the kind of meeting – regular or special (a meeting called to discuss a single question and

no other), date of the meeting, place of the meeting, who presided, and whether the minutes were read and approved; should contain the member introducing a motion, but not the one who seconds, unless there is a reason; the purpose of the minutes is to report what was done, not what was said; should include a counted vote – the number is recorded.

4. Treasurer's report
  - a. Informs members of money spent (disbursements) and money taken in (receipts) since the last meeting.
  - b. Reports are kept in a file for audit at end of year
  - c. Not approved, just accepted
5. Report of officers – These are reports that are given at times by the officers on issues that might affect the organization.
6. Standing committee reports
  - a. Committees that are part of the yearly functioning of the organization, such as membership, fund raising, etc. Handle only one aspect of club procedure.
  - b. Reports of the standing committees are just that, the current status of that committee – they may be informational or may make a motion to be acted upon by the members.
  - c. Have the same term of office as the officers – usually one year.
7. Special committee reports
  - a. Those set up for a specific function, activity, or purpose that is not an annual event.
  - b. Again, reports may be informational or may make a motion to be acted upon by the members.
8. Unfinished business
9. New business
10. Program (Optional)
11. Adjournment

C. The agenda is decided on by the chair, in advance of the meeting.

#### VI. Officers

- A. President, Chair, Chairman, Presiding Officer
- B. Secretary
- C. Treasurer
- D. Historian
- E. Parliamentarian
- F. Sergeant at Arms

#### VII. Rules of a Club

- A. Constitution – the basic rules guiding a club
  1. The name of the club

#### **Teacher Note**

*Divide the students into groups of four. These groups will be together throughout the*

*lessons on the  
Parliamentary  
Procedure.*

2. Its purpose
  3. The requirements of membership
  4. The officers and how to elect them
  5. The time and place of meetings
  6. The ways of changing anything by amendment
- B. Bylaws – a set of rules of procedure – more specific than the constitution. For example, bylaws state specific numbers that make a quorum.

**Activity**

- I. Complete the Parliamentary Procedure Vocabulary List.
- II. In a cooperative group, write a Meeting Agenda.
- II. In a cooperative group, role play a “model meeting” using the Health Science Club Model Meeting # 1. Assign students to play the following:
  - Presiding Officer
  - Secretary
  - Treasurer
  - Member 1
  - Member 2
  - Member 3
  - Member 4

**Assessment**

Successful completion of Parliamentary Procedure Group Quiz.

**Materials**

Parliamentary Procedure Multimedia Presentation  
Parliamentary Procedure Group Quiz  
Parliamentary Procedure Vocabulary List  
Handout: Parliamentary Procedure Agenda: Order of Business  
Parliamentary Procedure masters for transparencies used when making an Agenda

<http://parliamentarians.org/procedure.php> - National Association of Parliamentarians

<http://www.robertsrules.com/history.html> - The official Robert’s Rules of Order site

**Accommodations for Learning Differences**

For reinforcement, the students will write the aspects that make up an agenda – one item per strip of manila paper. Have them put the steps in order, starting with convening the meeting and ending with the adjournment.

For enrichment, the students will research a restrictive society (i.e., Iran or Afghanistan) using the Internet, and compare and contrast the rights and guarantees allowed in Parliamentary Procedure with the rights and privileges allowed to the society they have researched. Write the findings on a two-column chart labeled “Comparisons and Contrasts.”

**National and State Education Standards**

National Health Science Cluster Standards

HLC07.01 Leadership and Teamwork

Health care workers will understand the roles and responsibilities of individual members as part of the health care team, including their ability to promote the delivery of quality health care.

**TEKS**

130.202(c)(3)B demonstrate leadership skills, characteristics, and responsibilities of leaders such as goal setting and team building; and

130.202(c)(3)C demonstrate the ability to effectively conduct and participate in meetings.

Texas College and Career Readiness Standards

Social Studies Standards

E4. Identify and evaluate the sources and consequences of social conflict.

## PARLIAMENTARY PROCEDURE TERMS

Define the following terms in your own words:

Abstain

Ad hoc Committee

Adjourn

Adopt

Agenda

Amend

Aye

Ballot

Bylaws

Carried

Caucus

Chair

Committee

Constitution

Convene

Debate

Disbursement

Gavel

Germane

Has the floor

Lay on the table

Majority

Minutes

Motion

Out of Order

Order of the Day

Plurality

Point of information

Point of order

Precedence

Proxy

Quorum

Receipt

Recess

Recognize

Rescind

Standing Committee

Special Committee

Special meeting

Yield

## PARLIAMENTARY PROCEDURE TERMS

### KEY

Define the following terms in your own words:

Abstain – to refrain from something

Ad hoc Committee – a special committee

Adjourn – close the meeting

Adopt – to vote; to accept

Agenda – an outline of the items of business to be brought before the assembly during the meeting

Amend – to make a change to a motion: it can be by additions, deletions, or substitutions

Audit – an examination of financial records

Aye- yes

Ballot – a written form used in voting; a method of voting; a list of candidates for office

Bylaws – the specific rules that govern an organization, written by the members.

Carried – adopted, accepted

Caucus – a meeting of the members of a political party to make policy decisions and select candidates

Chair – chairman; the presiding officer

Committee – a group of members who meet for a specific purpose or task.

Constitution – the fundamental rules and laws governing a group or organization

Convene – assemble formally

Debate – to discuss

Disbursement – to pay out

Gavel – a mallet used by the presiding officer

Germane – closely related to, or having a direct bearing upon; used in relation to amendments



which must be “germane” to the motion being amended.

Has the floor – has the right to speak

Lay on table- a motion made to put the current motion on hold until a later time

Majority – more than 50% of the votes cast by persons legally entitled to vote

Minutes – a record of all the proceedings performed at the meeting

Motion – a formal proposal in a meeting, made by a member, and brought before the assembly for consideration.

Out of Order – to speak out of turn; the person does not have the floor legally

Order of the Day – to ask the presiding officer to reveal the order of business of the agenda for that meeting

Plurality – the largest number of votes cast when there are more than two choices

Point of information – a motion made when a member needs to gather additional information or ask a question.

Point of order – a motion made to point out that a mistake has occurred in Parliamentary Procedure.

Precedence – has priority over, or ranks above, other motions

Proxy – an authorized agent or a substitute for another person

Quorum – the minimum number of members needed to transact business legally; a quorum is a majority of the entire membership.

Receipt – a written acknowledgement that something has been received

Recess – a short intermission which does not close the meeting;,, business will be resumed after the break.

Recognize – to acknowledge a member to speak or take the floor

Rescind – to make void; to take back a motion

Standing Committee – a committee that meets year-round for a purpose

Special Committee – a committee that meets for a particular purpose; and then when it has accomplished its purpose, the committee is disbanded.

Special Meeting – a meeting which is held for only a specific purpose; a normal agenda will not be used.

Yield – in the precedence of motions, if the motion takes precedence over another motion, the latter motion is said “to yield” to the first.

PARLIAMENTARY PROCEDURE  
AGENDA: ORDER OF BUSINESS

1. CALL TO ORDER
  - Start on time
  - President checks for the presence of a quorum
  - Raps once with gavel, saying, “The meeting will come to order.”
  - Quietly waits for order
2. OPENING CEREMONIES
  - Optional: May consist of Invocation, Flag Ceremony, etc. (If prayer or Country, remember God before Country; otherwise, Flag or Country before Inspirational thought)
3. INTRODUCTION OF GUESTS
  - Optional: Chair introduces guests, if any, from most important to least important.
4. ROLL CALL
  - Rarely used: Some organizations have a roll call of officers. The Secretary calls roll and it is recorded in the Minutes.
5. READING AND APPROVAL OF THE MINUTES
  - Minutes are not printed and distributed; they are read by the Secretary, and are approved by general consent – the motion is assumed by the Chair.
  - Approval is stated either as read/printed, or as corrected.
  - Secretary’s minutes are legal documents – contain only what is done, not what is said.
6. REPORTS OF OFFICERS
  - The President or Vice President may make a report, from time to time, in relation to administrative duties.
  - Correspondence – The Secretary reads first from whom the letter has come. Summarizes information when possible. Any action required is taken immediately: an example would be a resignation.
  - Treasurer’s Report – At regular meetings, this is very brief. After questions, it is filed. At the annual meeting, it is very detailed and already audited. The Auditor’s report is adopted, not the Treasurer’s Report.
7. REPORT OF THE EXECUTIVE BOARD
  - Read by the Secretary, generally for information only
  - Contains all action taken by the Board
  - If recommendations are included, the Secretary makes a motion to implement, and action is taken immediately.
8. REPORTS OF THE STANDING COMMITTEES
  - Made in the order listed in the bylaws
  - The Chair calls on only those with reports to make.
  - If recommendations are included, the chairman or reporting member makes the motion to implement; any action is then taken immediately
9. REPORTS OF THE SPECIAL COMMITTEES
  - Called upon in the order they were appointed, and only those prepared are required to make a report. (Recommendations are handled as in ITEM 8) If a

committee makes its final report, its work is completed and it goes out of existence automatically.

#### 10. SPECIAL ORDERS

- Items of business postponed from a previous meeting, or earlier in the current meeting, by a 2/3 vote are special orders and are taken up before other general business.
- Also, matters required by the bylaws to be taken up at a specific meeting, such as election of officers, are special orders.

#### 11. UNFINISHED BUSINESS AND GENERAL ORDERS

- The Chair announces this item, but does not call for it.
- Consists of business left unfinished at previous meetings, or business postponed to this meeting by a majority vote, if the organization meets at least quarterly

#### 12. NEW BUSINESS

- The Chair calls for new business.
- This is the members' opportunity to bring before the organization items in which they are interested.
- Must fall within the objects of the organization as provided by the bylaws
- The main motion is used to introduce items of new business.

#### 13. PROGRAM (OPTIONAL)

- The Chair calls upon the Program Chairman, who presents the program.
- The Chair does not turn the meeting over to the program chairman, merely assigns him/her the floor.
- The Chair remains in control of the meeting from call to order to adjournment.

#### 14. ANNOUNCEMENTS

- Optional: Announcements from others should be written on cards and read by the Chair to control the flow of the meeting.

#### 15. ADJOURNMENT

- The Chair asks, "Is there further business to come before the assembly?"  
If there is more business, it is handled.  
If not, the Chair says, "There being no further business to come before the assembly, the meeting is adjourned."
- The Chair does not need to call for a motion to adjourn from the assembly. He or she simply declares the meeting adjourned when there is no further business (Motion by consensus).

## **Health Science Club Model Meeting #1**

Presiding Officer: The regular meeting of the Health Science Club will come to order.

The invocation will be given by \_\_\_\_\_

### **Invocation**

Presiding Officer: \_\_\_\_\_ will lead the assembly in the Pledge of Allegiance to the flag.

### **Pledge**

Presiding Officer: The secretary will call the roll.

### **Roll Call**

### **Reading and Approval of the Minutes**

Presiding Officer: The Secretary will read the minutes of the previous meeting.

Secretary: The monthly Health Science Club met on Sept 2, 2008, at 3:45 pm in Mrs. Stanhope's room. A quorum was present. The minutes of the previous meeting were read and approved.

The treasurer reported a balance of \$568.00. The report of the treasure was filed for audit.

The membership committee chair, John Peters, reported that they had begun making posters to hang in the main halls.

Sue Gatlin moved to have a "get acquainted" social. Motion was sent to the membership committee to look at dates and activities.

Meeting adjourned at 4:30.

Presiding Officer: Are there any corrections?

Member 2: Mr. President, the day of the meeting is incorrect. We held this meeting on the 3rd Wednesday instead of the 2nd Wednesday.

Presiding Officer: Are there further corrections? (Pause) Hearing no further corrections, the minutes are approved as corrected.

## Reports of Officers

Presiding Officer: The next business in order is hearing the reports of the officers.

The Treasurer will report

Treasurer: Treasurers Report

Presiding Officer: The report of the Treasurer will be filed for audit.

The Vice President will report.

Vice President: Vice President's Report

## Reports of the Standing Committees

Presiding Officer: The next business in order is hearing reports of the Standing Committees.

The Membership Committee's report will be given by \_\_\_\_\_ Chairman.

Membership Committee Report

Chairman of Committee: The Membership Committee has mailed 4 applications for membership and hopes to have names to propose for student membership at the next meeting.

Presiding Officer: The Dance Committee report will be given by \_\_\_\_\_, Chairman.

Dance Committee Report

Chairman of Committee: On behalf of the Dance Committee, I move that the Health Science Club sponsor a Halloween Dance on October 25.

Presiding Officer: Since the motion originates from a committee, no second is necessary. It has been moved that the Health Science Club sponsor a Halloween dance on October 25. Is there any discussion?

Member 3: Speaking in favor of the motion, I think last years dance was a lot of fun and would love to have another dance.

Member 4: Mr. President, I think we should have prizes.

Member 3: (interrupts) Point of Order!

Presiding Officer: State your Point Member 3

Member 3: The previous member was not recognized.

Presiding Officer: That is correct, Member 4, please wait to speak until recognized.

Member 1: Mr. President

Presiding Officer: \_\_\_\_\_ Yes, Member 1 \_\_\_\_\_

Member 1: I move to amend by striking the 25<sup>th</sup> and inserting October 27<sup>th</sup>.

Member 2: Second

Presiding Officer: It has been moved and seconded to amend by striking the 25<sup>th</sup> and inserting the 27<sup>th</sup>. Is there any discussion?

Member 4: Mr. President

Presiding Officer: \_\_\_\_\_ Yes, Member 4 \_\_\_\_\_

Member 4: Speaking in favor of the amendment, Tascosa will be having a big dance on the 25<sup>th</sup>, so I feel we will get a better participation if we hold the dance on the 27<sup>th</sup>.

Presiding Officer: Is there further discussion on the amendment? Are you ready for the question? The question is on striking the 25<sup>th</sup> and inserting the 27<sup>th</sup>. As many as are in favor, say aye. Those opposed, no. The ayes have it; the motion is adopted, and we will strike the 25<sup>th</sup> and insert the 27<sup>th</sup>. The question is on the motion that the Health Science Club will sponsor a Halloween Dance on October 27<sup>th</sup>. Is there any discussion? Are you ready for the question? As many as are in favor, say aye. As many as are opposed, no. The ayes have it and the Health Science Club will sponsor a Halloween Dance on October 27<sup>th</sup>.

### **Unfinished Business**

Presiding Officer: Is there any other unfinished business? There being none ...

### **New Business**

Presiding Officer: The next business in order is New Business. Is there any New Business?

Member 2: Mr. President

Presiding Officer: \_\_\_\_\_ Yes, Member 2 \_\_\_\_\_

Member 2: I move that the Health Science Club provide funds for the purchase of armadillo food to be distributed to various nature preserves during the winter months.

Member: Second

Presiding Officer: It has been moved and seconded that the Health Science Club provide funds for purchase of armadillo food to be distributed to various nature preserves during the winter months. Is there any discussion?

Member 3: Mr. President

Presiding Officer: \_\_\_\_\_ Yes, Member 3 \_\_\_\_\_

Member 3: I move to amend the motion by adding the words “and write a letter to the governor” after the word “months.”

Member: Second

Presiding Officer: It has been moved and seconded to amend the motion by adding the words “and write a letter to the governor” after the word “months.” The motion, as amended, would read that the Health Science Club provide funds for the purchase of armadillo food to be distributed to various nature preserves during the winter months and write a letter to the governor. Is there any discussion?

Member 1: Mr. President, I rise to a point of order.

Presiding Officer: The member will state his point.

Member 1: I believe that the amendment is not germane.

Presiding Officer: The point is well taken. The amendment is not germane and will not be considered. The motion is that the Health Science Club will provide funds for the purchase of armadillo food to be distributed to various nature preserves during the winter months.

Member 4: Mr. President, I rise to a point of information.

Presiding Officer: The member will state his point.

Member 4: I would like to inquire as to whether or not we have sufficient funds available to provide for this additional expense.

Presiding Officer: Will the Treasurer please provide the figure that we currently have available to provide for this unbudgeted expense.

Treasurer: Mr. President, we currently have available in our contingency fund, the amount of \$3,995.00.

Member 2: Mr. President

Presiding Officer: \_\_\_\_\_ Yes, Member 2 \_\_\_\_\_



Member: Mr. President, our speaker must leave; therefore, I move to Lay on the Table the motion that the Health Science Club provide funds for the purchase of armadillo food.

Member: Second

Presiding Officer: It has been moved and seconded to Lay on the Table the question that the Health Science Club will provide funds for the purchase of armadillo food to be distributed to various nature preserves during the winter months. As many as are in favor of the motion say aye; those opposed, no. The ayes have it and the motion to Lay on the Table is carried. The question that the Health Science Club provide funds for the purchase of armadillo food to be distributed to various nature preserves during the winter months is laid on the table.

### **Program (Guest Speaker)**

Presiding Officer: The Chair is pleased to have the Program Chairman introduce our speaker.

The Chair thanks Mr. X for an informative lesson and express appreciation to the program chairman for arranging this for our benefit.

Is there further new business?

### **Adjournment**

Member 1: Mr. President

Presiding Officer: \_\_\_\_\_ Yes, Member 1 \_\_\_\_\_

Member 1: Due to the lateness of the hour, I move to adjourn this meeting.

Presiding officer: It has been moved and seconded that we adjourn this meeting. It is not amendable or debatable and requires a majority vote. All those in favor say aye; opposed, no. The ayes have it, and we are adjourned.

## PARLIAMENTARY PROCEDURE GROUP QUIZ

NAMES: \_\_\_\_\_

Complete each of the following without using your notes. All members of your group will participate in the completion of this quiz.

1. What is the name of the person who devised Parliamentary Procedure?
2. In what century did he live?
3. What is the meaning of simple majority?
4. What is the word meaning “no favors or favoritism shown”?
5. True or False. Each member has an equal right to propose, debate, and vote on a motion.
6. What is the word for order of business?
7. A written report of the previous meeting is called what?
8. If that report is accepted, we say it is what?
9. What is done with the treasurer’s report after it has been read?
10. The basic rules of a club or organization are found within what?
11. More specific rules that guide a club are found where?

## PARLIAMENTARY PROCEDURE GROUP QUIZ

### Key

Complete each of the following without using your notes. All members of your group will participate in the completion of this quiz.

1. What is the name of the person who devised Parliamentary Procedure?  
General Henry M. Roberts
2. In what century did he live?  
The 19<sup>th</sup> Century
3. What is the meaning of simple majority?  
More than half
4. What is the word meaning “no favors or favoritism shown”?  
Impartial
5. True or False. Each member has an equal right to propose, debate, and vote on a motion.  
TRUE
6. What is the word for order of business?  
Agenda
7. A written report of the previous meeting is called what?  
Minutes
8. If that report is accepted, we say it is what?  
Approved as read
9. What is done with the treasurer’s report after it has been read?  
Filed for audit
10. The basic rules of a club or organization are found within what?  
Constitution
11. More specific rules that guide a club are found where?  
Bylaws