

## Parliamentary Procedure: Introduction Lesson Two

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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 a professional business meeting.*

*Parliamentary Procedure Lesson One*

### **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 principles of Parliamentary Procedure
- Demonstrate how to plan a meeting and develop the order of business
- 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 the agenda, and it was clear that the meeting would be run formally using parliamentary procedure. Would you feel comfortable and know what to do in a meeting where they used parliamentary procedure?

### **Key Points**

- I. The skills necessary to successfully use Parliamentary Procedure
  - A. Obtaining the Floor
    1. Stand
    2. Address the chair
    3. Receive recognition
    4. If two or more people rise to seek recognition at the same time, the member who rose and addressed the chair first (after the floor was yielded) is usually recognized first.
  - B. Introducing Business (Making a Motion)
    1. Stand and obtain the floor
    2. State the motion, "I move that. . ."
    3. The statement must receive a second: "I second the motion."
      - a. If no second is received, the motion dies.
      - b. A motion made by a committee requires no second, since the committee introduces it into the assembly after receiving a majority.
    4. The Chair repeats the motion verbatim, placing it before the assembly for debate.
    5. The Chair asks if there is any further debate or discussion
    6. The Chair asks, "Are you ready for the question?" – meaning, "Are you ready to vote?"
  - C. Rules of Debate

1. Every member has a right to speak on any debatable motion – cannot be interfered with except by a motion to limit debate.
2. All discussion pertains to the question at hand – if not, the speaker is out of order.
3. While debate is in progress, amendments, etc. can be introduced and disposed of accordingly
4. Debate cannot last any longer than 10 minutes, unless the assembly votes otherwise.
5. No member can speak twice on the same motion
6. No member can attack or question the motives of another member.
7. The maker of the motion, although allowed to vote against the motion, is not allowed to speak against it.
8. The presenter of the motion should be the first person to debate, if they wish.

#### D. Amendments

1. After the chair has restated a motion, the only way to change the motion would be by making an amendment.
2. Amendments are made by adding, deleting, and changing a motion.
3. Only two amendments may be pending on a main motion at any time (primary and secondary, or First and Second Degree).
4. The motion to amend is made in the same way as for any main motion. The secondary amendment is made to the primary amendment.
5. Amendments must be germane to the question under consideration.

#### E. Voting

1. Unless special rules apply, a simple majority decides.
2. Unless otherwise provided for, voting is by voice vote.
3. If the presiding officer is a member of the assembly, he or she can vote as any other member does when the vote is by ballot.
4. Any member may request a division of the assembly if there is uncertainty as to the true result of the vote.
5. Types of votes: voice, rising vote or showing hands, call vote, ballot vote, general consent (not a form in the strictest sense. “Shall we pass by general consent?”), plurality vs. majority vote, null and void, division of assembly (a call to count the exact number of votes for and against a motion)

#### F. Officer duties

1. President
  - a. Conduct meetings according to the chapter bylaws and standing rules
  - b. Take the leadership role when working with officers and

- members
- c. Develop the Program of Work and coordinate activities with the chapter advisor
- d. Keep chapter meetings and activities on task
- e. Appoint committees and serve as an ex-officio member
- 2. Vice President
  - a. Assist the president in all leadership functions
  - b. Preside over chapter activities in the absence of the president
  - c. Assume the duties of president should the office be vacated
  - d. Coordinate all committee work
- 3. Secretary
  - a. Prepare the minutes of meetings, chapter correspondence, and reports
  - b. Help develop meeting agendas with the president
  - c. Record the roll at all chapter meetings
  - d. Work with the treasurer in maintaining membership data
  - e. Read minutes and communications at chapter meetings
- 4. Treasurer
  - a. Maintain efficient management and documentation of chapter funds
  - b. Help collect club dues
  - c. Keep financial records neat and accurate
  - d. Assist in preparing the chapter budget
  - e. The treasurer's report is always filed with the secretary. It is never approved or adopted by the assembly.
- 5. Historian
  - a. Maintain a history of local club activities throughout the year – they may want to save this in a notebook or make a slide show
- 6. Reporter
  - a. Maintain written records of chapter successes and achievements
  - b. Submit articles to local newspapers
  - c. Coordinate the publication of chapter newsletters
- 7. Parliamentarian
  - a. watches over the meeting and enforces the use of correct parliamentary procedure
- 8. Sergeant at Arms
  - a. helps to maintain order

### **Activity**

- I. Prepare a 3 to 5 minute role-play scenario on an assigned theme. The

**Teacher Note:**  
*Divide the class into groups as used in Parliamentary Procedure I lesson.*

scenario must have a chair, a motion maker, one who seconds, an amendment maker, and a debate person. Complete the role play by voting on the issue.

Themes:      Having a party at the end of the school year  
                  Having a fund-raiser  
                  Having a community service project  
                  Having a dinner  
                  The spending of money in the organization – making a purchase  
                  An award to be given to someone  
                  Recognition of someone in the community for something well done  
                  The purchase of gifts for the officers  
                  The planning of a presentation to a group

II. Use the JEOPARDY multimedia presentation game to review students.

### **Assessments**

Objective Quiz: Parliamentary Procedure  
Member of a Team Rubric  
Presentation Rubric

### **Materials**

Handout: Eight Steps in Processing a Main Motion

### **Accommodations for Learning Differences**

For reinforcement the students will make charts showing the major aspects of each skill covered in this lesson. Then have the students drill each other on the steps of each skill.

For enrichment, the student will select one of the characters in the book Kings of the Hill, by Richard Cheney, and write a brief synopsis on the specific Parliamentary Procedure skill implemented by this person when serving in Congress. The students are to determine if they agree with the use of the skill, and defend their choice in a brief paragraph.

### **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.

## Eight Steps in Processing a Main Motion

### Obtaining the floor

1. Addressing the Chair

*“Mr. (Madam) President”*

2. Assigning the floor

*“Mr./Mrs. \_\_\_\_\_”*

### Handling the motion

3. Making the motion

*“I move that \_\_\_\_\_”*

4. Seconding the motion

*“I second the motion.”*

5. Stating the motion

*“It is moved and seconded that \_\_\_\_\_”*

6. Debating the motion

*“Is there discussion?”*

(or)

*“Are you ready for the question?”*

7. Putting the question

*“Those in favor say AYE.”*

*“Those opposed, say NO.”*

8. Announcing the vote

*“The ‘ayes’ have it; the motion is carried (or adopted), and . . . .*

(or)

*“The ‘nos’ have it, the motion is lost, and not. . . .*

Chair: *The next business in order is \_\_\_\_\_*

## Parliamentary Procedure Objective Quiz

1. How does the president refer to himself?
2. What are the duties of the vice president?
3. What are the duties of the secretary?
4. What are the official records of a meeting called?
5. Does the treasurer's report require acceptance by the assembly?
6. What is the function of the sergeant at arms?
7. What is a quorum?
8. The secretary should read the minutes from what position?
9. What is said after the secretary's report is read?
10. Give the only correct introduction to a motion.
11. How does a member obtain the floor correctly in order to introduce a motion?
12. How does the president recognize a speaker?



13. Who should be allowed to speak first on a motion after it has been seconded?
14. How is a motion properly seconded?
15. What must take place between the seconding of a motion and its discussion?
16. What limitation is placed on a member's discussion of his own motion?
17. What is meant by the floor being yielded?
18. When debating a question, to whom does the speaker address his remarks?
19. How may the president encourage the conclusion of debate?
20. Why should the president restate the question after debate has ended?
21. Name three ways to amend a motion.
22. Name two kinds of amendments.
23. An amendment is passed by what vote?
24. What is meant by the question?
25. Give names for the person in charge.

26. Why or what establishes the number needed for a quorum?
27. Who makes the decisions in an organization?
28. Do all members have equal rights, or just the majority?
29. Another word for precedence is what?
30. How many motions can be considered at one time?
31. What characteristic is imperative for the presiding officer?
32. Recognized means what?
33. What does a second mean?
34. Does a person need to get the floor or be recognized in order to second a motion?
35. If a motion receives no second, what happens to the motion?

# Parliamentary Procedure

## Objective Quiz **Key**

1. How does the president refer to himself?  
The chair
  
2. What are the duties of the vice president?
  - assist the president in all leadership functions
  - preside over chapter activities in the absence of the president
  - assume the duties of president should the office be vacated
  - coordinate all committee work
  
3. What are the duties of the secretary?
  - prepare the minutes of meetings, chapter correspondence and reports
  - help develop meeting agendas with the president
  - record the roll at all chapter meetings
  - work with the treasurer in maintaining membership data
  - read minutes and communications at chapter meetings
  
4. What are the official records of a meeting called?  
The minutes
  
5. Does the treasurer's report require acceptance by the assembly?  
The treasurer's report is always filed with the secretary. It is never approved or adopted by the assembly.
  
6. What is the function of the sergeant at arms?  
Helps to maintain order
  
7. What is a quorum?  
The number of members needed in order to transact business

8. The secretary should read the minutes from what position?  
Standing
9. What is said after the secretary's report is read?  
Are there any additions or correction to the minutes?
10. Give the only correct introduction to a motion.  
I move that.....
11. How does a member obtain the floor correctly in order to introduce a motion?  
Mr. Chairman or Mr. President, Madam Chair or Ms. President
12. How does the president recognize a speaker?  
Yes \_\_\_\_\_ (calling the person by name or by office, ex. Madam Secretary)
13. Who should be allowed to speak first on a motion after it has been seconded?  
The person who made the motion should be allowed to speak to it.
14. How is a motion properly seconded?  
I second the motion
15. What must take place between the seconding of a motion and its discussion?  
The chairperson should repeat the motion before the floor
16. What limitation is placed on a member's discussion of his own motion?  
They may only speak in favor of the motion
17. What is meant by the floor being yielded?  
Allowing someone else to speak

18. When debating a question, to whom does the speaker address his remarks?  
Both the chair and the members
19. How may the president encourage the conclusion of debate?  
Ask the assembly if they are ready for the question
20. Why should the president restate the question after debate has ended?  
For clarification of what the members are voting on.
21. Name three ways to amend a motion.  
Addition, subtraction, and substitution
22. Name two kinds of amendments.  
Primary and secondary, or first and second degree
23. An amendment is passed by what vote?  
Majority vote
24. What is meant by "the question"?  
The vote
25. Give names for the person in charge.  
The president or the chair
26. Why or what establishes the number needed for a quorum?  
Set in the organization's bylaws
27. Who makes the decisions in an organization?  
The members

28. Do all members have equal rights, or just the majority?  
All members have the right to be heard, but the majority rules
29. Another word for precedence is what?  
Has priority
30. How many motions can be considered at one time?  
One main motion, which can also have up to two amendments at a time
31. What characteristic is imperative for the presiding officer?  
The willingness to be fair to all members
32. Recognized means what?  
Acknowledged
33. What does a second mean?  
I want to discuss the possibility of the motion
34. Does a person need to get the floor or be recognized in order to second a motion?  
No
35. If a motion receives no second, what happens to the motion?  
The motion dies due to lack of a second.