Parliamentary Procedures

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NAD Virtual Council of Representatives Meeting
Introduction to Robert’s Rules of Order

• First book published in 1876
• As of September 1, 2020, 12th edition released
• National Association of Parliamentarians (1930)/American Institute of Parliamentarians (1958)
• Many parliamentarians are lawyers, professors, MBA’s, and other professions
• Job of a parliamentarian takes hours of studying, researching, and preparing.
My Role as Parliamentarian

- Professional Registered Parliamentarian (PRP)
- Some of my responsibilities include:
  - Advise the President
  - Impartial in giving parliamentary opinions
  - Refrain from debating
  - Ensure that parliamentary procedures are being followed
Dilatory Tactics

• The misuse of a parliamentary procedure to deliberately delay or prevent action in a meeting. Any motions related to dilatory tactics will be ruled out of order.

• Examples:
  • Members who constantly demand a recount using division on every vote when the results are perfectly clear to all the members.
  • A small group of members who repeatedly raise point of order.
  • Motions that are foolish, with clear intent to delay action.
Order of Authority

- Statute
- Articles of Incorporation
- Bylaws
- Special Rules of Order (Most organizations call them Standing Rules)
- Standing Rules (administrative)
The Main Motion

• Be recognized by the President, then...
• Always open your comment – “Madame President, I move...”.
• Another member seconds the motion
• The President states the motion.
• Members debate the motion
  • Member who made the motion speaks first.
  • Member who has not spoken the first time.
  • Alternate for and against.
• The President puts the motion to vote
• The President announces result of the vote.
Frequent Used Subsidiary Motions

• Commit (Refer to a committee)
• Amend
Incidental Motions

• Point of Order
• Parliamentary Inquiry (Request Parliamentary Advise)
• Request for Information (Request Factual Information)
• Point of Order
  • Motion to use if you feel that the Chair is not operating within the rules.

• Parliamentary Inquiry
  • Useful motion that enables the members to obtain parliamentary help.

• Request for Information (Requests Factual Information) (Formerly Point of Information)
  • Motion used to obtain additional information on the subject being considered
Example of Point of Order

• Member: Madame President, I rise to a point of order.
• President: What is your point?
• Member: The amendment just made is out of order. The motion already has an amendment and an amendment to the amendment pending.
• President: Your point is well taken and the amendment is ruled out of order.
Example of a Parliamentary Inquiry

• Member: I rise to a parliamentary question.

• President: What is your question?

• Member: Is it in order to move that question of constructing a building be postponed to the next meeting?
• Member: I rise to a request for information.

• President: What is your request?

• Member: What is the amount of the surplus in the building fund and what will be the financial impact?