



# Parliamentary Procedure 101

Date: January 10, 2022

Chair: Manitia Moultrie

Co-Chair: Hon. Patrice Moore



# How We are Governed

## Governing Documents

- Constitution and Bylaws
- Manual of Standard Procedure
- Chapter Bylaws
- Robert's Rules of Order
- *Pandemic Guide for Virtual Operations*

# Fair & Orderly Meetings

Parliamentary Procedures and Robert's Rules of Order provides for constructive and democratic meetings; and aims to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit participation.



# Officers and Members

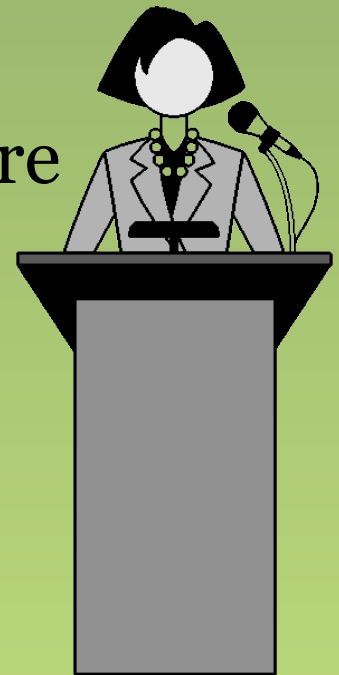
The chair or presiding officer role is most often fulfilled by the **Basileus**, and the role of the scribe is most often filled by the **Grammateus**.

The role of the **Parliamentarian** is to advise the presiding officer in responding to points of order and parliamentary inquiries, and generally to provide advice on conducting the meeting.

**Members** are the final necessary component.

# To Obtain the Floor at Chapter Meetings

- Stand or raise your hand
- Address the Chair: “Madame Basileus”
- Wait for recognition: “Soror ---”
- Speak loudly enough for the entire assembly to hear





# How to Obtain the Floor at a Sorority Conference

- Go to the nearest microphone
- Wait for Recognition: “Soror at Mic 4---”
- Address the Chair: “Madame Regional Director” or “Madame Supreme Basileus”
- State your name, chapter, location, and status (delegate or non-delegate)
- Speak loudly and clearly enough for the entire assembly to hear
- Members must remain quiet during debate/discussion.



# Motions

- “I move that...”
- “I second the motion”
- “It has been moved and properly seconded that..”
- “Is there any discussion?”
  - Time for debate/discussions/questions
    - *May result in the amendment of the motion*
  - Call for the vote
  - “The motion before us is ...
    - Voice vote, rising vote, show of hands



# Order of Business

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Approval of Minutes
- 4) Officer and Standing Committee Reports
- 5) Special (Ad Hoc) Committee Reports
- 6) Unfinished Business
- 7) New Business
- 8) Adjourn





# **Executive Board**

**To provide strategic and operational leadership.**

**To review major issues and make preliminary decisions and approvals for voting at the full board meeting.**

**Review (and set) agenda and discuss activities (which require approval).**

**Can act on behalf of body if needed.**

**Attendance and participation is required.**

# Parliamentary Pointers

- Chair and Secretary are required for a meeting.
- If Chair and Vice-Chair are absent, the Secretary should call the meeting to order and preside immediately over the election of a Chair Pro Tem.
- Meetings may begin before a quorum is present, but only items that do not require a vote can be covered.

# Minutes

- Minutes are the secretary's (Grammateus') official record of the meeting.
- Minutes should contain what was "done" at the meeting; not what was said by members.
- Minutes do not become the official record of proceedings until approved, perhaps with corrections, by the organization (at next meeting).
- Any corrections made to the minutes at the meeting at which they are approved are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected," without specifying the corrections.

# Parliamentary Pointers

- Minutes approved by unanimous consent.
- Approval of Treasurer's Report is unnecessary; offered for information only.
- Committee reports listed in the order specified in the Bylaws.
- Once a special committee fulfills its purpose and reports to the body, it goes out of existence automatically.
- Special meetings can be held between regular meetings.

# Unanimous Consent



- **Unanimous Consent (or General Consent)**
  - **Approved by body knowing that no member will object to the report or proposal.**
  - Minutes should be approved by unanimous consent.
  - Presiding Officer:
    - ...“If there is no objection, the minutes are approved by unanimous consent.”
      - OR
    - ...ask for a motion, second, and discussion on approving the minutes, and then to say, “All those in favor of approving the minutes say, ‘aye.’ ...All those opposed, say, ‘no.’”

# Committee Reports

- **A recommendation (or main motion) when proposed by a single member requires a second before discussion and consideration for a vote from the body.**
- **A second confirms that two members think a topic or recommendation is worth consideration and discussion (*the second does not have to agree w/the recommendation or motion*).**
- **A recommendation (or motion) that is made by a board or committee does not require a second because at least two people have already vetted the idea or approved the recommendation (motion) for consideration by the body.**
- **When making recommendations – please be clear of the origin of the recommendation.**

# Parliamentary Terms

~ *Used as a questioning procedure concerning motions*

- **Point of Information** – Generally applies to information desired from the speaker: “I would like to ask the (speaker) a question.”
- **Point of Order** – Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Parliamentary Inquiry** – Inquire as to the correct motion – to accomplish a desired result, or raise a point of order

# Chapter Bylaws

- Should address broad-based issues that impact the greatest cross-section of chapter members. Areas of narrow concern should be avoided.
- Should be designed to provide clarification and additional details around matters of procedural interest to the chapter.
- Should not be used to stifle the democratic process or the rights of chapter members.
- Should be reviewed at least annually.



# Sorors should remember . . .

- A Soror may not speak until recognized by the Basileus/Chairman
- Address all remarks, even questions, to the Chair
- Keep remarks germane to the motion
- Avoid personal attacks
- Movant has the first right of response
- The Basileus should relinquish the chair if she has strong opinions on a subject and wishes to participate in the discussion

# Sorors should remember . . .

- Debate issues; not people or personalities
- Verbal attacks are not permitted
- Keep remarks germane to the motion
- Each soror (wishing to speak) should be allowed to speak once before a soror is allowed to speak a second time
- A main motion once defeated cannot be re-introduced at the same session.



# Q and A