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Northwestern State University RSO Workshop  
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## Parliamentary Procedure Made Easy for Student Leaders

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### Running Meetings | Basic Agenda

- I. **Call to** \_\_\_\_\_ – Start of the meeting
- II. \_\_\_\_\_ – The number that must be present to hold a meeting
- III. **Reading of the** \_\_\_\_\_ – Record of the previous meeting
- IV. \_\_\_\_\_ **Reports** – Officers report on their activities, concerns, needs, etc.
- V. \_\_\_\_\_ **Reports** – Committees report on their activities, concerns, needs, etc.
- VI. \_\_\_\_\_ **Business** – Items left over from previous meetings
- VII. \_\_\_\_\_ **Business** – New items for consideration
- VIII. \_\_\_\_\_ – Information for the benefit of the organization
- IX. \_\_\_\_\_ – End of the meeting

### Parliamentary Procedure | Basics

*Robert's Rules of Order, Newly Revised* is typically defined as the resource for anything not covered in the governing documents.

Members can:

1. Present motions: “\_\_\_\_\_.”
2. Second motions: “\_\_\_\_\_.”
3. Debate motions: “\_\_\_\_\_”
4. Vote on motions: “\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_” (or “Yes/No/Meh”)

**Motions are how things get done!**

**Parliamentary Procedure | Proposals**

To get a \_\_\_\_\_ on the floor:

1. The chair recognizes the speaker.
2. The speaker says, "I move."
3. The chair calls for a second.
4. Someone says, "I second."
5. The chair calls for discussion.
6. The motion is discussed.
7. The chair calls for a vote.

**Parliamentary Procedure | Tips**

1. A motion should be made before \_\_\_\_\_ of a topic.
2. Only \_\_\_\_\_ motion can be considered at a time.
3. The person making the motion gets to \_\_\_\_\_ about it first, then the person who made the \_\_\_\_\_.
4. Motions can be \_\_\_\_\_ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
5. Amendments to the motion must be \_\_\_\_\_ on before going back to the main motion. If the amendment is \_\_\_\_\_, then it becomes part of the main motion. If \_\_\_\_\_, then you go back to the original, main motion.
6. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.
7. There are four common ways to move to a \_\_\_\_\_:
  - a. By \_\_\_\_\_ consent
  - b. By seeing no \_\_\_\_\_ discussion, the Chair calls for a vote
  - c. By reaching a \_\_\_\_\_ for debate
  - d. By \_\_\_\_\_ debate
    - i. "\_\_\_\_\_ the question": requires there to be no objection to ending debate. If there is a single objection, debate must continue.
    - ii. "\_\_\_\_\_ the previous question": requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.