

MILLS ELEMENTARY PARLIAMENTARY PROCEDURES

Parliamentary procedure is the application of parliamentary law to the conduction of business for an organization.

The rules of parliamentary law protect the rights:

- of the majority,
- of the minority,
- of individual members,
- of absentees, and
- of all these together.

Parliamentary procedure:

- provides a standard for conduct
- is based on common sense
- provides order
- provides consistency

All members of the PTA whether in a leadership position or not, should understand the fundamental rules of parliamentary procedure in order to preserve their rights and to know whether the procedures are being followed for the benefit of all members.

Meeting Agenda *(To maintain order and efficiency in your meetings)*

- **Call to order** *(The President will call to order and identify if quorum is present)*
- **Opening ceremonies** *(optional)*
- **Reading and Approval of Minutes** *(The Secretary will review/read minutes of last meeting, draft provided, President will ask if there any corrections to the minutes. Secretary to respond if necessary, President moves to approve)*
- **Report of Treasurer** *(Treasurer reports on budget and provides copy to Secretary to file for audit.)*
- **Reports of Officers, Boards, and Standing Committees** *(President and Vice Chairs will present recommendations to PTA for discussion and motions* if necessary)*
- **Reports of Special Committees** *(Special Committee will present recommendations to PTA for discussion and motions* if necessary)*
- **Letters of Communication** *(Parent communication letters to be discussed and present motions* if necessary))*
- **Unfinished Business** *(President will ask if there is any unfinished business)*
- **New Business** *(President will ask if there is any new business to come before assembly)*
- **Announcements** *(President will ask if there is any announcements)*
- **Program** *(Presentation of program here if necessary, i.e. Student Council/ Roaring readers, etc..)*
- **Adjournment** *(President moves for meeting adjournment, motion from floor seconds)*

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***Essential Steps of a Motion**

All business brought before the association should be put in the form of a motion. Eight steps are required to handle a motion.

ACTION FROM THE FLOOR	ACTION BY THE CHAIR
Step 1 - Obtain the Floor Member rises and addresses chair by saying: <i>"Madam/Mr. President"</i>	
	Step 2 - Assigning the Floor The Chair recognizes the member by speaking his name: <i>"Ms. Jones"</i>
Step 3 – Making the Motion The proper form for introducing a motion is: <i>"I move that..."</i>	
Step 4 – Seconding the Motion Member states <i>"I second the motion that ..."</i> A second is necessary to avoid spending time considering a questions that only one member favors.	
	Step 5 – Stating the Motion The chair states: <i>"The motion has been made and seconded that...Is there discussion?"</i> Only after the motion is stated by the chair is it before the assembly.
Step 6 – Discussion (debate) All statements must be addressed to the chair. Debate continues until no one wishes to speak or until someone moves to close debate.	
<u>Voting</u> Voice General Consent Show of hands Standing or Rising Vote Standing Counting Vote Roll Call Vote and Ballot Vote	Step 7 – Putting the Question The chair states: <i>"The question is on the motion (state motion) Those in favor will say 'aye', those opposed will say 'no'.</i> (The negative vote is called for on all motions except courtesy motions.)
	Step 8 – Announcing the Vote The chair states either: <i>"The affirmative has it and we will..."</i> or <i>"The negative has it and the motion is lost."</i> The chair always announces the vote.

Types of Votes:

- Majority Votes – more than one half of the votes cast
- Two-Thirds Votes – at least two-thirds of the votes cast
- Tie Vote – a lost vote

Sources:

Bylaws and Standing Rules
 Texas PTA Handbook
 Robert's Rules of Order