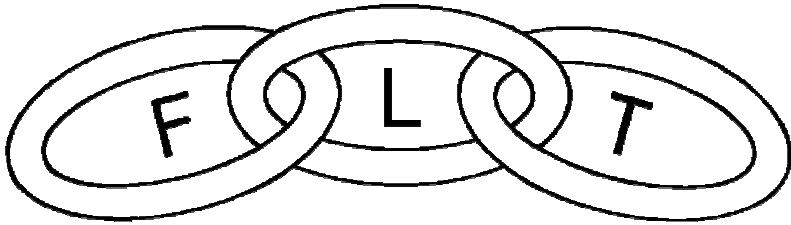


Independent Order of Odd Fellows



Parliamentary Procedure For Presiding Officers



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Parliamentary Procedure

Means:

- ❖ One thing at a time
- ❖ Courtesy to all
- ❖ Justice and equality to all
- ❖ The will of the Majority
- ❖ The right of the minority to be heard

. . . it can be adapted to fit the needs of your Lodge.

It is important that everyone know a few basic rules!

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Parliamentary Procedure

Rules governing voluntary organizations are generally based upon those set forth by Robert's Rules of Order Newly Revised. The basic principles were developed from those that from long use and customs became laws, and were set down as such over along period of time.

Parliamentary Law originated in England and came to America with early settlers. Henry M. Robert published his manual on Parliamentary Law in 1876, and the rules remain the same today with up dating to fit our time.

The rules governing Legislative Bodies vary in use and order, from those of voluntary societies. But common sense and courtesy guide each.

Why is Parliamentary Procedure Important?

Because – it is a time-tested method of conducting business at meetings and public gatherings.

There are 4 Types of Motions

Main Motions introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

Subsidiary Motions change or affect how the main motion is handled (voted on before the main motion).

Privileged Motions are most urgent . . . about special or important matters not related to pending business.

Incidental Motions are questions of procedure that arise out of other motions . . . must be considered before the other motion.

What is Parliamentary Procedure?

It is a Set of Rules for conduct at meetings.

It allows **everyone** to be heard and to make decisions . . . without confusion!

Today . . . Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations and other groups.

Some Questions Relating to Motions

Your Motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the by-laws.

Is it in Order? Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the by-laws.

May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Do I need a Second? Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

Is it Debatable? Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

Can it be Amended? Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in main motion.

What Vote is needed? Most require only a majority vote but motions concerning the rights of the assembly or its members need 2/3 vote to be adopted.

Can it be Reconsidered? Some motions can be re-debated and re-voted to give members a chance to change their minds. The move to reconsider must come from the winning side.

8 Steps to put a Motion Through the Lodge

The Presiding Officer (Noble Grand) fairly controls and the members participate in the business of the Lodge.

(1) **Obtain the Floor.** (any member may do so)

- a. Wait until the last speaker is finished.
- b. Rise and Address the Chair. Say, "Noble Grand."
- c. Give your own name (If assembly is large. If the assembly is small the Noble Grand undoubtedly already knows your name.)

(2) **Receiving Recognition.** (Noble Grand recognizes thus granting permission to speak)

- a. Noble Grand nods or calls you by name.

(3) **Make the Motion.** (member makes the motion)

- a. Speak clearly and concisely.
- b. Say your motion affirmatively ("that we do...")
Say, "I move that we do . . ."

A negative motion "that we do not do . . ." is confusing and often misunderstood.

- c. A sentence of introductory remark may be made to preface your motion. Leave greater explanation to debate/discussion time.

(4) **Second the Motion.** (another member)

- a. Without rising or addressing the chair, say, "I second the motion."
- b. If no one immediately seconds a motion, the chair may call for one.
- c. If no response, the motion does not exist and it is not recorded in the minutes. The next order of business is called for.

(5) **State the Motion.** (the *Noble Grand* states the motion).

- a. Noble Grand says, "It has been moved by _____ and seconded, that we . . ."
- b. After being stated by the Noble Grand, the question is:
 1. Ready for debate/discussion and disposition by vote.
 2. Becomes property of the Lodge and no longer belongs to the maker.
 3. Cannot be withdrawn, except by permission of the Lodge.
 4. Does not require permission of maker for amendment.
 5. Does not require permission of the seconder for amendment.
 6. Becomes a "question or proposition before the Lodge for consideration."

(6) **Debate or Discussion.** (Noble Grand calls for *debate and* members do so.)

- a. Noble Grand says, "Is there any debate?" Or "Is there any discussion?" Or "Are there any remarks?"
- b. Members address the Noble Grand, receive recognition and make remarks.
- c. Mover is allowed to speak first, if he or she rises promptly.

- d. Two or more persons rise at same time, first one to address Noble Grand receives recognition.
- e. Each person limited to speaking time (stated in by-laws).
- f. Friends/enemies to measure should be given equal/alternate speaking time.
- g. Each person may speak once, a second time only after all other speakers are finished. May speak a third time only by 2/3 vote.
- h. Avoid personalities - stay on the subject.
- i. Debate on an amendment only - cannot refer back to original question when pending question is an amendment.
- j. Shy members should be encouraged to speak.
- k. Do not let overbearing members speak all the time.
- l. Direct all comments to Noble Grand, but speak up enough for all members to hear –turn your head if necessary.

(7) **Putting the Question.** (Noble Grand repeats the *question and* calls for vote).

- a. Noble Grand asks, “Are there any further remarks?” (pause) Hearing none “As many as are in favor of the motion to . . . say aye.” (reply) “As many as are opposed say no.” (reply)

(8) **Announce Vote & Result.** (Noble Grand announces which side won and repeats what is done)

- a. Noble Grand says, “The ayes have it, the motion is carried, and we will do...”

or

“The noes have it, the motion is lost, and we will not do...”

- b. Noble Grand goes forward to the next order of business.

The method of Voting on a Motion

Depends on the situation and the laws of the organization.

By Voice

- a. Noble Grand asks “Those in favor say aye.”
(*pause*) “Those opposed say no.”

Announces:

“The ayes have it, the motion is carried and we will...”

or

“The noes have it, the motion is lost and we will not do...”

By Voting Sign (*In Odd Fellow Lodges*)

1. Noble Grand states “Those in favor use the voting sign.” (pause) “Those opposed the same sign.”
“The motion is carried and we will . . .”

or

“The motion is lost and we will not do . . .”

By Standing (*count if 2/3 vote required, or if majority in doubt*)

- a. Noble Grand asks “those in favor please stand.” (*pause*) “those opposed please stand.”

- b. Announces:

“There being a majority in favor, the motion is carried and we will . . .”

or

“There being a majority against, the motion is lost, and we will not do . . .”

“There being 2/3 in favor the motion is carried and we will do . . .”

or

“There not being 2/3 in favor, the motion is lost and we will not do . . .”

- c. Anytime the Noble Grand is in doubt on a voice vote, a Standing vote may be called for.

- d. If a member doubts the Noble Grand's call on a voice vote, a "Division" may be called for and another vote is taken by Standing.

By Ballot (*used to keep a vote secret*).

- a. Members write their vote on a slip of paper prepared in advance.
- b. Members deposit their ballot into a ballot box.
- c. Votes are counted by tellers (*a teller team is 3 persons*).
 - One person reads the ballot.
 - One person guards to see that ballot is read and tallied correctly.
 - One person marks tally on a tabulation sheet.
 - Tallies are series of 5. Marked *////*, the 5th one being across. *////*
 - Report is read by teller: Number of votes cast (*may not be same as those present*).
 - Number of votes for
 - Number of votes against
 - Number of illegal votes

In Odd Fellow and Rebekah Lodges all members must vote unless excused by the lodge. When a member requests to be excused, the Noble Grand will say, "If there are no objections we will excuse _____."

- d. Ballot vote taken to secure secrecy and avoid future difficulties.

By General Consent (*used by Noble Grand when subject is not likely to be opposed*).

- a. Noble Grand subject before assembly without motion by saying, "If there is no objection we will . . ." (pause) Members show agreement by their silence. "There being no objection, we will do . . ."
- b. An action taken by **General Consent** is recorded in the minutes thus: By General Consent it was voted to . . .

Other Methods of Voting Include (specified in by-laws).

- a. Roll call where each name is called individually.
- b. Proxy where someone else votes for you.
- c. Mail where you send your vote by mail.
- d. Black balls and white balls or cubes.

How any do we count in Voting?

Majority Vote

More than half of those present and entitled to vote. The Sovereign Grand Lodge Code provides that when a motion is pending before the Lodge, all members entitled to vote must do so, unless excused by the Lodge. Those present and entitled to vote are counted in deciding whether a measure has carried or lost.

Example: 32 present. 29 vote a majority would be 17.

Example: 20 present. 20 vote a majority would be 11.

Two Thirds Vote

Two-thirds vote is required to protect the rights of absentees. A rule of thumb is "if it takes the rights away from any member to speak or changes anything voted at an earlier date, it probably requires a 2/3 vote."

The Sovereign Grand Lodge Code provides that a two-thirds vote is 2/3 of those present and entitled to vote. All members entitled to vote must do so, unless excused by the Lodge. Again those present and entitled to vote are counted in deciding whether a measure has carried or lost.

Example: 32 present. 29 vote - two-thirds would be 22.

Example: 20 present. 20 vote - two-thirds would be 14.

Plurality Vote

When 3 or more issues or candidates, the one receiving the most votes wins. Plurality vote is used only as permitted in the by-laws or the laws of the Order.

. . . More About Voting

Are we ready for the Question?

A question (motion) is **Pending** when it has been stated by the chair but not yet voted on. The last motion stated by the chair is the first pending.

The **Main Motion** is always the last voted on.

Amend

One Thing at a time, makes handling an Amendment easier:

- a. To Amend is to modify, or change.
- b. You may Amend a question before the Lodge
by
 - 1) inserting words in one place,
 - 2) striking out words in one place,
 - 3) striking out words in one place and insert words in the same place,
 - 4) adding words at the beginning or at the end.
 - 5) substituting (usually an entire paragraph). Handling a substitution is an advanced procedure in that you must “perfect” the original before you proceed to “perfect” the substitution. Then you must decide by vote if you want to put the substitute in instead of the original. If this vote is affirmative the substitute becomes the original (or the only one). If this vote is negative the substitute dies and the original remains as the only one.
- c. A Pending Main Motion may have an amendment made thereto. Debate will then be on the amendment only. While the debate is in progress on the amendment, another amendment thereto may be made. Debate will then be on the small portion of the 2nd amendment only. Voting takes place in reverse order. Vote to accept/reject the 2nd amendment first. Vote to accept/reject the 1st amendment then,
Final voting takes place on the Main Motion.

Rescind

To repeal something voted last week, last month or last year.

Any member may make the motion to Rescind, at any time (unless there is a binding legal contract that you cannot get out of - or the action has already been completed).

“I move that we rescind the action taken to . . .”

It requires a second.

It is stated by the chair.

It is debated.

It is put to vote. (2/3 vote required generally.)

Vote is announced by chair.

Unless the bylaws require otherwise, a 2/3 vote is required without notice being sent to all members, or a majority vote when every member is given notice.

To Rescind Bylaws requires compliance with the rules governing Bylaw changes.

Reconsider

If someone in the assembly who voted on the prevailing (winning) side changes his mind, a motion to Reconsider is possible. The Motion to Reconsider may be made ONLY on the day the original vote was taken or the next succeeding calendar day. "I voted on the prevailing side and I move that we reconsider the vote on . . ."

It requires a second.
It is stated by the chair.
It is debated.
It is put to vote (majority vote required).
Vote is announced by Noble Grand.

An affirmative vote means that the subject is back before the assembly as it was when it was originally presented . . . it is open for debate again, and vote again.

Note that the time limit for making the motion to reconsider is short . . . may be done only on the same day the original vote was taken or the very next day. It cannot be made next week, next month or any time later.

Lay on the Table

To set something aside temporarily.

Any member may make the motion to Lay the Question on the Table.

"I move to lay the question of . . . on the table."

It requires a second.
It is stated by the chair.
It is NOT debatable.
It is put to vote (majority vote).
Vote is announced.

An affirmative vote places the subject on the table where it remains for the remainder of this meeting and the entire next regular meeting. If it is not "taken from the table by a motion" by the end of the next meeting it "falls to the ground," and is no more.

While a question is On the Table, no other motion may be made that affects the question on the table.

Take from the Table

To bring back a subject which was set aside temporarily.

Any member may make this motion. "I move that the question of . . . be taken from the table."
It requires a second.
It is stated by the chair.
It is NOT Debatable.
It is put to vote (majority vote required).
Vote is announced by the Noble Grand.

An affirmative vote brings the subject back in its original form as it was before it went to the table. It is then discussed and disposed of as the members vote.

Quorum

The number of members that must be present for business to be conducted legally.

The actual number is usually stated in the by-laws.

Parliamentary Procedure

Parliamentary Procedure only works if YOU use it right!

Make motions that are in order.

Obtain the Floor properly.

Speak clearly and concisely.

Obey the rules of debate.

. . . and most of all,

Courtesy is Contagious – Let us spread the word...