

Georgia Elks Association Leadership Academy



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THE EXALTED RULER GUIDES THE MEETING



- Responsible for ensuring that the meeting runs smoothly and fairly
- Remains impartial during the debate (discussion)
- Commands respect from all those in the room
- The Lodge floor makes most final decisions

Basic Parliamentary Procedure

➤ Robert's Rules of Order

Robert's Rules of Order

- ✧ Written by General Henry Robert
- ✧ Wanted to eliminate confusion during meetings
- ✧ First published in 1876
- ✧ "Parliamentary" comes from the French word "parler," which means to speak

Origin

OLD FRENCH

parler

OLD FRENCH

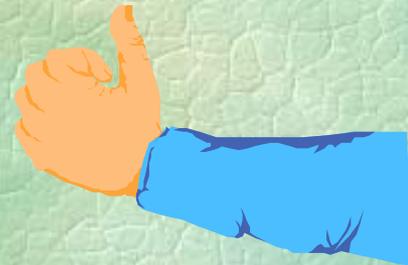
parlement
speaking

parliament

Middle English

Rules allow for four things:

- ❧ 1) One thing at a time
- ❧ 2) Courtesy to everyone
- ❧ 3) The will of the Majority
- ❧ 4) The rights of the Minority



GENERAL ITEMS

- Debate must focus on the substance of the motion
- All motions should be repeated often by the Exalted Ruler to eliminate confusion
- Exalted Ruler will recognize individual speakers to allow for discussion in an orderly manner
- Exalted Ruler will allow speakers who have not yet spoken before those who already have spoken

Basic Elements

☞ The MAIN MOTION

- Someone has an idea they would like the group to consider
- Only one main motion can be on the floor at a time
- A main motion yields to all Privileged, Incidental and Subsidiary motions

FOUR STEPS OF A MAIN MOTION

- ❧ A member makes a motion
- ❧ Someone seconds the motion
- ❧ Discussion is called for
- ❧ A vote is held on the motion

SECONDARY OR SUBSIDIARY MOTIONS

➤ Motions made for dealing with the Main Motion on the floor

SECONDARY OR SUBSIDIARY MOTIONS

➤ Secondary motions must be decided/resolved before the Main Motion may be acted on

➤ EXAMPLES:

➤ Move to table

➤ Move to postpone

➤ Move to refer to committee

➤ Move to Amend

What does an amendment do?

- Adds to main motion
- Subtracts from main motion
- Alter the main motion
- Completely changes the main motion

How do amendments work?

➤ MAIN MOTION

➤ Second

➤ Discussion

- » Move to amend
- » Second
- » Discussion of amendment
- » Vote on amendment

➤ Return to discussion of original Main Motion or Main Motion as amended

➤ Vote on main motion (or main motion as amended)

Can a motion to amend be amended?

- Yes, but an amendment can only be amended once
- MAIN MOTION; second; discussion
- Move to amend; second; discussion
- Move to amend amendment; second; discussion; vote
- Return to discussion of original amendment or amendment as amended; vote on amendment
- A vote is held on the main motion or main motion as amended

Point of Order

☞ A member feels that the rules of order are being broken

"I raise a point of order!"

☞ Does not need recognition from chair to raise a point of order

☞ E.R. says "State your point"

☞ The Exalted Ruler decides if the point is valid or not and proceeds accordingly

Point of Information

- A member may interrupt the speaker to ask a question
"I raise a point of information"
- E.R. will ask the speaker if he will entertain a question
- Cannot be used to harass, just clarify

Point of Privilege

- A member can interrupt the speaker for this
- "I raise a point of privilege"
- E.R. says "State your point"
- E.R. decides if point is valid or not and proceeds accordingly

Motion to Table

- ❧ Member must be recognized by E.R.
- ❧ "I move to table this motion"
- ❧ Usually used to postpone action
- ❧ Requires a second
- ❧ May have a specified time or be indefinite
- ❧ Is undebatable and unamendable and comes to a vote at once (simple majority)

Calling the Question

- Means "Further debate will be unproductive, let's vote"
- No objection, proceed to vote on main motion (or amendment)
- If objection exists, 2/3 vote needed to end debate
- If vote to end debate passes, then immediately proceed to vote on main motion

Motion to Rescind Another Motion

- ❧ Can "undo" what another motion did
- ❧ In order if it refers to a motion passed at a previous meeting
- ❧ Cannot be applied if actions are irreversible
- ❧ Requires 2/3 majority

Motion to Reconsider

- ✧ In order if it refers to a motion passed at the same meeting
- ✧ Must be made by someone who voted with the majority on the previous vote
- ✧ Requires 2/3 majority

Motion to Refer to a Committee

- Used to gather more information before decision
- Must be seconded, can be debated
- Debate can only be on referring to committee, not to the substance of the main motion itself

REMEMBER

- ☞ Speak clearly and loud enough to be heard
- ☞ Be aware of room conditions
- ☞ Be fair
- ☞ Be impartial
- ☞ Let the will of the majority rule

Thank you for your attention!

