

Parliamentary Procedure

A Very Brief Summary

Main Motion

1. Move
2. Second
3. Discussion
4. Vote to Call the Question (2/3)
5. Vote (1/2 + 1, usually)

Elections

1. Open nominations
2. Call out nominations from the floor
 - No seconds needed, but allowed
3. Vote to close nominations (2/3)
4. Speeches
5. Vote (the person with the greatest number of votes wins, usually)

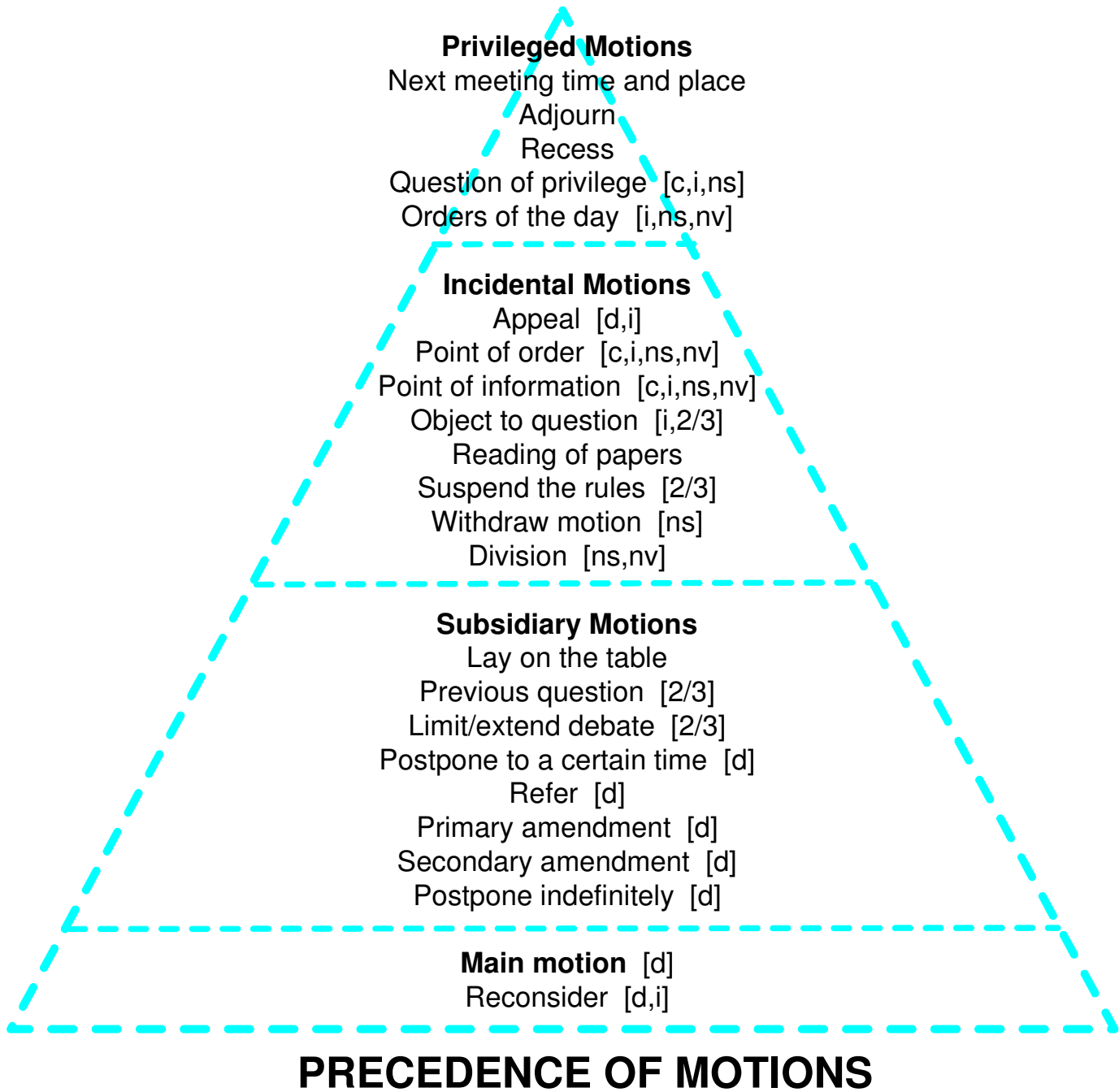
Miscellaneous

- Speaking Protocol
 - Speaker
 - o Must first be recognized to speak (with exceptions!)
 - o Always addresses the Chair, not other members directly
 - o Refers to other members by title, not by name
 - Chair
 - o Addressed as "Mr. Chairman" or "Madam Chairman"
 - o Must be impartial
 - o Cannot make or second motions
 - o Cannot speak in favor or against a motion
- Meeting Protocol
 - Must have an agenda
 - Can approve "without objection" in lieu of voting
- Voting Protocol
 - Only voting members can vote
 - Spectators have no rights
 - Chair only votes to break ties
 - Parliamentarian cannot vote
 - Nominee must accept the nomination
 - OK to nominate yourself

Resources

- Books
 - Robert's Rules of Order,. Newly Revised (10th Edition), ISBN 0-7382-0307-6
 - Parliamentary Procedure at a Glance, by O. Garfield Jones, ISBN 0-14-015328-4
 - o Available through Toastmasters International
- Ken Krawchuk, DTM, District 38 Parliamentarian
 - Ken@KenK.org
 - 215-881-9696 (but never before noon on weekends!)

TOASTMASTERS INTERNATIONAL Parliamentary Procedure at a Glance



- Footnotes:
- [d] = Debatable
 - [c] = Chairman decides
 - [i] = Can interrupt a speaker
 - [ns] = No second required
 - [nv] = No vote required
 - [2/3] = Requires 2/3 vote of those voting