

Family and Consumer Sciences Assessments (FCSA)

Parliamentary Procedure Study Guide

- The agenda for parliamentary procedure
- The presiding officer leads the members in the FCCLA Mission
 - Opening Ceremony
 - Roll Call
 - Secretary's Report
 - Treasurer's Report
 - Other Officer's Report
 - Standing Committee Report
 - Special Committee Report
 - Unfinished Business
 - New Business
 - Announcement
 - Program
 - Closing Ceremony
- The presiding officer leads the members in the FCCLA Creed
- Acclamation
 - An oral or voice vote
- Affirmation
 - "For" or "yes" vote
- Adjourn
 - To end the meeting
 - Must be made by a main motion Agenda
 - Order of business for the meeting Amendment
 - A change in or addition to the main motion; amendments can also be amended once
- Adding
- Inserting
- Striking out
- Striking out and inserting Substituting
- Primary
 - An amendment to a main motion
- Secondary
 - An amendment to a primary amendment
- Voted for in reverse order Ballot

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- Secret ballot, usually written or recorded by voting machine Bylaws
- The highest body of rules in an organization other than the Articles of Incorporation
- If the bylaws require an election to be by a ballot this provision cannot be suspended, even by unanimous vote
- Chair, Chairman, Chairperson
 - Person presiding at a meeting
 - May vote in case of a tie
 - To participate in debate, the chair should relinquish the chair to the vice president or another member
 - If a member makes a motion that is not in order the chair may suggest an alternate motion
- Committee
 - A group of one or more persons, elected or appointed to consider, investigate or act on certain matters
 - Reports should be written in third person
 - Reports do not require a second since they represent more than one member's opinion
 - Appointed committee has preference in the order of business
- Debate
 - Discussion for or against the motion o Asked before the vote
 - Can only be closed by
- Order of assembly (2/3 vote)
- No one seeks the floor for further debate Division (Division of the house)
 - When a member disagrees with a voice vote and calls for a counted vote; does not require a second
- This vote must be a rising vote Division of the Question
 - To separate a motion into two or more parts, each capable of standing a separate motion
- Executive Session
 - A meeting at which the proceedings are secret
- Gavel
 - A tool for calling the meeting to order
- General Consent
 - If there are no objections, passing a motion without debate or vote

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- Germane
 - To remain on the subject to be amended
- Majority
 - Over half of the votes cast; sometimes called simple majority, which is 50% plus
- Methods of voting
 - Voice vote; general consent; roll call; ballot
 - Minority
 - The smaller number; less than 50%
 - Minutes
- Written record of the meeting
- Secretary or person in position in the absence of the regular secretary should sign the minutes
- The maker and the person who seconded the motion should be recorded on the minutes
- Motion
 - An idea brought before the group for consideration
- Types of motions
 - Privileged
 - Incidental
 - Subsidiary
 - Main
- Unclassified motions
 - Introduces new business
 - Is debatable
 - I move that...
 - Maker must first be recognized by the chair
 - To lay a motion on the table one must temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration
- Parliamentarian
 - One who has knowledge of parliamentary procedure and is skilled in its practice
- Parliamentary inquiry
 - Used to obtain information about meeting procedure
- Pending
 - Has not been voted on; is still “on the floor”

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- Plurality
 - A larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to the effect
- Request for Information
 - To ask for clarification
- Point of Order
 - To correct a breach of order or error in procedure
- Postpone
 - Puts off a motion until some future time
- Prevailing side
 - Called the winning side when the vote has been taken
- Previous Question
 - A call to end discussion and vote on the pending motion; a second is required
- Putting the Questions
 - When chair takes vote for and against a motion and announces the results
- Receipt
 - A written record of money received
- Roll Call
 - Raising hand or standing
- For a 2/3 vote it must be a standing vote
- Quorum
 - Minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws
- Second
 - Means another member supports motion
- Stating to Question
 - Chair restates the exact motion after the second and indicates it is open for debate
 - Voice vote
 - Yes or no