



Basic Parliamentary Rules

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Parliamentary Rules are the rules that clubs use in conducting their business. These rules provide courtesy and justice for each member. They bring order to the meeting and help the club make decisions.

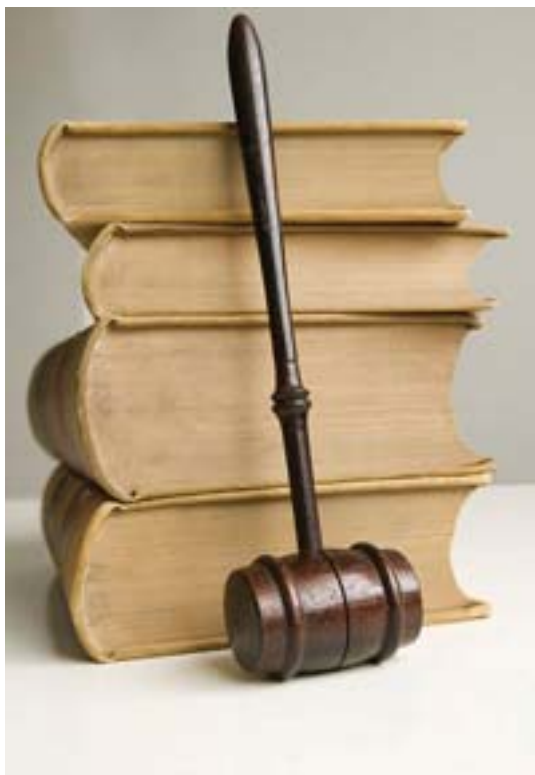
How to Bring up Business

Parliamentary Rule: Only one member speaks at a time after being recognized by the President.

How to Pass a Motion

Parliamentary Rule: There can be one motion before the group at a time. The steps to pass a motion are:

- Member is recognized and makes a motion. (*I move...*)
- Another member seconds the motion.
- Discussion guided by the President.
- President calls for a vote on the motion by the membership.



How to Amend a Motion

Parliamentary Rule: Vote on the amendment before voting on the original motion. Then, vote on the original motion as amended.

- Original motion is made and seconded
- Discussion
- Amendment to original motion is made and seconded
- Discussion on amendment
- Vote on amendment
- If amendment passes, original motion as amended is voted on.

How to End the Meeting

Parliamentary Rule: A motion to adjourn is a privileged motion which means that it cannot be discussed. It requires a majority vote to pass.