

# **Parliamentary Procedures**

Parliamentary procedure is simple in principle and based on common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussions. Once the vocabulary becomes familiar, the rules will flow easily. Becoming comfortable with parliamentary procedure is vital for the Chapter President.

## **The purposes of parliamentary procedure are:**

- To enable an assembly to transact business with speed and efficiency.
- To protect the rights of each individual.
- To preserve harmony within the group.

The President or Parliamentarian may secure a copy of “Robert’s Rules of Order” through the Products Department.

## **The five basic principles of parliamentary procedure are:**

- Only one subject may claim the attention of the assembly at one time.
- Each proposition presented for consideration is entitled to full and free debate.
- Every member has rights equal to every other member.
- The will of the majority must be carried out, and the rights of the minority must be preserved.
- The personality and desires of each member should be merged into the larger unit of the organization.

## **The Order of Business**

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

- Call to Order
- Reading and Approval of Minutes
- Reports of Officers and Standing Committees
- Reports of Special Committees
- Old Business
- New Business
- Program
- Adjournment

All actions taken by the Board of Directors should be voted on in the form of a motion and the results duly noted in the minutes of the meeting.