

# **Parliamentary Law and Procedure**

## **Mass Meetings and Conventions**

### **Fundamentals of Parliamentary Procedure**

Presented by:  
Donna Kosicki and Donna Rowe



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## **SECTIONS:**

Motions

Decorum

Being Reactive as a Bully Buster

Acting Proactive to Use Rules to Get Your Way

Tips to Following Leaders

Group Activity

Precinct Meetings | Mass Meetings

Convention – County, District, and State

Post Test

Activity and Questions & Answers

Successful Meetings

Things Done by a Minority

Things Prevented by Minority Vote

Key Resources Review

Group Activity

Questions and Answers

## WORKSHOP PRESENTERS

### Donna Kosicki



Donna has been a member of the National Association of Parliamentarians (NAP) and Georgia State Association of Parliamentarians (GSAP) since 2011. She currently serves as a member of the GSAP Education Committee and Program Chair of the 2023 GSAP Convention; and teaches parliamentary law and procedure workshops to GSAP membership, various PTA and political groups. Donna is studying for her Registered Parliamentarian certification, expected 2023.

Republican Party positions served: President of Cherokee County Republican Women; Cherokee County Republican Party – First Vice Chair, Parliamentarian, Poll Watcher Recruitment and Training, Precinct Caucus and Convention Planning Committees Chair; Member of the Rules and Finance Committees, Assistant Secretary, and Precinct Chair. 11<sup>th</sup> Congressional District GOP – Parliamentarian, Convention Parliamentarian, Member of the District Committee (CCRP), Nominating Committee Chair – Reorganization and for Convention; GA State GOP – Member of the State Committee (CCRP).

Donna is also a proud Member of the Bylaws and Events Committees for the Cobb Veterans Memorial Foundation.

### Donna Rowe



Donna has an extensive Parliamentarian background and has served as a parliamentarian for Student Nurse Association of Massachusetts, Young Republicans in various states, various Officers Wives Clubs, Cobb Republican Women's Club, Cobb Republican Party and Cobb GOP Conventions, GA Federation of Republican Women, and 6<sup>th</sup> Congressional District Committee and Convention.

Donna has served on the Rules Committee for Cobb Republican Party (4 terms), Cobb Republican Women's Club (5 terms), 6<sup>th</sup> District Republican Party (Convention), GA Federation of Republican Women (2 terms), and various community organizations for over 30 years; and provided parliamentary training to Cobb Association of Realtors and GA Association of Realtors.

Republican Party positions served: Teen Republican Chair, Massachusetts; College Republicans Vice Chair, Pennsylvania; Young Republicans Chair, Virginia; Cobb County Republican Party – First Vice Chair, Second Vice Chair, Secretary, Assistant Secretary, Registration Chairman; 6<sup>th</sup> and 7<sup>th</sup> District, Georgia Republican Party – Secretary (7<sup>th</sup>), Registration Chair (6<sup>th</sup> & 7<sup>th</sup> – 15 terms), Second Vice Chair (6<sup>th</sup>); and Georgia Republican Party – State Committee Member (4 terms) and (Georgia) National Delegate – 2016 National Convention.

## **“Setting the Foundation of PL & PP”**

**Welcome!** We are honored to have this opportunity to spend three (3) workshop sessions with you to study, talk about, learn, and practice parliamentary law and procedure, as well as the mechanics of the Precinct Caucus and Convention.

The goals of this series of workshops:

- **Define** the landscape of parliamentary law and procedure (PL & PP);
- **Explain** how the Mass Meeting and Convention will take place (pursuant to the GA GOP Convention Manual and the Call); and
- **Utilize** activities that are strategic and hands on to strengthen your understanding 1) of the process for these events and 2) how to control the bully (whether that bully is the chair or a small group of people).

These workshops build on each other, with the purpose for attendees to be equipped for success. As presenters, we are defining success as attendees should be able to understand PL & PP landscape, how these events are designed to be run, determine what may be ‘happening’, and respond proactively and reactively

**Members may or may not like how the system works.** Your best strategy is to learn and be a part of the solution moving forward to create the change that needs to happen to ensure Republicans are elected to office – **LEARN TO USE PARLIAMENTARY LAW AND PROCEDURES AND CONTROL THE PRECINCT CAUCUS (MASS MEETING)!**

Take a moment and jot down your initial thoughts to this question: What are your goals and intended outcomes with these workshop sessions? \_\_\_\_\_

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Take a moment and jot down your initial thoughts to this question: “What is the difference between an Attorney and a Parliamentarian?” \_\_\_\_\_

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WHY IS KNOWING THIS DISTINCTION IMPORTANT!?! \_\_\_\_\_

### **Purpose of Parliamentary Rule and Procedure**

- DEFINED: A set of democratic rules used to govern meetings and make decisions consistently and fairly.
- LONG HISTORY:
  - o Origins of PARLIAMENTARY LAW (orderly deliberations and actions by an assembly) dates back to **750 BC** in Greece
  - o Male Citizens above 18 years in a “Town Hall” type meeting.
  - o *Roman Forum* adopted a similar concept before Greece in **450 BC**
  - o Anglo-Saxon TRIBES- then the House of Commons “Journal” became the source for parliamentary procedure in **1547**
  - o American Colonies – “Jefferson’s Manual” in **1801** and developed into the “US House Rules Manual”
  - o In the English Parliament and after it came to this country with the first European settlers; it became uniform in **1876** when General Henry M. Robert published his manual on parliamentary law.
  - o **TODAY** – Robert’s Rules of Order Newly Revised, 12<sup>th</sup> Edition, is the basic handbook of operation for many organizations and groups. There are other books on parliamentary procedure, however, RROR is widely known and typically stated as the parliamentary authority in most organizations’ bylaws.
- Expedite business
- Maintain order
- Ensure justice
- Equal treatment of members
- Accomplish organization’s purpose

### **Basic Fundamental Rules and Principles of Parliamentary Law and Procedure**

- The organization is paramount and voting members govern the organization.
- A meeting should have a chair, whose role as presiding officer of the meeting is to objectively facilitate the meeting; is not a decision maker; and should not let any of the members know which side of the issues he / she favors.
- Members have equal rights; the rights of members are protected even if they are absent.
- A quorum is needed for a legal meeting. In the absence of a quorum, these actions can be taken: Fix the Time to Which to Adjourn, Adjourn, and Recess.
- Only one main motion is permitted at a time AND only one person speaks at a time.
- Debate can only be limited by a two-thirds vote. Further, without full and free discussion, the group process never gets a chance to work.
- Personal remarks are out of order.
- A settled question may not be presented again in the same form in the same session.
- The majority rules.
- Two-thirds vote is necessary where basic rights of members are involved.
- Silence gives consent.
- “Present” (to abstain from a vote is not a vote) is NOT Counted in the Tally of any vote.

## **A Member's Rights**

- Consists of classes of members
- Qualifications or eligibility for membership (with application and acceptance procedures)
- Required fees and dues
- Specific Rights
  - Basic rights
    - Attend meetings
    - Make motions
    - Speak in debate
    - Vote
    - Make nominations
    - Give previous notice of a motion, except through disciplinary proceedings
  - Bylaws effect on
  - Due process in disciplinary proceedings
  - Parliamentary procedure about
  - 2/3 vote compromise
  - Absentees
  - Rights of absentees
  - Serve as an officer or chairperson
  - Nominate a person for office

## **Two (2) Classes of Rule**

- General: rules found in any standard text on parliamentary law (examples)
- Special: rules written for a specific group (examples)

## **How Business is Introduced**

- MOTIONS! A formal proposal that certain action be taken:
- Classes of motions:
  - o Main – in order if there are no other motions before the assembly; made and handled one at a time; may be debated or amended before voting
  - o Subsidiary – affect HOW main motions are handled; examples are changing the working of a main motion or deciding to consider it at a later time
  - o Privileged – relate to the WELFARE of the group or an individual; examples include ending the meeting, taking a break, or going into executive session
  - o Incidental – are QUESTIONS OF PROCEDURE that arise out of other motions; examples are verifying a vote count, correcting an error, or asking for information
  - o Bring a question again before the assembly
- In general – a motion should be relevant to the questions or situation at hand and must not:
  - o Conflict with the law, bylaws, or a motion that has already been adopted
  - o Be obstructive or frivolous
  - o Essentially repeat a motion rejected earlier in the meeting or a motion already pending
- To “Second a motion”
  - o When a person agrees with the motion should be considered
  - o A member does not have to be recognized to second; member just simply says “I second the motion” or “second”
  - o Secunder does not have to agree with the motion itself, only that it is worth proposing; lets the chair know that the motion is of interest to more than one person
  - o (OR as a risky strategy – if a person does not want a motion to be passed but knows the temperature of the room, that person may ‘second’ the motion so that it is defeated)
- The Worst Motion
  - o “So moved...” – this is not a motion but a terrible habit that members say because they think this is a good idea
  - o Motions must be clearly and concisely stated to the Chair after being recognized (given the floor); most organizations will ask members to write out their motion so that that copy becomes part of the history / minutes for that meeting.
  - o GIVE AN EXAMPLE WHY THIS IS A TERRIBLE MOTION
- A motion is also known as “the question”
  - o Example: “call for the question”

## Obtaining the Floor AND Assigning the Floor

- Addressing the Chair / Presiding Officer
  - o Before a member can speak, he / she must be recognized by the Chair as having the exclusive right to be heard at that time
  - o The Chair must recognize any member who seeks the floor while entitled to it
  - o There are parliamentary motions that can be made without obtaining the floor
- To claim the floor
  - o A member rises at his / her place when no one else has the floor (or goes to a microphone); faces the Chair, and says “Mr. / Madam Chair”
  - o If a member is entitled to the floor at the time, the Chair recognizes him / her typically by announcing the person’s name or title
  - o This member then ‘has the floor’ and can remain standing and speak in debate or make a motion as permitted under the rules in this book
  - o If only one person is seeking the floor in a small meeting – where all present know and can clearly see one another, the Chair can recognize the member merely by nodding to him / her.
  - o On the other hand, if a speech is prearranged or if several members are attempting to claim the floor at once in a large meeting – the Chair should use formal wording (“Mr. Smith”)
  - o When a member finish speaking, he / she **yields** the floor by resuming his / her seat
- IF TWO OR MORE RISE AT THE SAME TIME, the member who rose and addressed the Chair first **after the floor was yielded** is entitled to be recognized
  - o A member cannot establish ‘prior claim’ to the floor by rising before it has been yielded. It is out of order to rise or be standing while another person has the floor – except for the purpose of making one of the motions or taking one of the parliamentary steps that can legitimately interrupt at such a time (there is a long list of these motions on t44 and t45 in RROO)
  - o In large assemblies or event – a member may need to walk to a microphone to be recognized by the Chair
- WHILE A MOTION IS OPEN TO DEBATE – there are three (3) important cases where the floor is properly assigned to a person who may not have been the first to rise and address the Chair: **the right is called ‘preference in being recognized’**
  1. If the member who MADE the motion claims the floor and has not already spoken on the question, he / she is entitled to be recognized in preference to other members
  2. No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor
  3. In cases where the Chair knows that the persons seeking the floor have opposite opinions on the question – and the member to be recognized is not determined by 1 or 2 just stated – the Chair lets the floor alternate between those favoring and those opposing the measure
- A member cannot rise for the purpose of claiming preference in being recognized AFTER THE CHAIR HAS RECOGNIZED ANOTHER MEMBER
- IF AT ANY TIME THE CHAIR MAKES A MISTAKE and assigns the floor to the wrong person, when preference in recognition was timely claimed or in any other case – his attention can be called to it by raising a POINT OF ORDER, AND THE CHAIR MUST IMMEDIATELY CORRECT THE ERROR.
  - o See “preference in being recognized”; REVIEW



## Six (6) Steps for Handling a Motion

1. A MOTION IS MADE by stating “I move that ...” and state your motion clearly and concisely; stay on the subject and avoid personal attacks
2. WAIT FOR SOMEONE TO SECOND, IF NEEDED (not all motions need a second ... more on this Day Two!) – another member will say “I second the motion” or “Second” OR the Chair will call for a second. IF there is no second, the motion will not be considered. Motions made at the DIRECTION OF A BOARD OR COMMITTEE of more than one member do not require a second. This is because the committee or board already has two (2) or more people who want the motion considered.
3. THE CHAIR STATES THE MOTION – the Chair must say, “It is moved and seconded that ...” AFTER this happens, the motion is pending; also called “on the floor”. IF A MOTION IS LONG OR COMPLEX – a member should write it down so it can be stated clearly to all OR the Chair may request the motion be in writing.
4. THE MOTION IS DEBATED – (not all motions are debatable) the Chair will state “Is there any debate or discussion?” The person who made the motion has the right to speak first. Usually, the Chair will recognize members ready to speak by stating their names. A member may not speak against their own motion. DIRECT all comments to the Chair – discussion may continue as long as needed though speakers must keep to any time limits (find out if there are any time limits – usually found in SPECIAL RULES). After ALL OTHER SPEAKERS ARE FINISHED, members may speak a second time. (Motions may be made at any time to limit or close debate [“Call the Question”].)
5. A VOTE IS TAKEN – if there is no more debate or a motion to stop debate is adopted, it is time to vote on the motion. The Chair asks either “are you ready for the question” or “is there any further debate?” and may RESTATE the motion. The Chair explains the method of voting and then members vote. A member may vote against their own motion.
6. THE CHAIR ANNOUNCES THE RESULTS – the Chair says which side has the votes and whether the pending motion is adopted or lost. If necessary, the Chair should give a statement regarding the effect of the vote.
  - Before the Chair states the motion (STEP 3) – a member can withdraw the motion or change it
  - Once the motion has been stated, it becomes “assembly property”. A member must request permission from other members to withdraw the motion.
  - **A motion cannot be withdrawn once voting has begun.**

## **Votes – Types, Order Of, and Methods**

- TYPES
  - MAJORITY vote is defined as “more than half” of votes cast
  - TWO-THIRDS vote is needed where members’ rights are affected. EX: to end debate, since any future speakers will lose their right to speak
  - PLURALITY – where three or more candidates or options are available, the winner is the one with the most votes
- ORDER OF
  - The last motion stated by the Chair is the first pending and the first voted on
  - The main motion is the last voted on
  - MORE ON THIS DAY TWO
- COMMON VOTING METHODS
  - VOICE – The Chair asks those in favor to say ‘aye’ and those opposed to say ‘no’ (for majority votes only). A member may move that the vote be counted.
  - SHOW OF HANDS OR RISING – members raise their hands or stand up. These methods are used for a two-thirds vote or to verify a voice vote. A member may move for an exact count.
  - ROLL CALL – if a record of each person’s vote is needed, each member answers ‘yes’ or ‘no’ or ‘present’ (indicating the choice not to vote) as his or her name is called. Answering ‘pass’ means you wish to be called again later before voting closes.
  - BALLOT – if secrecy is desired, members write their vote on a form or slip of paper.
  - UNANIMOUS CONSENT – this is a good way to move things along when a motion isn’t likely to be opposed. The Chair simply says “if there is no objection...” and members show consent by their silence. (If someone says ‘I object’, the matter must be put to a vote)
  - IF A MEMBER ABSTAINS (does not vote) – that member is expected to go along with the winning vote.
  - IN THE EVENT OF A TIE – an equal number of votes on both sides, which means no majority and the motion is rejected or defeated. The Chair may choose to vote, when his / her vote may affect the outcome. EX: his / her vote could create a tie and defeat the motion (NO MAJORITY!) OR break the tie and pass the motion. IN MOST CASES – the Chair remains impartial and does not vote, except if voting is done in secret (BALLOT), he / she may vote (unless the Bylaws state otherwise)

**Twp-Part Activity – Let’s practice making a motion AND how to determine Majority and Two-Thirds vote.**

**Discussion questions on “Making a Motion”**

- 1. What is the significance of the six (6) steps to making a motion?**
- 2. Why is the ‘worst motion’ the worst motion?**
- 3. What is the right to ‘preference in being recognized’?**

**HOW is Majority determined?**

**How is Two-Thirds determined?**

## **Successful Meetings**

- **KNOW THE ROLE OF THE OFFICERS / BOARD**
  - PRESIDING OFFICER (the Chair) leads each meeting in a timely manner, following the agenda. The Chair is to be calm and impartial and to follow meeting rules correctly.
  - SECRETARY is the organization's record keeper. He / she notes and corrects meeting minutes. The secretary also maintains records such as the roll (list of members), committee lists, reports, and bylaws.
  - TREASURER manages and accounts for the organization's funds. He / she handles income and expenses as needed and may help with the organization's budget. The treasurer should report to the group regularly, at each meeting.
  - Other leaders may include a VICE PRESIDENT (who may chair if the presiding officer is absent), an executive director (employed to oversee the organization's operations and staff) or a Sergeant-at-Arms (who helps keep meetings orderly).
- **PRACTICE MEETING ETIQUETTE**
  - Being on time, prepared, and polite will help a meeting go well.
  - Follow ground rules and ask for information if you need it.
  - Keep remarks focused on the business at hand – don't get personal.
- **MOTIONS**
  - Know the classes of and the rank of motions
  - Know how and when to use each motion; have SCRIPTS and practice them!
  - Know how to obtain the floor.
- **GO INTO THE MEETING (MASS CAUCUS AND CONVENTION) KNOWING THE PROCESS / STEPS and the importance of each event and how the Mass Meeting feeds into the Conventions (County, District, State)**
  - This will be discussed in detail on DAY TWO

## **Things Done by a Minority – A list of motions that can be done or initiated by a minority**

- **Call for the Orders of the Day:** a single member can require the assembly to follow the order of business or agenda, or to take up a special order that is now due to come up, unless two-thirds of the assembly wish to do otherwise.
  - This motion keeps the group on the planned schedule for the meeting. If the agenda is deviated from, either accidentally or on purpose, this motion can be initiated by any member.
  - This motion keeps the group on the planned schedule for the meeting. If the agenda is deviated from, either accidentally or on purpose, this motion can be initiated by any member.
  - Takes precedence over all motions except (a) other privileged motions and (b) a motion to Suspend the Rules that relates to the priority of business
  - It can interrupt a pending question only if the neglect of a special order is involved
  - Is not applied to any motion, but is applicable (a) when the agenda, program, or order of business is being varied from; (b) when a general order that is in order at the time is not being taken up; or (c) when the time for considering a special order has arrived or passed and it is not being taken up.
  - If in order at the tie, is in order when another has the floor, even if it interrupts a person speaking
  - Does not require a second
  - Is not debatable

- Is not amendable
- Upon a call by a single member the orders of the day must be enforced, except that a 2/3 vote can set them aside
- Cannot be reconsidered
- 
- EX: the Chair skips over an agenda item
  - A member should get recognized, even if you have to interrupt the speaker, and CALL FOR THE ORDER OF THE DAY.
  - The Chair should realize that he has skipped over the agenda item and will immediately proceed with the correct item on the agenda.
- EX: the Chair asks a member to move a motion that is not on the agenda; the member moves the motion; another member makes the motion to CALL FOR THE ORDERS OF THE DAY. The member who moved the motion could move to SUSPEND THE RULES to allow the motion to come before the assembly at this time. STR needs a second and requires a two-thirds vote. If it passes, the motion is considered at that time.

- Division of the Assembly

- The effect of this motion is to require a standing vote (NOT a counted vote).
- A single member can demand this if he / she feels the vote is too close to declare or is unrepresentative.
- This motion can only be used after the voice vote or hand vote is too close to declare.
- A member calls out "Division!" and the Chair is required to redo the vote, this time using a standing vote.
- Takes precedence over any motion on which a vote is being taken or has just been taken
- It may be called for the moment the negative votes have been cast until the announcement of the result is complete, or immediately thereafter
- It does not yield to any motion
- Can be applied to any motion on which the assembly is called upon to vote by voice or by a show of hands
- Is in order when another has the floor and is called for without obtaining the floor
- Does not require a second
- Is not debatable
- Is not amendable
- Does not require a vote, since a single member can demand a division
- Cannot be reconsidered
- EX: a member is not in agreement with the Chair's declaration of the motion's result (adopted or rejected). A member immediately seeks recognition and moves that the vote by a standing, counted vote. That motion takes a majority vote to pass. If it passes, the Chair is required to take a standing vote and to count the vote and report the results to the membership.
  - WHETHER RESULTS ARE MAJORITY OR TWO-THIRDS
- EX: this motion can be used to see how many members are willing to stand in support of or oppose a motion. Use "Division!"

- Division of the Question

- This motion is used to separate a main motion or amendment into parts to be voted on individually. It can only be used if each part can stand as a separate question.
- Used when there are multiple issues covered in one motion. This is typically done to save time. If the issues are unrelated, then the “Division of the Question” happens at the request of a single member. If the issues are related, it takes a motion and a majority vote to divide the question.
- This motion can only be made if the motion can be divided into separate parts and stand alone as a separate question.
- Takes precedence over the main motion and over the subsidiary motion to Postpone Indefinitely
- If applied to an amendment, is also takes precedence over that amendment, but a motion to divide the main question cannot be made while an amendment to the main question is pending
- Is out of order when another has the floor
- Must be seconded
- Is not debatable
- Is amendable
- Requires a majority vote
- Cannot be reconsidered
- EX: a motion has three parts, two of which are great and one that a member feels is detrimental to a project of the organization. Division of the Question could be moved and each of the three parts of the motion would be voted on separately OR to consider the two parts first, then the one part separately.

- Point of Information

- A nonparliamentary question about the business as hand. The question can be directed to the Chair or through the Chair to another member.
- If a member does not understand a point because of a lack of information, this is the motion to use. OR if a member on the other side of an issue states some information that a member believes to be false and the member wants it corrected – this motion can help do that.
- If this motion is directed to the speaker, it counts toward his speaking tie, so keep that in mind when someone wants to ask you a Point of Information.
- When this motion is directed to the Chair, it is very similar to Parliamentary Inquiry.
- AKA Request for Information
- EX: The Chair has information that a member wants him / her to share to get a motion passed. That member gets recognized and raises a Point of Information and asks if the Chair could share the information to all members.
- EX: in debate, Member A makes a statement Member B believes is not factual. Member B rises to a Point of Information and asks the Chair if the information just given by the speaker could be verified. The correct information now has a chance of getting heard.
- EX: in debate, Member A is speaking while Member B rises to a Point of Information stating he / she has a question to ask. Member A has a lot to say but not a lot of time to say it all, and does not want to answer the question. Member A states “I do not agree to the interruption at this time, but if, after I have finished my comments, I still have time and the member would like to ask the question then, I will be happy to answer it.”

- Parliamentary Inquiry
  - A question directed to the presiding officer concerning parliamentary law or the organization's rules as they apply to the business at hand.
  - Use this motion if a member does not understand something about parliamentary procedure OR how to correctly do something.
  - This motion can even interrupt the speaker, but only if it is urgent and warrants the interruption.
  - This motion does not require a second and there is no vote needed. The Chair answers the Parliamentary Inquiry.
  - EX: a member wants to do a specific thing but does not know the parliamentary motion or tool to use. The member should get recognized by the Chair, says "Parliamentary Inquiry". The member tells the Chair what they want to do and the Chair should give guidance on how to do it.
  - EX: a motion that is not debatable - a member could rise to a Parliamentary Inquiry and ask a question such as "Would it be in order at this time to move to strike the word support and insert the word oppose?" OR "Would it be in order at this time to move to Postpone Indefinitely the motion on the floor?"
  - EX: a motion that is not debatable – a member who knows the correct procedure and wants to make sure every member in the room knows the correct procedure, a Parliamentary Inquiry can be made such as "If the motion to adjourn passes and we don't meet until next week, what will happen with this motion that requires a response from us by tomorrow?"
    - When the Chair answers by telling you that the motion will then become null and void, the member has made sure everyone knows that before they vote to adjourn.
  - EX: the Chair is calling for a vote and a member is unclear what vote is required, it is too late to debate the motion, but the member can make a Parliamentary Inquiry to ask what vote is required to pass the current motion.
    - The Chair would answer the question and proceed to complete the vote.
  - EX: a member can rise to a Parliamentary Inquiry to ask what is the effect of a motion just made.
  - There is NO APPEAL to this motion because there was no decision made – the Chair give his / her opinion. If a member disagrees with the answer given by the Chair, the member can put the point at issue before the assembly by making the motion despite the Chair's opinion and, when he rules that the motion is not in order, appealing from the Chair's decision.
- Point of Order
  - If a member feels the rules are not being followed
  - It requires the Chair to make a RULING and enforce the rules
  - No second is required for this motion and it requires the Chair to make a ruling, it is a motion that can be completed by a minority of one member.
  - Member rises and without waiting for recognition from the Chair, calls out "Point of Order".
  - The presiding officer asks the member to state the point.
  - At a Mass Meeting or Convention, the Chair may require a member to come to the microphone for the Point of Order.
  - The Chair will rule "point well taken" or "point not well taken"
  - This motion must be made at the time the breach occurs. The member cannot wait until the next meeting or later in the current meeting. The only exception is when the breach is ongoing and the circumstances are described in RROO.

- EX: A motion is in debate and a member notices it appears the meeting no longer has a quorum.
  - EX: the chair has allowed an amendment to a motion that a member disagrees with. The member should stand and raise a Point of Order. The Chair will rule and if the member does not agree with the Chair, the member can move to Appeal the Decision of the Chair.
  - EX: a member is not following one of the rules of the organization and the Chair is doing nothing about it.
  - EX: a rule of decorum for debate is not followed, which is refraining from speaking adversely on a prior action not pending. Before the speaker completes his tirade – a member stands, interrupts the speaker, and raises a Point of Order, indicating that the member is violating one of the rules of decorum in debate.
    - The Chair should rule that the comments are out of order.
  - EX: a motion is in debate and a member moves the “Previous Question” and the Chair immediately calls for the vote. A Point of Order should be raised – no second, motion for Previous Question was not voted on, and the Chair is reminded this motion requires a two-thirds vote.
    - The Chair should rule in your favor and discussion will continue with the original motion – if no second or enough votes to pass the Previous Question motion.
  - EX: The Chair is unsure how to rule on a Point of Order and if the decision is appealed – the decision is now in the hands of the assembly. The Chair would state “The Chair is in doubt, and submits the question to the assembly. The question before you is ...”
    - The decision of the assembly cannot be appealed when the Chair refers the Point of Order to the assembly for a decision.
- Appeal the Decision of the Chair
- A motion to take the decision regarding parliamentary procedure out of the hands of the presiding officer and place the final decision in the hands of the assembly.
  - In debate – the Chair can speak at the very beginning of discussion and at the end. Members are allowed to only speak one time.
  - A tie vote normally goes in the negative, because it is not a majority vote. BUT in this motion, the decision of the Chair stands unless reversed by a majority.
  - This motion must be made at the time of the ruling.
  - If the decision of the Chair is wrong, a member cannot take his /her time to think about it.
  - This motion is only applicable to rulings of the Chair, not opinions of the Chair.
  - It is in order when another member has the floor.
  - Must be seconded.
  - Is debatable, unless its a) relates to indecorum or a transgression of the rules of speaking b) relates to the priority of business or c) is made when an undebatable question is immediately pending or involved in the appeal.
  - This motion is not amendable.
  - A tie vote or majority in the affirmative will sustain the decision of the chair – members have agreed with the decision of the chair and that decision will now go into effect.
  - A vote in the negative – the motion to sustain the decision of the Chair fails; the members do not agree with the decision of the Chair and that decision has been overturned.
  - Points of Order and Appeals are entered into the minutes.
  - Members have no right to criticize a ruling of the Chair unless they appeal from the Chair’s decision.



- Question of Privilege
  - To bring an urgent request or a Main Motion relating to the rights of either the assembly or an individual up for immediate consideration. Because of the urgency, it may interrupt the business and actually interrupt the speaker.
  - Can be raised as a request or can be made into a Main Motion. If it's raised as a request – the Chair will rule on the request. If it's made into a Main Motion – it will be processed like other Main Motions.
  - It likely has to do with the physical comfort of the members or external noise that is preventing them from hearing the proceedings.
  - EX: there is a loud noise coming from outside and no one can close the windows. A member can stand, interrupt the speaker, and call out "Question of Privilege".
  - EX: in a board meeting that included nonmembers, a report was being given on personnel. Nonmembers should not be hearing this information. A member should raise a Question of Privilege.

### **Things Prevented by Minority Vote**

- Any motion that requires more than a majority vote, such as a two-thirds vote, can be stopped by a minority vote.
- All that is needed is one third, plus one, and the motion fails.
- Here is a list of motions, that according to RROO, require a two-thirds vote and are therefore preventable by a minority vote. Some of these motions may require previous notice, along with two-thirds vote.
  - Amend constitution, bylaws, or rules of order
  - Rescind or Amend Something Previously Adopted, if notice has not been given
  - Close nominations
  - Close the polls
  - Remove someone from office
  - Eliminate an agenda item, before it is pending
  - Discharge a Committee
  - Extend time for debate on the pending motion
  - Expel from membership
  - Limit or Extend Limits of Debate
  - Make a special order
  - Previous Question
  - Reconsider in committee
  - Suspend the Rules
  - Take up a question out of its proper order
  - Take up an order of the day before the time for which it has been set

### **ACTIVITY – Let’s Practice Motions!**

- First – let’s have a question discussion: HOW can motions that require 2/3 vote be defeated?
- As an opportunity to practice motions in motion, (scripts for all motions will be provided at Day Two. We will go over each script with the attendees. THEN, we will have you as the Chair and provide several situations for them to practice the motions.)
- Today, let’s provide several scenarios and get through as many as time permits, and ask the attendees which motion best addresses the situation and why. Attendees can discuss together or respond on their own and use the handout as a guide.

### **SCENARIOS**

The chair asks a member to move a motion that is not on the agenda; the member moves the motion. (CALL FOR THE ORDERS OF THE DAY)

Same question – the chair asks a member to move a motion that is not on the agenda; member moves the motion. Another member makes the motion to CALL FOR THE ORDERS OF THE DAY. The member who moved the motion could make which motion to allow the motion to come before the assembly at this time. (SUSPEND THE RULES, REQUIRES A SECOND AND 2/3 VOTE. IF IT PASSES, THE MOTION IS CONSIDERED AT THAT TIME)

This motion can be used to see how many members are willing to stand in support of or oppose a motion. (DIVISION)

In debate, Member A makes a statement Member B believes is not factual. Member B rises to which motion and asks the Chair if the information just given by the speaker could be verified. (POINT OF INFORMATION)

A member wants to do a specific thing but does not know the parliamentary motion or tool to use. What should the member do? (THE MEMBER SHOULD GET RECOGNIZED BY THE CHAIR AND SAYS PARLIAMENTARY INQUIRY. THE MEMBER TELLS THE CHAIR WHAT THEY WANT TO DO AND HE CHAIR SHOULD GIVE GUIDANCE ON HOW TO DO IT.)

A motion is in debate and a member notices it appears the meeting no longer has a quorum. (POINT OF ORDER)

A rule of decorum for debate is not followed, which is refraining from speaking adversely on a prior action not pending. Before the speaker completes his tirade – a member stands, interrupts the speaker, and raises a Point of Order, indicating that the member is violating one of the rules of decorum in debate. What should the Chair do? (THE CHAIR SHOULD RULE THAT THE COMMENTS ARE OUT OF ORDER)

A motion is in debate and a member moves the “Previous Question” and the Chair immediately calls for the vote. What should happen next? (A MEMBER SHOULD RISE TO A POINT OF ORDER, WHEN ASKED BY THE CHAIR WHAT IS THE POINT OF ORDER, MEMBER SHOULD STATE -- THE MOTION FOR PREVIOUS QUESTION WAS NOT VOTED ON – AND THE CHAIR IS REMINDED THIS MOTION REQUIRES A 2/3 VOTE. THE CHAIR SHOULD RULE IN YOUR FAVOR AND DISCUSSION WILL CONTINUE WITH THE ORIGINAL MOTION – IF NO SECOND OR ENOUGH VOTES TO PASS THE PREVIOUS QUESTION MOTION.)

The Chair is unsure how to rule on a Point of Order and if the decision is appealed – the decision is now in the hands of the assembly. What could the Chair do?

(THE CHAIR COULD STATE “THE CHAIR IS IN DOUBT AND SUBMIT THE QUESTION TO THE ASSEMBLY. THE QUESTION BEFORE YOU IS...”

Can the decision of the assembly be appealed? (THE DECISION OF THE ASSEMBLY CANNOT BE APPEALED WHEN THE CHAIR REFERS THE POINT OF ORDER TO THE ASSEMBLY FOR A DECISION)

The Chair has presented the Convention agenda for adoption, which passed, and a member makes a motion to adjourn. (MAJOR POINT OF ORDER!)

We covered A LOT –We talked about:

- The purpose of parliamentary rules and procedure
- Basic fundamental rules and principles
- A member’s rights
- Two classes of rules
- Motions – how business is introduced
- Obtaining the floor
- Six steps to a motion
- Votes – types, order of, and methods
- Successful meetings
- Things done by a minority
- Things prevented by a minority vote
- Key parliamentary resources
- And had all kinds of purposeful activities

## **Questions & Answers**

**Key Resources Review**

- National Association of Parliamentarians Body of Knowledge
- Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition
- Robert's Rules of Order, In Brief, 12<sup>th</sup> Edition
- Fulton County Republican Party, Inc. Rules & Bylaws
- 2023 Georgia Republican Convention Planning Manual
- The Call for the 2023 Georgia Republican Precinct Caucuses and County, Congressional District, and State Conventions