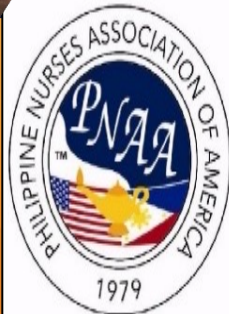


Parliamentary Procedures



OUR UNITED VOICES

WISDOM. EXCELLENCE

COLLABORATION. ADVOCACY. RESPECT. EQUITY





Parliamentary Rules

Purpose of Parliamentary Procedure:

- Facilitate or expedite the transaction PNAA business efficiently and effectively
- Promote cooperation and harmony using democratic principles
- Provide members with opportunity to be informed and to participate in forming the plans and actions of the organization

Rules Governing the Assembly (highest to lowest authority)

- Federal, state and local laws, i.e. NJ Laws of Incorporation
- Corporate Charter (Articles of Incorporation)
- PNAA Bylaws
- Rules of Order - **Parliamentary Authority** (Robert's Rules of Order)
- Standing Rules
- Customs



Presenting Business to the Assembly

Basic Procedural Rules

- Quorum for General Assembly - 20% of members registered
- Members may speak only after recognized by presiding officer
- Majority vote decides. Majority approval of a motion (50% plus 1) – with exceptions
- 2/3 Vote to ratify a Bylaw proposal

Presenting a Motion

- Business is brought before the assembly by motion of a member
- A member raises his/her hand and addresses the presiding officer
- Member is recognized by the presiding officer
- Member proposes the motion (“I move that....”)
- Another member seconds the motion.
- Presiding officer states the motion



Types of Motions

Main Motion

- Motion may be amended during discussion and before voting

Subsidiary Motion

- May insert, add or strike a word
- Subsidiary motion to amend must be seconded, debated and voted
- If subsidiary motion is adopted, the proposed change becomes the motion to be acted upon
- Examples: Amend, Postpone, Refer to a committee, Limit or extend debate.

Privileged Motions

- Deals with matters of immediate importance
- Examples: Call for the orders of the day, Recess, Adjourn

Incidental Motions

- Related to the parliamentary situation and must be decided before business can proceed





Debate and Voting of Motions

Rules of Debate – discussion on the merits of the motion

- Maker of motion may speak first
- A member may speak twice on the same motion and allow others who have not spoken to speak on that motion
- If no more debate or discussion, presiding officer restates the motion and calls for a vote.

Voting

- Voting will be taken by manual count or electronic poll if available. The motion on the table shall be displayed on the screen. Members may vote by checking “yes” or “no”.
*Note: Assigned resources will be on the floor to count votes manually.
- Results of the votes will be displayed on the screen.
*Note: If counting manually, votes will be given to Secretary to tally.
- The presiding officer announces the result of the vote: “The Yes have it and the motion is carried”. Or “The No’s have it and the motion is lost”.

