

Parliamentary Procedure

Parliamentary Procedure is the code of rules for working together in groups. It has evolved through centuries out of the experience of individuals together for a common purpose. It is logic and common sense crystallized into rules of law.

The Purpose Of Parliamentary Procedure Is:

- A. To enable a group to conduct business with efficiency and harmony.
- B. To protect the rights of each individual.
- C. Accordingly, there are some basic principles to consider in achieving A & B.
 - 1. Only one person may claim the attention of the meeting at one time.
 - 2. Each motion is entitled to full and free debate.
 - 3. Every member has rights equal to every other member.
 - 4. The will of the majority must be carried out, and the rights of the minority will be preserved.

Why Should Parliamentary Procedure Be Used? (Advantages)

- A. It facilitates the transaction of business.
- B. The vote of the majority decides.
- C. All members have equal rights, privileges, and obligations.
- D. The minority has rights that must be protected.
- E. Full and free discussion is an established right.
- F. Only one question can be considered at a time.
- G. Every member has the right to know what the question before the group means before voting.
- H. The membership may delegate duties and authority, but retains the right of final decision.
- I. Parliamentary rules are administered impartially.

When Should Parliamentary Procedure Be Used?

- A. Policymaking groups.
- B. Groups with large membership.
- C. Groups composed of elected representatives.
- D. On matters of relative importance.
- E. On controversial issues.
- F. Whether either the chair or a member suggests its use in a particular situation.

How Should Parliamentary Procedure Be Used?

The conduct of meetings can be conceived to be a continuum of formality. At one end is the highly formal type of meeting using parliamentary procedure in its strictest sense. At the opposite end is the informal discussion in which the "elected" leader is indistinguishable from the other members. An effective democratic leader should develop sensitivity to the situation and should be flexible in adapting the group's procedure appropriate to the situation.