



Parliamentary Procedure: Motions & Amendments

What Is Necessary To Conduct A Meeting?

- OFFICERS:
 - These 2 officers (Chair & Secretary) must be present to conduct the meeting. Pro-tem officers may be elected, if necessary. Refer to bylaws to see if there are different procedures.
 - The Chair presides at the meeting and the Secretary records the transactions of the meeting in the minutes.
 - It is the responsibility of the Chair to maintain order and ensure that the rules are being followed.
- QUORUM
 - Quorum Requirement: A majority of the appointed members of the community board (NYC Charter §2801)
 - FULL BOARD- quorum is a majority (MORE THAN HALF) of the appointed members. Public members and ex-officio members are not counted toward a quorum for the full Board.
 - COMMITTEE - quorum consists of a majority of the total membership of the committee, including public members
 - It is the Chair's responsibility to determine if quorum is present and call meeting to order.

MOTIONS

- A motion is a formal proposal by a member, in a meeting, that the assembly take certain action.
- It could be substantive (e.g., approve a budget) or procedural (e.g., adjourn the meeting)
- A substantive motion is always a main motion (or resolution).
- Four basic types of motions, *but for the purposes of this presentation, we only focused on main motions.*
 - Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
 - Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
 - Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
 - Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

RESOLUTIONS

- A resolution is a written motion that has at least one "Resolved, That ..." clause.
- A resolution may optionally have a preamble of at least one "Whereas..." clause.



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One Motion/Resolution at a time...

- **AFTER** the main motion/resolution is voted on (*or withdrawn, postponed, etc.*), another main motion can be introduced.
- While the main motion is **BEING CONSIDERED**, a *secondary motion* can be introduced — *ie; Motion to Amend, Postpone, Refer to a Committee, Recess.*

8 Steps To Properly Handling Motions/Resolutions

1. Member seeks recognition from the chair
2. Chair “recognizes” the member (assigns the floor)
3. Member makes a motion (“I move that ...”)
4. Someone “seconds” the motion (unless from committee)
5. Chair “states the question” (“It is moved and seconded that ...”)
6. Members debate (obtain the floor before speaking)
7. Chair puts the question to a vote / member vote
8. Chair announces the result.

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