

# Motions and Amendments

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# WHAT IS PARLIAMENTARY PROCEDURE?

## WORKING DEFINITION

Parliamentary procedure is a formal process that groups use to make decisions in their meetings.

*Promotes:*

- EFFICIENCY
- FAIRNESS
- MAINTAINING ORDER

# BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

- Take up business one item at a time.
- Full and free debate on each item of business.
- Promotes courtesy, justice, and equal rights for every member.
- The will of majority prevails but the rights of the minority and the absent are protected.



## WHAT IS NECESSARY TO CONDUCT A MEETING

- Officers
- Quorum
- Agenda
- Minutes/Committee Reports
- Governing Rules



# GOVERNING DOCUMENTS

Federal and State Law  
Charter  
Constitution  
Bylaws  
Special Rules  
RONR 11<sup>th</sup> Edition  
Standing Rules





MICHIGAN ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

# MEMBER spotlight



## RIGHTS OF COMMUNITY BOARD MEMBERS

ALL BOARD MEMBERS HAVE THE RIGHT TO::

OBTAIN THE FLOOR

MAKE MOTIONS/RESOLUTIONS

ENTER DEBATE/DISCUSSIONS

VOTE (*except non-voting members*)

# 8 STEPS TO PROPERLY HANDLING MOTIONS/RESOLUTIONS...

1

MEMBER SEEKS RECOGNITION FROM THE CHAIR

2

CHAIR RECOGNIZES MEMBER

3

MEMBER MAKES THE MOTION OR RESOLUTION

4

ANOTHER MEMBER "SECONDS" THE MOTION

5

CHAIR "STATES THE QUESTION"

6

MEMBERS DEBATE

7

CHAIR "PUTS THE QUESTION" TO THE MEMBERS FOR A VOTE

8

CHAIR ANNOUNCES THE RESULTS AND EFFECT OF THE VOTE





## AMEND

**TYPE:** Secondary or subsidiary motion.

**PURPOSE:** to improve or make change to the main motion.

**IF ADOPTED:** modify the wording and within limits often the meaning of the main motion.

**VOTE TO ADOPT:** Majority vote

**REMEMBER:** No matter which form of amendment is used, the motion “to amend” does *not* decide the main motion, which must be decided after the motion “to amend” is decided.



# AMEND

## CONSTRUCTION:

Amendments should state exactly WHERE in the main motion the change is to be made and the PRECISE WORDING to be used.

**PRACTICAL TIP:** Pretend you are giving detailed, word-by-word dictation to the secretary.



## FORMS OF AMENDMENTS

- to insert (or add) words or a paragraph
- to strike out words or a paragraph
- to strike out words *and* insert words
- to substitute a whole paragraph or motion for another

**REMEMBER:** No matter which form of amendment is used, the motion “to amend” does *not* decide the main motion, which must be decided after the motion “to amend” is decided.



A background image showing a desk with a stack of coins on the left and several wooden blocks spelling out the word 'AMEND' in the foreground. The blocks are light-colored with black letters. In the background, there are some papers and a pen, all slightly out of focus.

## FRIENDLY AMENDMENTS

**SCENARIO:** Often used to describe an amendment offered by a member who supports the main motion but believes their amendment will either improve the motion or increase the chances of its adoption.

**PROCEDURE:** Regardless of whether accept by the maker of the motion accepts the amendment it must be opened to debate and voted on formally (unless adopted by unanimous consent and is handled under the same rules as amendments generally).

**RONR (11<sup>th</sup> ed.) p.162, ll. 9-19**



# Connect with Us

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The background of the slide is a photograph of the New York City skyline, featuring numerous skyscrapers and buildings. The sky is a vibrant blue with scattered white clouds. A semi-transparent white rectangular box is centered over the image, containing the text.

# THANK YOU FOR JOINING US

## HAVE A GREAT EVENING!

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