

# Parliamentary Procedure

Efficiency in handling chapter business does not require a great deal of parliamentary procedure. In fact, the books of parliamentary procedure rules were developed generally for large groups of people with many conflicting opinions. Any chapter from 8 to 15 members, who can cooperate in spirit, can handle its business with orderly information, plus a minimum of parliamentary procedure when it's needed.

The suggested procedure below may be enough to handle most situations within the chapter meeting pattern.

## Handling a motion:

- A motion may be made by any member except the M.C.
- The motion may be seconded by any member except the M.C.
- The motion is restated by the M.C.
- The motion is discussed by the chapter.
- The motion is acted upon by the chapter.
- The motion may be passed by majority vote.
- It may be withdrawn by the one who made it.
- It may be amended by majority vote.

There are eight steps in securing action on a motion, four for the member and four for the Master Councilor.

1. A member arises and addresses the Master Councilor
2. The Master Councilor recognizes the member who arose.
3. The member makes the motion, "I move that..."
4. Another member seconds the motion, "I second the motion"
5. The Master Councilor states (repeats) the motion.
6. The Master Councilor asks, "is there any discussion?" or "are you ready for the question?" (this indicates that debate is in order, and members may discuss the motion)
7. The vote is called for by the Master Councilor (after discussion)
8. The Master Councilor announces the results of the vote and states whether the motion is carried or lost.

## The Four Basic Principles of Parliamentary Law:

1. Courtesy and justice to all.
2. Consider one thing at a time.
3. The minority must be heard.
4. The majority must prevail.