Parliamentary Procedure

Parliamentary procedure, also known as Robert’s Rules of Order, is a widely recognized set of rules used to conduct meetings. Knowing and using parliamentary procedure with your club or organization will be a skill you can use long after your time at Gettysburg College.

Order of Business

Meetings usually follow a fixed agenda, such as:

1. Call to order
2. Attendance
3. Read and approve minutes of the previous meeting
4. Officer reports
5. Old Business
6. New Business
7. Announcements
8. Adjournment

Motions

Members can make motions to bring a topic to the entire body for review.

- To bring business before assembly (a main motion)
  - You say: “I move that (or “to”)....”
    - People can’t interrupt
    - Must be seconded
    - Can be debated
    - Can be amended
    - Needs a majority vote to pass

- To modify the wording of a motion
  - You say: “I move to amend the motion...”
    - People can’t interrupt
    - Must be seconded
    - Can be debated
    - Can be amended
    - Needs a majority vote to pass

- To limit or extend a debate
  - You say: “I move that debate be limited to.....”
    - People can’t interrupt
    - Must be seconded
    - Cannot be debated
- Can be amended
- Needs a 2/3 vote to pass

- To enforce rules
  - You say: “Point of order.”
    - People can interrupt
    - Does not need to be seconded
    - Cannot be debated
    - Cannot be amended
    - Does not need a vote

- To take a matter from the table
  - You say: “I move to take from the table…”
    - People can’t interrupt
    - Must be seconded
    - Cannot be debated
    - Cannot be amended
    - Needs a majority vote to pass