

WASHINGTON FBLA

PARLIAMENTARY PROCEDURE

101



AN INTRO GUIDE TO PARLI PRO

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State Parliamentarian is an *appointed position* within Washington FBLA's State Officer Team, and is selected based off an interview and score on the Parliamentary Procedures test.



INTRODUCTION

Hello!

Welcome to the Washington FBLA guide to Parliamentary Procedure! Parliamentary Procedure is used by numerous companies and organizations around the world to facilitate and maintain order during meetings. Washington FBLA follows Robert's Rules of Order during chapter meetings. It is important to uphold this set of rules to ensure that meetings remain organized, respectful, and productive. In this guide, you will learn the core principles of parliamentary procedure. This guide serves as a resource for chapters on how to effectively run chapter meetings and as a manual for members on the basics of parliamentary procedure.

Thank You!



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2024-2025 State Parliamentarian

PARLIAMENTARY PROCEDURE

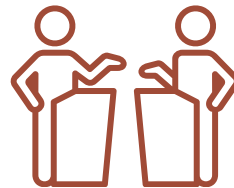
BASICS

6 Principles for Success



MOTIONS:

Ideas proposed by members of the meeting



DEBATE:

Discussion regarding the matter at hand.



AMENDMENTS:

To improve or clarify a motion.



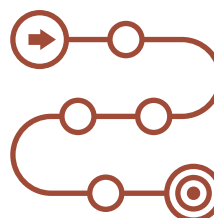
VOTING:

Structured method to reach a decision.



QUORUM:

Established minimum number of members must be present to conduct business.



AGENDA:

Format on how the meeting will run.

ROLES & RESPONSIBILITIES

Depending on the chapter, some positions may be added to ensure that meetings run effectively. However, the following positions must be upheld by a member:

President/Chair

Preside over meetings, facilitate discussion, and votes

Secretary

Take detailed notes during the meeting (meetings), assist the chair with facilitating meetings and ensuring that everything runs smoothly

Treasurer

Manage and report on budget at each meeting

MOTIONS

What is a motion?

A motion is a formal proposal put forth by a member of the congregation to bring a matter before the assembly.



Main Motions

There are 2 types of main motions: Original Main Motions and Incidental Main Motions.

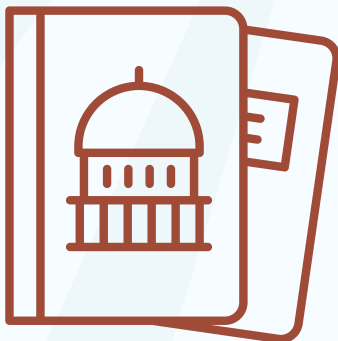
- Original Main Motions introduce new business to the assembly for consideration.
- Incidental Main Motions cover questions of procedure based on already pending business.
- Main Motions take the lowest precedence over the other motions.

MOTIONS

Subsidiary Motions

There are 7 types of subsidiary motions*:

- Lay on the table- to temporarily set an issue aside
- The previous question- to end all amendments or debate and move to an immediate vote
- Limit or extend the limit of debate- allow debate to last longer or shorter
- Postpone definitely or to a designated time- debate a matter at a later time
- Commit or refer- to refer to a committee discussion
- Amend- to alter a pending matter
- Postpone indefinitely- to cease discussion of a matter without a vote



*in order of precedence

Incidental Motions

These motions deal with questions relating to procedural matters of a pending motion.

ex. 'Motion to Adjourn': if a member feels that a meeting is going on for too long, they can motion to adjourn- this must be addressed immediately by the assembly

MOTIONS

Privileged Motions

These motions take precedence over all motions. They do not relate to the pending matter, but are urgent and must be dealt with immediately.

ex. 'Motion to Recess': if a member feels that a break is needed while a meeting is in progress, they can motion to recess- this would be considered privileged because it needs to be address immediately and does not fully end the meeting

On the next page, you will find the **order of debate for typical parliamentary procedure**. This models how official meetings run, with respect to different motions that call for certain actions.

The **process steps 3-7 would be repeated until all matters on the agenda are discussed**. However, FBLA chapter meetings do not need to follow this exact format (see page 10).



ORDER OF DEBATE

1. **Call to Order:** the presiding officer (president or chair) opens the meeting
2. **Approval of Minutes:** the previous meeting's minutes are read and approved (not required for chapter meetings)
3. **Motion Proposal**
4. **Seconding a Motion:** another member must indicate their support for a motion for it to proceed
5. **Debate:** members can debate the motion, alternating between in favor and against- if the debate is taking too long, consider setting a time limit
6. **Voting:** There are 3 main types of voting- voice vote (aye or no), show of hands, and ballot
7. **Results are Read:** the presiding officer reads the votes
8. **Adjournment**

ORDER OF DEBATE

TIPS FOR MAINTAINING ORDER

Icebreakers: open your meeting with an icebreaker to foster a comfortable environment and build connections

Establish a Designated Timekeeper: have a member keep time during the meeting so they can alert the officers when to move on from a subject

Encourage Participation: encourage members to share their opinions, make sure not keep the discussion only between officers

Use Visuals: prepare a slideshow or posters to keep members engaged and interested

Offer Incentives: Incentives are a great way to get members through the door! Consider a treat or raffle for your next meeting

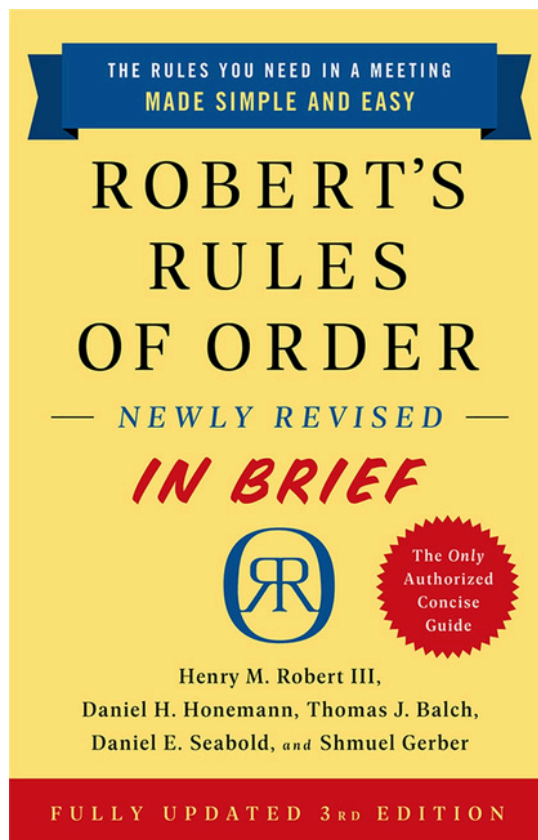
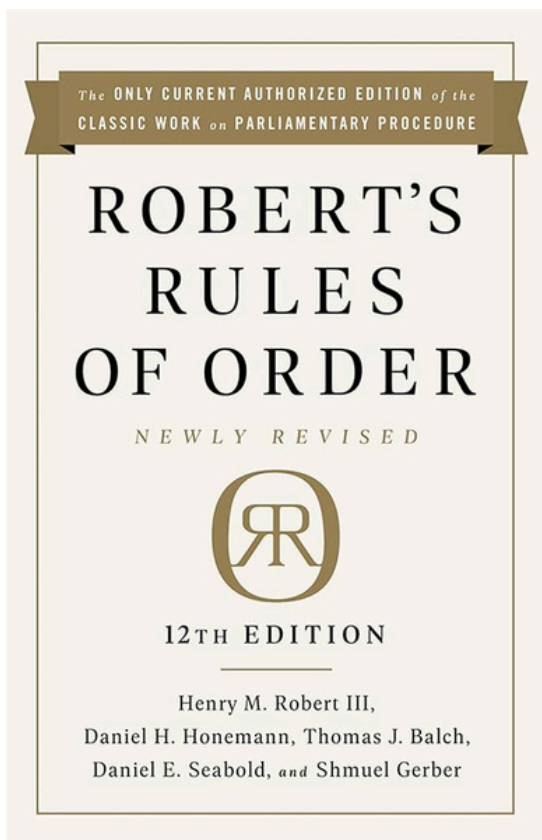
Have a Clear Agenda: establish a clear agenda before the meeting and share it with the other officers to avoid confusion

Sample Agenda

- I. Call to Order**
- II. Roll Call**
- III. Additions to the Agenda**
- IV. Program of Work Updates**
- V. Social Media Updates**
- VI. Reminders**
- VII. Adjournment**



ADDITIONAL RESOURCES



fblaparli Following ▾ Message +

268 posts 1,131 followers 201 following

FBLA National Parliamentarian's Executive Council
 Nonprofit organization
 National Parliamentarian: @irenepanfbla
 Join us in spreading parliamentary awareness
 Serving 230,000+ students
 B... more
linktr.ee/fblaparli

@fblaparli

