



## Parliamentary Procedure

Parliamentary rules ensure accuracy in business, economy of time, order, uniformity and impartiality, and enhance the transaction of business. All members should have the privilege of voicing their opinions, and sessions on “how to participate” should be scheduled periodically.

In accordance with Federation Bylaws, *Robert’s Rules of Order Newly Revised* is the parliamentary authority.

### *Eight Steps to Action*

1. A member should rise and address the chair.  
(“President Mary”)
2. She should wait for recognition by the chair.
3. She makes the motion.  
(“I move that” **not** “I make a motion”)
4. Another member seconds the motion.
5. The chair states the motion.  
(“It is moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that...”)
6. If the motion is debatable, the chair asks for debate.  
(“Are you ready for the question?” or “Is there any discussion?”)
7. The chair takes the vote.  
(“The question is on the adoption of the motion to...As many as are in favor of the motion say ‘aye’...Those opposed say ‘no.’”) (If a two-thirds vote is required: “As many as are in favor of the motion, please stand...Be seated. Those opposed, please stand...Be seated.”)
8. The chair announces the result.  
(“The motion is adopted.” or “The motion is defeated.”)

### *Amendments*

A motion may be amended by any of the following methods:

- to insert;
- to add;
- to strike out;
- to strike out and insert;
- to substitute.

When a motion is amended, the amendment then becomes the main motion and must be acted upon first. An amendment may also be amended. Always remember to work backward when taking the vote:

- amendment to the amendment;
- amendment to the main motion;
- main motion.