

## PARLIAMENTARY PROCEDURE

- Call the Meeting to Order
- Roll Call and/or Sign in Sheet
- Approval of Previous Minutes
- Address Old Business (if on agenda)
- Address New Business (if on agenda)
- When introducing business:
  - a) Present a Plan
  - b) Make a Motion
- Obtaining the Floor: Address the Chair by title, when recognized, make motion or statement.
- When Making Motions:
  - a. Make a motion
  - b. Motion is seconded
  - c. Motion is stated by Chair so that all are clear on exactly what is, and is not, under discussion
  - d. When Motion is not debatable, Chair immediately puts it to a vote; e. Debatable Motions are not put to a vote until debate is closed
  - e. Unless specifically stated by the membership beforehand or by the Rules itself, a majority vote is sufficient for passage.