

NJHOSA

PARLIAMENTARY PROCEDURE HANDBOOK

BASED ON ROBERTS
RULES OF ORDER

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What's Parliamentary Procedure?

It's a set of rules that define professional conduct at meetings and public gatherings!

It exists to facilitate the transaction of business with:

Organization,

Fairness,

and Efficiency!



NJHOSA follows Robert's Rules of Order, Newly Revised to govern all official proceedings. Chapters should work to incorporate these guidelines in their own meetings!





Why is
Parliamentary
Procedure
important?

It gives everyone a voice to be heard, and keeps meetings productive and purposeful!

Under Parliamentary Procedure...

- All members have the same right to vote and participate
- Majority rule prevails while still respecting minority opinion
- Order is maintained
- Business is expedited
- Only one item of business can be considered at a time



Order of Business

Otherwise known as the Agenda, the Order of Business is the sequence in which business is taken up during a meeting. Here is a typical agenda that your chapter may follow:

1. Call to Order

The chairperson (the person conducting the meeting) will open the meeting by saying, "I now call this meeting to order"

2. Roll Call

The secretary will call out the roll or silently record those in attendance. If quorum (the minimum # of people necessary to officially begin a meeting. This is usually stated in the bylaws!) is present, then the meeting will proceed.

3. Meeting Minutes

The recorded notes of the last meeting will be reviewed and approved

4. Officer Reports

The treasurer gives their report, followed by any other officer reports

5. Committee Reports

The standing (permanent) committees give their reports, followed by any special (temporary) committees

6. Unfinished Business

Any item of business previously introduced but not completed

7. New Business

Any item of business that has not been presented yet. At the end of the business on the agenda, the president should always ask, "Is there any other new business?"

8. Adjournment

The meeting ends with a motion to adjourn, which requires a second and majority vote.

Bylaws

Bylaws are like the constitution of your chapter! All officers and members should adhere to these rules.

Click here to find the updated 2024 NJHOSA Bylaws

Click here to find the Official HOSA Bylaws

You can also create local bylaws for your chapter using this Sample Bylaws for Local Chapters



Meeting Minutes

Minutes are a record of the meeting that allow absentees to see what was discussed. These should be a summary of what happened.

The following should be included in the minutes:

- Date
- Place
- Starting time
- Members present and absent
- Reading and approval of past minutes
- Balance of treasurer's report
- Action taken on motion
- Voting outcome
- Other actions/items which affect body
- Adjournment and time
- Secretary's name and/or signature



How to members get their say?

By making a motion! A motion is a proposal to bring a subject to a group for its consideration and action.

Steps for making a motion:

1. Get recognized by the chair and make your proposal.

Start your sentence with, "I move to..."



2. Another member seconds the motion. This brings the motion up for discussion. Member says, "I second the motion".

3. Motion is debated. You will be given the floor as the first person to debate the motion.



4. Motion is voted upon. Majority rules prevails.



Types of Motions

There are several different types of motions that are dealt with in order from highest to lowest.

Privileged Motion

Privileged motions do not relate to the pending business but deal with special matters of immediate and overriding importance. Privileged motions take precedence over all other motions.

Examples:

- Adjourn
- Recess
- Call for the orders of the day
- Fix the time for next meeting
- Question of privilege

Subsidiary Motion

Subsidiary motions assist the group in treating or disposing of a main motion.

Examples:

- Tabling
- Amendment
- Limit/Extend debate
- Refer to a committee
- Previous question

Incidental Motion

Incidental motions questions of procedure that arise out of other motions. They take precedence over the question from which they arise

Examples:

- Point of order
- Parliamentary inquiry
- Point of information
- Division of assembly
- Suspension of the rules
- Request to withdraw a motion

Main Motion

Main motions propose action on any particular subject. They are the lowest on the order of precedence and cannot be made when any other motions are before the group.

Basic Rules of Motions

- Positive motions are permitted, not negative.
- Only one person should speak at a time.
- Only one motion must be discussed at a time.
- All members have equal rights to be heard when discussing a motion.



If you want to...

Introduce business

Adjourn the meeting

Recess the meeting

Complaint about noise, temperature, etc

Defer action/put off discussion

End debate

Postpone consideration of something

Have something studied further

Amend a motion

Object to procedure

Request information

Consider something out of scheduled order

Take up a matter previously tabled

Then you say...

"I move to/that..."

"I move that we adjourn."

"I move to recess this meeting for/until..."

"Point of Privilege."

"I move to lay the motion on the table."

"I move the previous question."

"I move we postpone the matter until..."

"I move we refer to the committee..."

"I move to amend the motion to..."

"Point of Order."

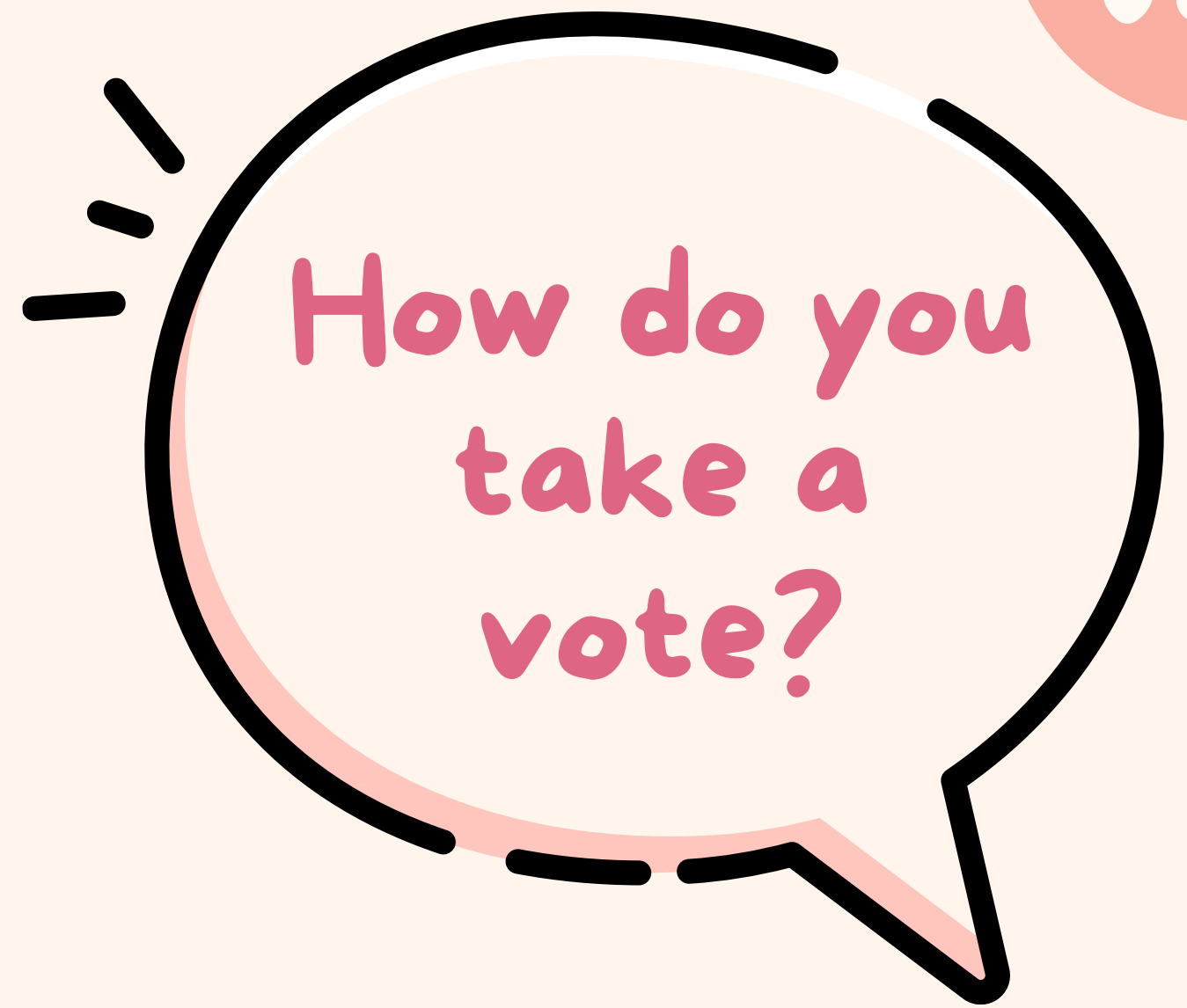
"Point of Information."

"I move we suspend the rules to..."

"I move we take from the table..."

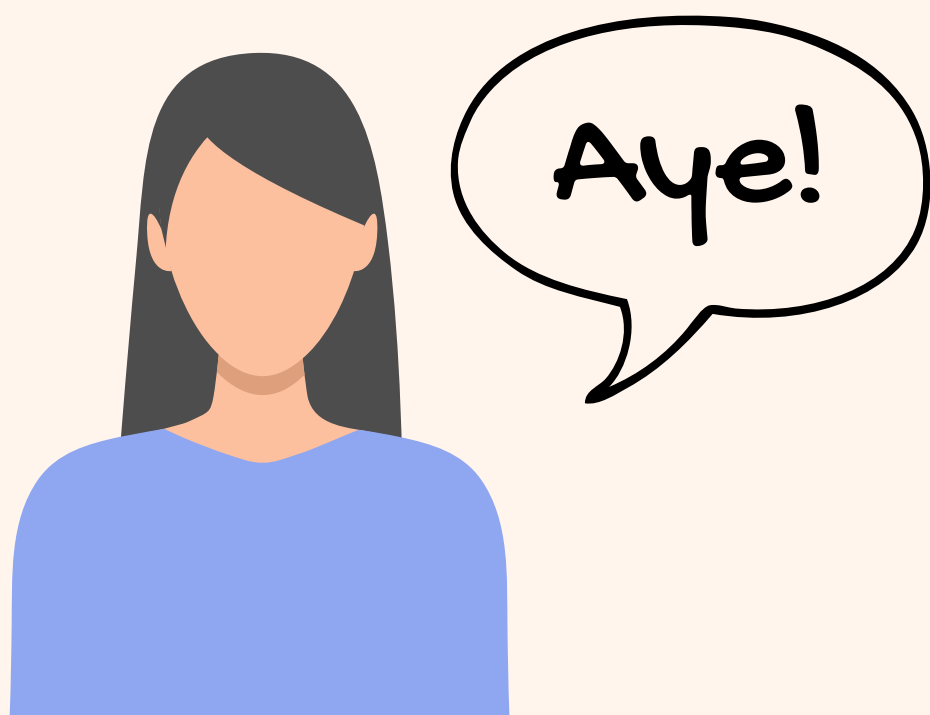


The method of voting depends on the situation and bylaws. There are several different ways of going about this!



Voice Vote

Those in favor say "aye" and those opposed say "no"



Show of Hands

Often used in small groups or informal gatherings



Ballot Vote

Members write their vote on a slip of paper



General Consent

When a motion isn't likely to be opposed, the chair says, "If there is no objection...". Consent is shown through silence. If objected, then it must be put to vote.

How can I incorporate parliamentary into my chapter?

Teaching all the rules definitively isn't an easy task! Aim to incorporate it in little ways to familiarize members with basic procedure.

Assign Roles

Each person should have their own "job" for the meeting. Some examples include:

- Secretary
- Chairperson
- Committee Member
- Parliamentarian
- Treasure
- Committee Head

Hold a Workshop

Make a presentation or hold a "mock meeting" with members.



Teach your Eboard

Require leaders to understand basic procedure to ensure smooth and efficient meetings.



Use of the Gavel

1 gavel tap

- Used to adjourn
- Informs members to be seated
- Used after the ruling on a vote on a motion

2 gavel taps

- Calls the meeting to order

3 gavel taps

- All members rise



Final Note

Although this handbook serves to inform the basic rules of Parliamentary Procedure, it is only a basic overview for chapter meetings. If you plan to take the HOSA Parliamentary Procedure event, refer to the official Robert's Rules of Order!

