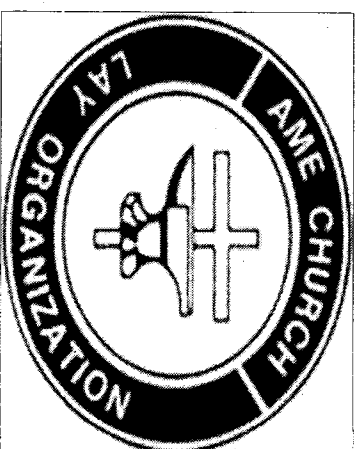


**THE CONNECTIONAL  
LAY ORGANIZATION  
OF THE  
A.M.E. CHURCH  
2<sup>nd</sup> REGIONAL MEETING**



**Bishop C. Garnett Henning, Sr. Lay Commission Chairperson**

**Dr. Willie C. Glover, Connectional President**

**Ms. Edith Cartledge, Connectional DOLA**

**Host District: 11<sup>th</sup> District**

**The Rt. Rev. McKinley Young Presiding Prelate**

**Charlie Nichols President 11<sup>th</sup> District Lay Organization**

**Ms. Patricia Wright 11<sup>th</sup> District DOLA**

# PARLIAMENTARY PROCEDURES

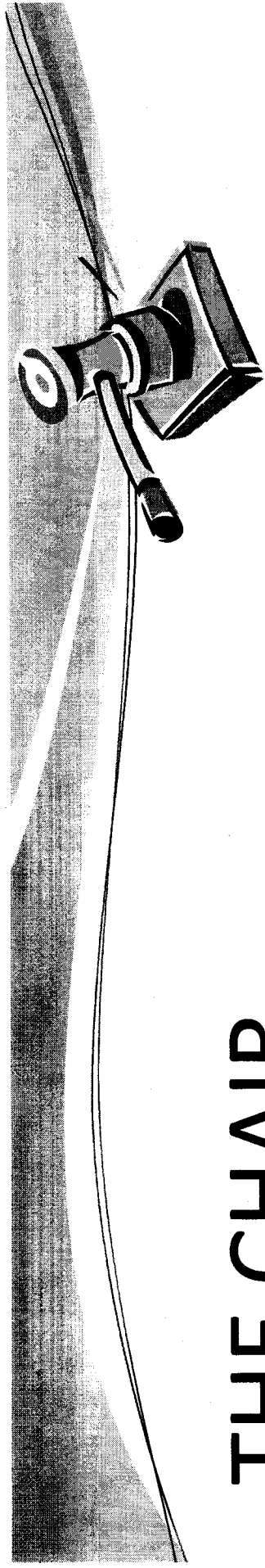
## WHAT ARE THEY????

- SET OF RULES THAT COME FROM ACTUAL COURT DECISIONS REGARDING THE PROPER WAY TO CONDUCT BUSINESS
- IT MOVES BUSINESS ALONG WHILE MAINTAINING ORDER



# BASIC PRINCIPLE

- ONE TOPIC OR MOTION AT A TIME
- ONCE PRESENTED FOR CONSIDERATION, THE TOPIC IS ENTITLED TO FULL AND FREE DISCUSSION
- ALL MEMBERS ARE EQUAL
- MAJORITY RULES; BUT MINORITY RIGHTS MUST BE RECOGNIZED
- SECRET BALLOT IS A RIGHT



# THE CHAIR

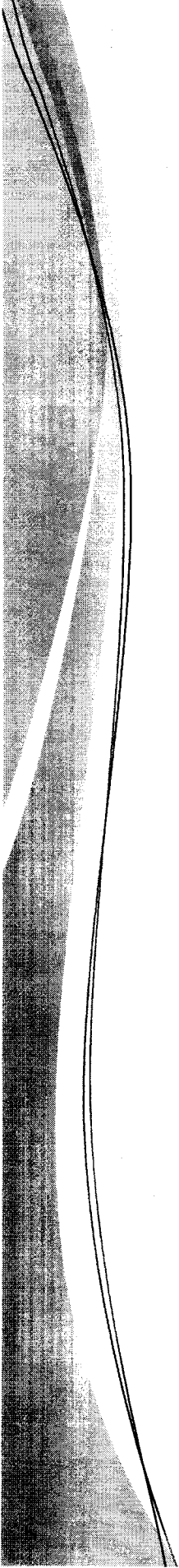
- THE CHAIR MEANS THE PRESIDING OFFICER, WHETHER TEMPORARY OR PERMANENT
- JUST BECAUSE A MOTION HAS BEEN MADE AND SECOND DOES NOT PUT IT BEFORE THE ASSEMBLY, AS THE CHAIR ALONE CAN DO THAT.
- THE CHAIR MUST EITHER RULE IT OUT OF ORDER, OR STATE THE QUESTION ON IT SO THAT THE ASSEMBLY MAY KNOW WHAT IS BEFORE IT FOR CONSIDERATION AND ACTION.. WHAT IS THE IMMEDIATELY PENDING QUESTION.



# OBTAINING THE FLOOR

## THE CORRECT WAY

- THE FLOOR MUST BE YIELDED. • IF THE ASSEMBLY IS LARGE, GIVE YOUR NAME THEN YOU SHOULD BE RECOGNIZED BY THE CHAIR
- YOU RISE TO ADDRESS THE CHAIR AFTER THE FLOOR IS YIELDED
- USE THE OFFICIAL TITLE



# THE FLOOR

- WHEN TWO OR MORE RISE AT THE SAME TIME, THE INTERESTS OF THE ASSEMBLY REQUIRE THE FLOOR TO BE ASSIGNED TO A CLAIMANT THAT WAS NOT THE FIRST TO RISE AND ADDRESS THE CHAIR.



# 3 CLASSES OF SUCH CASES THAT

## MAY ARISE

- WHEN A DEBATABLE QUESTION IS IMMEDIATELY PENDING.
- WHEN AN UNDEBATABLE QUESTION IS IMMEDIATELY PENDING
- WHEN NO QUESTION IS PENDING.



# What to do when another has the

## floor

- After a member is assigned the floor, they can only be interrupted by
  - a. A motion to reconsider
  - b. A point of order
  - c. An objection to the consideration of the question
  - d. A call for the orders of the day
  - e. A question of privilege
- f. A request or a demand that the question be divided (when it consists of more than one independent resolution on different subjects)
  - g. A parliamentary inquiry
  - h. A request for information (when it requires an immediate answer)





# NOW its time to make a

## MOTION

- A MOTION IS A PROPOSAL THAT THE ASSEMBLY TAKE AN ACTION OR EXPRESS CERTAIN VIEWS.....I MOVE THAT
  - WHEN A MEMBER WANTS A RESOLUTION ADOPTED AFTER HAVING OBTAINED THE FLOOR, THEY SAY
    - ....
    - I MOVE THE ADOPTION OF THE FOLLOWING RESOLUTION



# SECONDDING MOTIONS

- AS A GENERAL RULE, EVERY MOTION SHOULD BE SECONDED.
- IF THE MOTION IS NOT SECONDED THE CHAIR CAN DO A COUPLE OF DIFFERENT THINGS.....



# HOWEVER.....

THERE ARE EXCEPTIONS  
THAT DO NOT REQUIRE

A SECOND...

- QUESTION OF  
PREVILEGE
- QUESTIONS OF ORDER
- OBJECTION TO THE  
CONSIDERATION OF A  
QUESTION
- CALL FOR DIVISION OF  
THE QUESTION

- CALL FOR DIVISION OF  
ASSEMBLY

- CALL UP MOTION TO  
RECONSIDER

- NOMINATIONS

- LEAVE TO WITHDRAW A  
MOTION

- INQUIRES OF ANY KIND
- FILLING BLANKS

**SO NOW YOU HAVE A MOTION, ITS  
BEEN SECONDED, AND NOW**

**WHAT?!**

- YOU DEBATE IF ONE IS NEEDED
- THEN THE CHAIR ASKS AGAIN. "ARE YOU READY FOR THE QUESTION?"
- THEN YOU VOTE ON THE QUESTION
- ASK FOR THE AYE FIRST THEN THE NO
- YOU MAY ALSO ASK FOR OTHER VOTING METHODS



# VOTE AS YOU PLEASE

## MAJORITY

More than half the votes casts. Used in elections and on most motions.

## TWO THIRDS

$\frac{2}{3}$  of the votes cast. Used with motions only.



# VOTE AS YOU PLEASE

## GENREAL CONSENT

A short cut in voting. *General Consent* or *Unanimous*

*Vote*. By general, or unanimous, or silent, consent the assembly can do business with little regard for the rules of procedure, as they are made for the protection of the minority, and when there is no minority to protect, there is little use for the restraint of the rules, except such as protect the rights of absent members, or the right to a secret vote.



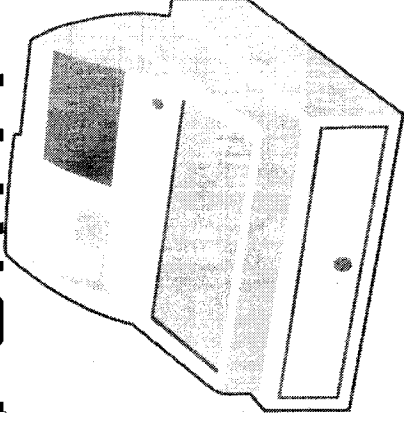
## VOTE AS YOU PLEASE

- When there is evidently no opposition, the formality of voting can be avoided by the chair's asking if there is any objection to the proposed action, and if there is none, announcing the result. The action thus taken is said to be done by general consent, or unanimous or silent consent.

# WHAT DO YOU SAY WHEN THE

# TREASURER GIVES THE REPORT??

- When a treasurer's report is made from meeting to meeting it should be RECEIVED

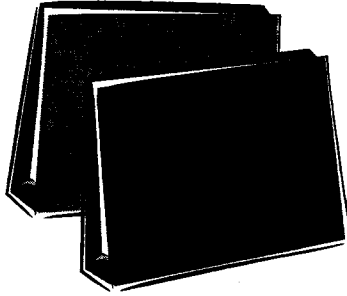






# What About REPORTS?

- REPORTS ARE RECEIVED BUT WHY ARE THEY NOT A MOTION TO ACCEPT??






# QUIZ TIME.....

## QUESTIONS

1. \_\_\_\_\_ is used to obtain information about meeting procedures.
2. Previous question means? \_\_\_\_\_
3. Other than the Articles of Incorporation, the highest body of rules in an organization are? \_\_\_\_\_

## ANSWERS

- If adopted by 2/3 vote, debate ends and a vote is immediately taken.
- Parliamentary inquire
- By laws




# QUIZ TIME...

## QUESTIONS

4. A Quorum is? \_\_\_\_\_
5. A Main Motion does what? \_\_\_\_\_
6. If a member makes a motion that is not in order what should happen? \_\_\_\_\_
7. If by-laws require an election to be by ballot can this be changed? Y or N

## ANSWERS

- Brings business before the assembly
- The chair may suggest an alternate motion
- The minimum number of members who must be present for business to be transacted



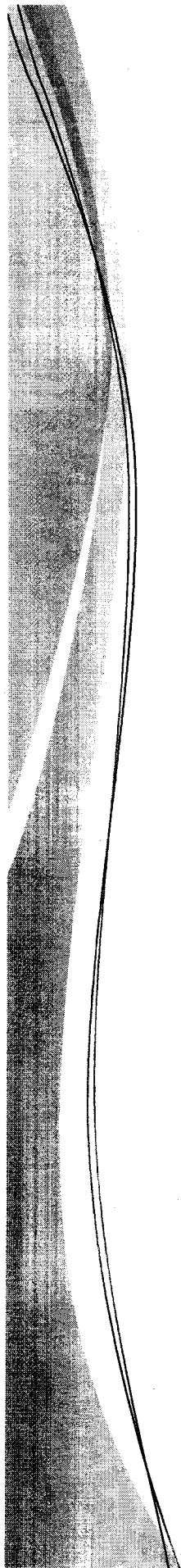
# QUIZ TIME....

## QUESTIONS

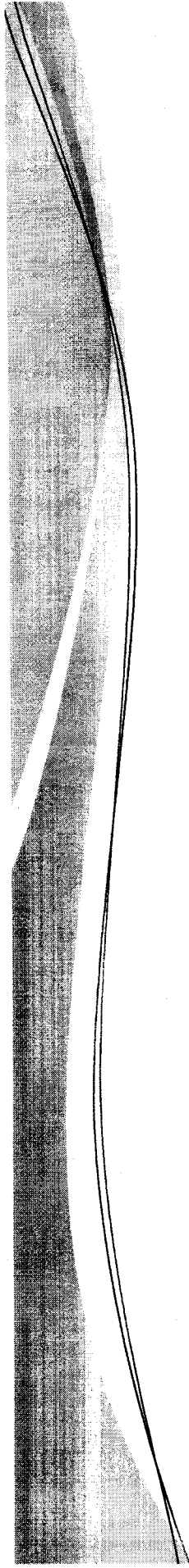
8. Division of the question means? \_\_\_\_\_
9. The motion to Lay on the Table can be used to? \_\_\_\_\_
10. A meeting at which the proceedings are secret is called ? \_\_\_\_\_

## ANSWERS

- Temporarily set aside a motion because something of immediate urgency has arisen
- An executive session
- To separate a motion into two or more parts, each capable of standing as separate motions



THANK YOU FOR YOUR TIME  
MAY GOD CONTINUE TO WORK  
THROUGH US  
BUILDING ON OUR GLOBAL LEGACY  
OF CHRIST  
CENTERED LEADERSHIP AND  
TRAINING

- 
- *Filling Blanks.*<sup>4</sup> Propositions for filling blanks are treated somewhat differently from other amendments, in that any number of members may propose, without a second, different names or numbers for filling the blanks, no one proposing more than one name or number for each place, unless by general consent. These are treated not as amendments, one of another, but as independent propositions to be voted on successively. If the blank is to be filled with a name, the chair repeats the names as they are proposed so all may hear them, and finally takes a vote on each name, beginning with the first proposed, until one receives a majority vote. If the blank is to be filled with several names and no more names are suggested than required, the names may be inserted without a vote. If more names than required are suggested, a vote is taken on each, beginning with the first, until enough to fill the blank have received a majority vote. If the number of names is not specified, a vote is taken on each name suggested, and all that receive a majority vote are inserted.