

Parliamentary Procedure

The Order Of Business For A Regular Chapter Meeting of Alpha Gamma Rho Fraternity

1. Opening ceremony
2. Roll Call
3. Reading And Approval of the Minutes of the last meeting.
4. Proposals for membership
5. Election of officers
6. Reports of committees and officers
7. Unfinished business
8. Discussion and balloting on proposed members
9. Initiation of candidates (when applicable)
10. New business
11. Suggestions for betterment and constructive criticism
12. Adjournment
13. Closing ceremony

The presiding officer shall conduct meetings with careful attention to correct parliamentary procedure. Wherever the Chapter's regulations and the Fraternity's Constitution and Statues are not specific, Roberts' Rules of Order shall apply.

Four Principles Of Parliamentary Procedure

- Accomplish one thing at a time
- Provide courtesy to everyone
- Provide for the rule of the majority
- Protect the rights of the minority

Four Purposes Of Parliamentary Procedure

To facilitate action, not obstruct it

To enable the assembly to express its will

To give every member a fair hearing

To maintain order

Quorum

1. A Quorum is the amount of members necessary to conduct a meeting.
2. A Quorum is generally a majority of members (51%). Some organizations have constitutions that state a quorum as otherwise — say 2/3 or 60% or a specific number that are required to be present to conduct a meeting.
3. A chairman (presiding officer) and secretary (someone to record the minutes) are required in addition to quorum to conduct a meeting.

Power Of the Chairman

1. May decide the order speakers shall be recognized.
2. May refuse to recognize members offering dilatory, absurd or frivolous motions intended, in his judgement, to obstruct business.
3. May restrain speakers within limits of the rules.
4. May enforce order.
5. May appoint committees and committee chairman.
6. May decide points of order.
7. May vote in cases where his vote would change the result -- break a tie.
8. Should avoid influencing a vote by his own comment on a motion under consideration.

Proper Use Of The Gavel

- 1 Tap — Tells members to sit
Follows the ruling of a vote or item of business
Adjourns the meeting
- 2 Taps — Calls the meeting to order
- 3 Taps — Tells members to stand
- Series of Taps — Restores Order

Five Ways Of Voting

1. Voice Vote
'Aye' or 'No'
2. Rising Vote
Show of hands or standing
3. Secret Ballot
Written Ballot
4. Roll Call
Secretary polls members
5. General Consent
If nobody is likely to oppose a motion

Committee Reports

1. Generally the committee chairman who gave the report will move to accept the report.
2. Requires a second
3. Discussion may or may not follow
4. Majority vote required to pass

Main Motions And Amendments

Main Motion

1. Person must first obtain the floor.
 - a. Addresses the chair by rising and saying, "Mr. (or Madam) President."
 - b. The floor is obtained when the presiding officer states your name.
2. Introduce a motion by saying, "I move to...", never, "I make a motion to..."
3. Sit down after completing the motion.
4. A second is required before the motion can be considered.
 - a. Assures that more people are interested in the motion.
 - b. Stated correctly, "I second the motion".
 - c. A second does not need recognition from the chair.
5. Discussion on the motion follows.
 - a. Member may call for "question" to end discussion and vote.
 - b. If "question" is not called for, the chairman may ask, "Is there any further discussion?" three times and then proceed to vote.
6. The motion is voted on.
7. The chair announces the outcome.

Amendments

1. Used to change or improve a motion.
2. Three ways to amend a motion.
 - Addition
 - Substitution
 - Striking out
3. Introduced during discussion of the main motion.
4. Member obtains the floor and says, "I move to amend the main motion by...."
5. A second, discussion and vote on the amendment proceed the same as in a main motion.
6. If passed, the main motion is read as amended from then on.

7. If failed, the amendment is dropped and the main motion is voted on in its original form.
8. An amendment to the amendment can be made but that is as far as the original motion can be amended.
 - a. Introduced during discussion of the amendment.
 - b. Discussion and voting is done, first on the amendment to the amendment, then the amendment, and finally the motion.

Calling For A Division Of The House

1. Used when someone feels the President is in error in interpreting the results of a voice vote.
2. Member rises and says, "Mr. President, I call for a division of the house."
3. Does not need to be recognized, no second, no discussion or vote.
4. President must call for an accurate method of counting the vote.

Limit Debate

1. Limits either the amount of time allowed or the number of speakers.
2. Example - "I move to limit debate on this motion to an additional five minutes", or "I move to limit debate to one more speaker on each side of the motion."
3. Requires second and 2/3 majority, not amendable or debatable.

Previous Question

1. Calls for an immediate vote on a motion.
2. Example - "I move the previous question."
3. Requires a second, not debatable nor amendable and requires a 2/3 majority.

Refer To A Committee

1. Used when more information is required on an item of business before a final decision can be made.
2. Example - "I move to refer this motion to a committee of three, appointed by the President to report back at our next meeting."
3. Requires a second and is debatable.
4. If the motion is passed, the President then appoints the members of the committee.
5. Can also be referred to a standing committee.

Lay On The Table

1. Accomplishes much the same as a motion to postpone indefinitely.
 - a. Not debatable.
 - b. Requires a motion to take from the table at the next meeting to be discussed again.
2. Example - "I move to lay this motion on the table."
3. If it is not brought up again at the next meeting it ceases to exist.

Take From The Table

1. To revive a motion previously laid on the table or temporarily put aside.
2. Example - "I move to take from the table ..., tabled at our previous meeting."
3. Must be brought up at the meeting it was table for or it will cease to exist.

Postpone Definitely

1. The motion under consideration is set aside until a certain time.
2. Example - "I move to postpone action on this motion until our next regular meeting."
3. If seconded and carried, the motion will appear under unfinished business at the next regular meeting.

Postpone Indefinitely

1. Used if a motion is not worth considering.
2. Example - "I move to postpone action on this motion".
3. Motion is dropped unless someone brings it up again at a later meeting.

Appeal From The Decision Of The Chair

1. Calls for a vote on a decision made by the President during the meeting.
2. Example - "I appeal from the chair's decision regarding our next meeting date."

Parliamentary Inquiry

1. When you question the parliamentary procedure being used.
2. Example - "I rise for a parliamentary inquiry."
3. Parliamentarian then makes a ruling.

Rising To A Point Of Order

1. Used when a member sees that proper parliamentary procedure is not being used.
2. Example - "I rise to a point of order."
3. Need not be recognized, no second required, not debatable.
4. After the chair says, "State your point", you explain what was done wrong.

Question Of Privilege

1. Used to improve conditions in the room.
 - a. Room may be too hot or too cold.
 - b. Speaker may be speaking too softly.
2. Example - "I raise a question of privilege."

Move To Reconsider

1. Used to discuss a previous decision.
2. Must have voted on the winning side of the motion to be reconsidered.
3. Example - "I move to reconsider the motion concerning"

Withdraw A Motion

1. To prevent action on a motion when the person who introduced the motion changed his mind.
2. Only the person who introduced the motion can move to withdraw the motion.
3. Example - "I move to withdraw the motion"
4. No Debate and usually no vote taken.

Motion To Rescind

1. Used to eliminate the entire decision.
2. Example - "I move to rescind the action taken ..."
3. Requires 2/3 majority.

Suspend The Rules

1. Used to make a temporary change in the regular order of business.
2. Example - "I move that we suspend the rules to allow our speaker to be heard at this time."
3. Not debatable and requires a 2/3 majority vote.

Object To Consideration

1. To object to the consideration of a motion considered irrelevant or objectionable.
2. Requires a 2/3 vote and can be reconsidered only by a negative vote.

Call For Orders Of The Day

1. Demands that present discussion be dropped to conform to the order of business.
2. Used in some organizations; others automatically follow the written agenda.
3. Requires a $2/3$ majority not to follow the order of business.

Motion To Adjourn

1. Used to close the meeting.
2. Sometimes not used in meetings since it is included in a closing ceremony.
3. Requires a second, not debatable or amendable.

Fix Time To Which To Adjourn

1. To set a time for reassembling.
2. I move to adjourn at 9:00 p.m. to
3. Requires a second, not debatable or amendable.

Recess

1. To temporarily disband for a specific purpose.
2. Requires a second, can be amended but not debated on.

Elections

1. Undergraduate chapter officers shall be elected annually to one-year terms of office which shall begin not earlier than January 1 nor later than January 31 of each year.
2. No second is required for nominations.
3. Motion to close nominations should never be used.
4. Chairman calls for further nominations three times without response.
 - a. Guarantees right of each member to nominate someone.
 - b. Places responsibility of nominating on each member.
5. Members should nominate only the individual whom they think should hold that office.

Expulsion

1. Any collegiate member and any alumnus member may be expelled from the fraternity upon two weeks notice in writing.
2. Two-thirds (2/3) vote of the collegiate members of the fraternity at which he was last a student, ratified by a majority of the National Board of Directors.
3. Or two thirds vote of the National Board of Directors.
4. The National office requires the following for expulsion:
 - Copy of the minutes from the meeting the motion to expel was moved.
 - Copy of the letter sent to the individual giving two weeks notice.
 - Copy the minutes of the meeting the expulsion occurred with the vote tally.
 - Refer to The Constitution or the expulsion procedures guide from the National Office.

Ritual

The ritual of Alpha Gamma Rho is what makes us different from all other Greek letter organizations or any other organization for that matter. The traditions, ideals, and philosophies are embodied in it. It is your duty as Noble Ruler to insure that the ritual work is carried out thoroughly and sincerely.

Because of the extreme importance of the initiate, a well-executed inspiring initiation ceremony it is something that if done well can have a lasting positive effect on the new member. The men performing the ritual should take it seriously and the ritual should be well rehearsed and all parts memorized.

Motions Requiring 2/3 Vote

1. Limit Debate
 2. Previous Question
 3. Suspend The Rules
 4. Call For Orders Of The Day
 5. Rescind
 6. Object To Consideration
- Note that 2/3 votes are taken on motions that limit the rights of members.

Motion Classifications

1. **Privileged** - are motions of privilege and have priority over all other motions.
2. **Main** - main motion used to introduce subjects to the assembly for consideration.
3. **Incidental** - happened because of an incident with or ruling of a motion.
4. **Subsidiary** - are motions of a 'sub' level to a main motion. These motions alter a main motion or delay action taken on a motion.
5. **Unclassified** - Do not fall into any of the other categories.

Chart of Motions And Their Requirements

| Motion | Debate | Amend | Vote Required | Second | Reconsider |
|----------------------------------|---------------|--------------|---------------------------------|---------------|-------------------------|
| Privileged | | | | | |
| Fix time which to adjourn | No | Yes | Majority | Yes | Yes |
| Adjourn | No | No | Majority | Yes | No |
| Recess | No | Yes | Majority | Yes | No |
| Question of privilege | No | No | None | None | No |
| Call for orders of the day | No | No | 2/3 Not to follow | None | No |
| Incidental | | | | | |
| Appeal | Yes/No | No | Majority | Yes | Yes |
| Point of order | No | No | None | No | No |
| Parliamentary inquiry | No | No | None | No | No |
| Suspend the rules | No | No | 2/3 | Yes | No |
| Withdraw a motion | No | No | Usually none | No | No |
| Object consideration of question | No | No | 2/3 | No | Yes, negative vote only |
| Division of the question | No | Yes | Majority | Yes | No |
| Division of the assembly | No | No | No | No | No |
| Subsidiary | | | | | |
| Lay on table | No | No | Majority | Yes | No |
| Previous question | No | No | 2/3 | Yes | Yes before vote |
| Extend or Limit debate | No | Yes | 2/3 | Yes | Yes |
| Postpone definitely | Yes | Yes | Majority | Yes | Yes |
| Refer to committee | Yes | Yes | Majority | Yes | Yes |
| Amend | Yes | Yes | Majority | Yes | Yes |
| Postpone indefinitely | Yes | No | Majority | Yes | Yes vote only |
| Main motion | Yes | Yes | Majority | Yes | Yes |
| Unclassified | | | | | |
| Take from table | No | No | Majority | Yes | No |
| Reconsider | No/Yes | No | Majority | Yes | No |
| Rescind | Yes | Yes | Majority, 2/3 if not in writing | Yes | Negative vote only |

- Motions requiring a 2/3 vote are motions that limit the rights of members.

Tips For The Chapter Meeting

1. Start meetings on time with members dressed with coat and tie.
2. Every meeting should be formally opened and closed. Ceremonies should be memorized to reflect professionalism. Initiation paraphernalia may be used.
3. Brothers should feel that humor and fun are an important part of the meeting. Programming should be built around dinner, refreshments, guests or recreation.
4. If non-members attend meetings, they should enter after the opening ritual and be dismissed prior to the closing ritual. For special guests like Job Placement Officials or State Representatives have them speak and leave before you start your meeting.
5. VNR-Planning should call roll and announce important correspondence.
6. The minutes of the meeting should be complete, serious and typewritten.
7. All business of the meeting is conducted according to correct parliamentary procedure. Roberts Rules of Order is the manual Alpha Gamma Rho recognizes.
8. Officers and committee chairmen must have their reports well-organized. They need to stand and speak clearly when delivering reports.
9. Circulate and post the agenda in advance so members know what to expect. Likewise have motions submitted in writing prior to the meeting to speed up the parliamentary process.
10. The chapter room should reflect dignity and cleanliness. Straight back chairs set in rows should be used. Couches allow Brothers to slouch and get too comfortable and casual, causing reduced attentiveness and longer meetings. The Noble Ruler should remain standing throughout the meeting.
11. Attendance is based on loyalty. The Noble Ruler may excuse members if the reason is presented prior to the meeting. He should give the reason for excuses at the time of roll call. Establishing a permanent time and day will make brothers plan their time for meetings.
12. One meeting per month should be devoted to a discussion of the objectives of the Fraternity and a vitalization of these objectives.
13. Conclude with a round of constructive criticism or betterments for the welfare of the chapter that are said in a positive manner.
14. Every member should have a fair chance to express themselves on each issue by standing and speaking so he feels his attendance was worthwhile.