

PARLIAMENTARY PROCEDURE SCRIPTS

Unit(s): Parliamentary Procedure

Purpose: To allow students to recognize correct and incorrect usage of parliamentary procedure

Objective: Students will read their "parts" from a script of a meeting using parliamentary procedure. Students will identify incorrect procedure.

Materials:

1. Parliamentary Procedure Script 1 - correct usage
2. Parliamentary Procedure Script 2 - incorrect usage
3. Parliamentary Procedure Script 3 - correct usage

Procedure:

1. Introduce "Order of Business."
2. Pass out script 1 and script 3 as examples of correct usage.
3. Assign parts to students and read aloud. (This can also be done in small groups so that everyone in the class has a part to read.)
4. After the script is read, the teacher leads a classroom discussion concerning which motions were used, etc.
5. Next, the "incorrect" script is used in the same way with the discussion focusing on the parliamentary procedure errors.

Parliamentary Procedure Script 1

This script will help you to fix in mind proper parliamentary procedure. It primarily concerns the point of order and whom the chair should recognize. Chairman and 6 members

- Chairman:** This meeting will please come to order. Will the secretary read the minutes of the previous meeting?
- Secretary:** (stands and reads minutes)
- Chairman:** Are there any corrections or additions to the minutes? If not, they stand approved as read. Is there any unfinished business to come before the house?
- Member 1:** (stands) Mr. Chairman.
- Member 2:** (remaining seated) Mr. Chairman, I move that the class. . .
- Chairman:** Point of order, Bill. The chair recognizes Lawrence for two reasons: first, he was first to speak after rising in an orderly way, and secondly, Bill, you did not wait for recognition from the chair. Lawrence, you have the floor.
- Member 1:** Thank you, Mr. Chairman. I move that this class study and practice the procedure for conducting a meeting every Wednesday.
- Member 3:** I second the motion.
- Chairman:** It is moved and seconded that this class study and practice the procedure of conducting a meeting every Wednesday. Is there any discussion?
- Member 4:** (stands) Mr. Chairman.
- Member 2:** (stands) Mr. Chairman, I think it's a great...
- Chairman:** Point of order, Bill. You MUST be recognized by the chair before speaking. A violation of a rule of procedure disqualifies you in favor of another speaker. The chair recognized Adrienne.
- Member 2:** I stand corrected.
- Member 4:** Mr. Chairman, I think the study of the procedure of conducting a meeting on Wednesdays is a good idea, for then we'll feel more comfortable when we attend meetings. We'll know how to act.
- Member 5:** (stands) Mr. Chairman.
- Member 2:** Mr. Chairman.
- Chairman:** Bill
- Member 6:** Mr. Chairman, I rise to a point of order.
- Chairman:** State your point of order.
- Member 6:** Mr. Chairman, I believe you should call on John, because he hasn't asked for the floor before.
- Chairman:** Your point is not well taken. In case two persons stand and address the chair at the same time, the chair should recognize the person who has tried to speak before but has not yet been given the opportunity. You may speak, Bill.
- Member 2:** Mr. Chairman, I just want to say that I like the idea and think we should pass the motion.
- Chairman:** Is there further discussion? (silence) All of those in favor of conducting a meeting every Wednesday say "Aye" (Ayes vote) Those opposed say "No." (Silence) Motion is carried.

Parliamentary Procedure Script 2

Study the following account of a meeting and discover the errors in procedure.
Chairman and 6 members.

Chairman: The meeting will please come to order. Does anyone have any business to bring before the group?

Member 1: Mr. Chairman.

Chairman: Tom.

Member 1: I make a motion that we have a debate or something in this club.

Member 2: Mr. Chairman.

Chairman: Barbara.

Member 2: I think that's a good idea, too, but it's too indefinite. I move that the motion be amended to add "on January 18."

Member 3: I second the motion.

Chairman: It has been moved and seconded that we have a debate on January 18. Personally, I don't think we're going to have time to work up a debate as soon as that, but it's up to you.

Member 4: Mr. Chairman, I agree with you. Semester exams come at that time, and I think we'll be too busy. I move that we amend the motion to add "on February 15" instead of January 18.

Member 5: I second the motion.

Chairman: It is moved and seconded that we have a debate on February 15. Are you ready to vote on it?

Member 6: Mr. Chairman, I think that....

Chairman: Yes, Don.

Member 6: ...that debates are dry. Let's face the facts. We'll never get that debate completed. Last year we tried debate, and you remember what happened. A mock trial is much more fun. I make the amendment that we substitute "mock trial" for "debate."

Member 5: I second the motion.

Chairman: It has been moved and seconded that we have a mock trial on February 15. Are there any objections?

Member 1: Yes, Mr. Chairman, I object. I want a debate, and since my motion is being changed so much, I withdraw it.

Chairman: Well, I guess you have that right. If there's so other business, this meeting is adjourned.

Parliamentary Procedure Script 3

A Sample Meeting

This model will show you procedure under parliamentary law with reference to the more common motions.

Chairman: The meeting will please come to order. The secretary will read the minutes of the previous meeting.

Secretary: The regular meeting of the Junior Toastmasters was called to order by the chairman at 3:15 p.m. on September 18. The minutes of the previous meeting were read and approved.

(secretary reads the rest of the minutes)

Respectfully submitted,
Christina Angle, Secretary

Chairman: Are there any corrections or additions to the minutes? (Pause) if not, the minutes stand approved as read. Is there any old business to come before this group?

Darrell: Mr. Chairman. (rising)

Chairman: Darrell.

Darrell: Have we had any report of the action taken by the Student Council on our request to use the Council Room for our meetings?

Chairman: No, we haven't Darrell. I understand unofficially, that the Council had to wait until this week's meeting before a final decision could be made. I think I should hear by tomorrow. Is there any other old business? If not, are there any committee reports read?

Tamara: Mr. Chairman (rising)

Chairman: Tamara.

Tamara: I'd just like to remind everyone that the mimeographed copies of the semester's programs are ready and that I'll distribute them right after the meeting.

Chairman: Thank you, Tamara. It looks as though our club is off to a good start this year. Are there other reports? (Pause) This meeting is now open for new business.

Gordon: (rising) Mr. Chairman.

Chairman: Gordon.

Gordon: I move that we enter the speech contests sponsored this fall by the Kiwanis Club and the PTA.

Robert: I second the motion.

Chairman: It is moved and seconded that Junior Toastmasters enter the speech contests sponsored by the Kiwanis Club and the PTA is there discussion?

Bill: Mr. Chairman. (rising)

Chairman: Bill.

Bill: I don't think I understand that motion. Does it mean that this club enters a contestant, or that everyone in the club enters, or what?

Gordon: Mr. Chairman. (rising)

Chairman: Gordon.

Gordon: I admit my motion is a little vague. I had in mind, however, that we wanted enter one or two representatives, unless everyone wanted to enter.

Bill: (rising) Mr. Chairman.

Chairman: Bill.

Bill: I move to amend the motion to read that Junior Toastmasters enter two contestants in each of the contests sponsored by the Kiwanis Club and the PTA.

Don: I second the amendment.

Chairman: It is moved and seconded that the main motion be amended to read that Junior Toastmasters enter two contestants in each of the contests sponsored by the Kiwanis Club and the PTA. Is there discussion on the amendment?

Several Members: Question! Question!

Chairman: The question has been called for. All those in favor of the amendment say "Aye." (response) Those opposed say "No." The Hayes" have it, and the amendment is carried. Is there discussion on the main motion as amended?

Ginny: Mr. Chairman. (rising)

Chairman: Ginny.

Ginny: These contests seem like a good idea to me, but I'd like to know more about them, so I move that Gene Kopecky be appointed to get all the information he can and bring it back to the club.

Greg: Mr. Chairman, I rise to a point of order.

Chairman: State your point of order.

Greg: Ginny's motion is out of order because there's a main motion already pending, and her motion is obviously not an amendment.

Chairman: Your point of order is well taken. Ginny's motion is out of order. Is there further discussion?

Ginny: (rising) Mr. Chairman.

Chairman: Ginny.

Ginny: I still want more time to think over the action we're about the take. I feel we're not ready to vote, so- I move that the motion as amended by laid on the table.

Jim: Second.

Chairman: It is moved and seconded that the motion as amended be laid on the table. All those in favor say "Aye." (response) Those opposed, "No." The "ayes" have it, and the motion to lay on the table is passed.

Don: Mr. Chairman, I rise for parliamentary inquiry. (rising)

Chairman: State your question, Don.

Don: Why didn't we get a chance to discuss Ginny's motion? Did you forget?

Chairman: According to parliamentary law the motion to lay on the table is not debatable. Once it has been seconded, the vote must be taken.

Ginny: Mr. Chairman. (rising)

Chairman: Ginny.

Ginny: I move that Gene Kopecky be appointed to get all the information possible on the two contests and bring it back to the club.

Ernie: I second the motion.

Chairman: It has been moved and seconded that Gene be appointed to get all the information possible on the contests and bring it back to the club. Is there discussion? (Silence) Are you ready for the question?

Several Members: Question! Question!

Chairman: All those in favor of the motion as stated say "Aye." Those opposed, "No." The "ayes" have it, and the motion is passed.

Tom: (rising) Mr. Chairman.

Chairman: Tom

Tom: I move that we appoint Mr. Keller one of our contest judges for the semester.

Diane: I second the motion.

Chairman: As stated, Tom, your motion is out of order, since we have no right to appoint a faculty member to any position. If you mean "appoint" in the sense of expressing our wishes, your motion is in order. However, because Mr. Keller may take over the Radio Speech Club soon, he is likely to have activities conflicting with our meeting. Perhaps you should withdraw your motion.

Tom: Mr. Chairman.

Chairman: Tom.

Tom: I wish to withdraw my motion.

Chairman: Tom asks to withdraw his motion. Is there any objection? (Pause) Since there is none, the motion will be withdrawn. Is there further business?

Gail: (rising) Mr. Chairman.

Chairman: Gail.

Gail: I move that we adjourn.

Wendell: I second the motion.

Chairman: It is moved and seconded that we adjourn. Will those in favor say "Aye"? (response) Opposed, "No"? (No response) The meeting stands adjourned.