



Arkansas State Communication Association

Oral Communication Units and Activities

Parliamentary Procedure

Students will be able to

- explain the purposes and principles of parliamentary procedure.
- explain the duties of officers.
- describe the purposes of each of the types of motions.
- word a formal proposal, debate the proposal, and vote upon it.
- accomplish goals quickly and efficiently in an organized framework.

Strand

1. The principles of parliamentary procedure
2. The motions as outlined in Robert's Rules of Order
 - Categories of motions and the order of precedence
 - Main
 - Subsidiary
 - Incidental
 - Privileged
 - Correct methods for proposing, discussing, and voting (disposing) of each motion
3. The duties and responsibilities of officers and members

Activities

- I. Enrichment activities for parliamentary organization meeting format procedure
 - A. Teach the order of business (agenda).
 - B. Allow class to become small clubs or organizations.
 - C. Elect officers.
 - D. Divide club into committees i.e. program, fund-raising, banquet, service, etc.
- II. Plan a formal business meeting to be conducted in front of the class
 - A. Expectations of planned meetings
 1. Following the agenda
 2. Minutes from previous meeting
 3. Treasurer's report
 4. Committee reports

5. New business - students required to use main, subsidiary, incidental, and privileged motions.
 6. All motions acted on according to Robert's Rules of Order
- III. Conduct the meeting in the classroom
- A. Teachers must decide amount of time allowed per club meeting
 - B. Designated groups will conduct their planned meeting, but all class members will have the right to propose, discuss, and vote on items of business
- IV. Legislative procedure format
- A. Divide class into two political parties
 1. Party Responsibilities
 - a. Choose party name
 - b. Write party platforms if time permits
 - c. Divide party into committees
 - d. Choose nominees for House Speaker and House Clerk
 - e. Choose party members to make nomination speeches for candidates
 - f. Prepare candidate campaign speeches
 2. Elections day procedures
 - a. Teacher chair sessions until speaker is elected
 - b. Floor opens for one minute nomination speeches for House Speaker
 - c. Floor opens for two minute campaign speeches for House Speaker
 - d. Elections of House Speaker
 - e. House Speaker leads in electing House Clerk
 3. Bill writing (see attachments for bills on state and national issues and on school issues)
 4. Committee meetings to discuss bills for recommendation
 5. Bills are placed on the agenda
 6. Legislative sessions
 - a. Call to order
 - b. Roll call
 - c. Reading of the minutes
 - d. Reading of the agenda
 - e. Reading of the first bill in its entirety
 - f. Majority committee report on the bills
 - g. Minority committee report on the bill
 - h. Author's speech on the bill (3 minutes)
 - i. Affirmative debate on the bill (3 minutes)
 - j. Negative debate on the bill (3 minutes)
 - k. Debate alternate sides until bill is voted on
 - l. During bill discussion, *Robert's Rules of Order* should be used
 - m. Follow same procedure for each bill

Framework

- 3.1.23 Work collaboratively to generate ideas and solve problems.
- 3.1.24 Express and logically defend one's ideas.
- 3.1.25 Speak formally to a variety of audiences for a variety of purposes.
- 4.1.18 Evaluate information from a variety of sources.
- 4.1.19 Analyze and evaluate what is heard.

Class Activities

Parliamentary Procedure Scripts

What Do You Already Know About Parliamentary Procedure

"But I Have A Better Idea!"

"Mister Chairman!" or "Madame Chairman!"