

Chapter Management

- Your Guide to Leading Your Chapter -



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What is Parliamentary Procedure?

Parliamentary Procedure is a set of rules we use to keep our meetings and maintain order. It is meant to ensure that our meetings are efficient, all opinions are heard, majority rules, and that all group members, whether they are absentee, a minority, or a majority are represented.

But to really understand Parliamentary Procedure, we must first understand motions. When a member wants the assembly to take a certain action, or discuss a certain topic, they must formally request the chair to do so. This proposal is called a motion. To motion, a member must first raise their hand and say the words “Madame President” or “Mister President.” Upon acknowledgement from the chair, that member will now “have the floor” and is the only person permitted to speak and make their motion, beginning with the words “I move to/that...”

And then the member can continue and say, “I move that Team 59 creates an informative video on Parliamentary Procedure.” Now before this proposition can be debated or discussed, it must be seconded by another member, so that it is clear that the issue should be discussed. In response to my motion, Logan will say:

Once seconded, the motion is restated by the Chair and the motion now becomes a “question” that may be debated. Members debate in favor of or against the motion, but they must be recognized by the chair before they speak. After adequate discussion, the question is put to vote and the item of business is resolved.

There are a few types of motions. The first one that we discussed is called a **main motion**. But we also have **subsidiary motions**, which help us move along the process of getting through a main motion. **Privileged motions** are special items of business that stop all ongoing debate and must be addressed immediately.

Bring back motions can “bring back” previous unresolved motions when no other business is pending. And lastly, we have **incidental motions** which can interrupt ongoing proceedings and tend to be undebatable. The most common motions you will use are main and subsidiary motions, so focus on implementing those into your meetings first!

Precedence of Motions

Each motion has its own importance, and all motions can be ranked in order of their priority. If there is more important business to be handled, and a motion with higher precedence will be addressed before a motion with lesser priority, even if the motion with lower rank remains pending.

The motions are ranked below in order from most important to least.

1	Fix the Time at Which to Adjourn
2	Adjourn
3	Recess
4	Raise a Question of Privilege
5	Call for the Orders of the Day
6	Lay on the Table
7	Previous Question
8	Limit/Extend Limits of the Debate
9	Postpone Definitely
10	Commit or Refer
11	Amend
12	Postpone Indefinitely
13	Main Motion

Additional Rules

1. Incidental motions have no precedence, and may be considered and addressed even when ranking motions are pending.
2. If a main motion and high-ranking motion are both pending at the same time, a lower-ranking motion can't be applied to that main motion.
 - a. But, if necessary, a low-ranking motion may be applied to a high-ranking secondary motion.
3. If a motion such as Postpone Definitely, Commit, Lay on the Table or Postpone Indefinitely (to dispose of a main motion) is adopted by the quorum, other motions associated with the main motion will be disposed of.

List of Motions

Privileged Motions

1. Fix the At Which to Adjourn
2. Adjourn
3. Recess

Subsidiary Motions

1. Lay on the Table
2. Previous Question
3. Limit or Extend Limits of Debate
4. Postpone Definitely
5. Commit or Refer
6. Amend
7. Postpone Indefinitely

Incidental Motions

1. Parliamentary Inquiry
2. Point of Information
3. Point of Order
4. Appeal
5. Suspend Rules (Order)
6. Suspend Rules (Standing)
7. Division of the Assembly
8. Divide a Question

Bring Back Motions

1. Amend a Previously Adopted Motion

2. Reconsider
3. Rescind
4. Take From the Table

Associated Terminology

1. Abstain
2. Aye
3. Majority Vote
4. Unanimous Consent
5. Viva Voce
6. Adjourned Meeting
7. Caucus
8. Executive Session
9. Mass Meeting

Motions Chart

Motion	Definition	Second Required	Debatable	Amendable	Vote Required	May be Reconsidered	Can Interrupt
Fix the Time at Which to Adjourn	Set another time to continue the same business at another meeting	Yes	No	Yes	Majority	Yes	No
Adjourn	End a meeting	Yes	No	No	Majority	No	No
Recess	Short break in the meeting	Yes	No	Yes	Majority	No	No
Lay on the Table	Temporarily set aside a main motion to address something more important	Yes	No	No	Majority	Only if it's negative	No
Previous Question	Close debate and move to an immediate vote	Yes	No	No	2/3	Yes	No
Limit/Extend Limits of Debate	Limit or extend the # of times a member may speak, or how long they may speak	Yes	No	Yes	2/3	Yes	No
Postpone Definitely	Postpone a motion to a specific time (ie. next meeting)	Yes	Yes	Yes	Majority	Yes	No

Amend	Modify main motion by adding/ striking out/ inserting	Yes	Debatable if motion that it is applied to is debatable	Yes	Majority	Yes	No
Postpone Indefinitely	Dispose of a motion without a direct vote on it	Yes	Yes	No	Majority	Only if it's positive	No
Parliamentary Inquiry	Question directed to chair to obtain information on parliamentary law	No	No	No	Chair responds	No	Yes
Point of Information	Question directed to chair to obtain facts	No	No	No	Chair responds	No	Yes
Point of Order	Points to a breach of parliamentary rules to the chair	No	No	No	Chair rules	No	Yes
Appeal	Determine assembly's attitude towards a ruling made by the chair	Yes	Yes	Yes	Majority	Yes	Yes
Suspend Rules (Order)	Take action usually prohibited by parliamentary law	Yes	No	No	2/3	No	No
Suspend Rules (Standing)	Take action usually prohibited	Yes	No	No	Majority	No	No

	by the organization's rules						
Division of the Assembly	Used when it's unclear which side prevails during a voice vote (requires a rising vote)	No	No	No	Request	No	Yes
Amend Something Previously Adopted	Amend a previously adopted main motion by striking out/ inserting/ adding	Yes	Yes	Yes	2/3, majority with notice, majority of the membership	Only if it's negative	No
Reconsider	Reconsider the vote taken on a particular motion	Yes	Debatable if motion that is applied to is debatable	No	Majority	No	Yes
Rescind	Make a previously adopted motion null and void	Yes	Yes	Yes	Either 2/3, majority with notice, majority of the membership	Only if it's negative	No
Take from the Table	Resume consideration of a question that has been laid on the table previously	Yes	No	No	Majority	No	No

Additional Terms

Adjourned Meeting	A meeting in continuation of the session of the immediately preceding regular or special meeting
Caucus	Meeting to plan strategy
Executive Session	Meeting with secret proceedings
Mass Meeting	Meeting of an unorganized group

Abstain	Refrain from doing something (in reference to voting)
Aye	“Yes”; Vocal Affirmation
Majority Vote	More than half of the votes cast
Unanimous Consent	There is no objection from the assembly
Viva Voce	Voice vote

Meeting Agenda

- Call to Order
 - “This meeting will come to order.”
- Opening Ceremonies
 - National Anthem/Pledge of Allegiance
 - FBLA Creed or Pledge
- Roll Call (read by Secretary)
- Reading and Approval of Meeting Minutes
 - Read by Secretary and Approved by the assembly
 - Chair says “Are there any corrections to the minutes?”
 - If none, “The minutes will be approved as read.”
 - If corrections are made, “If there are no further corrections, the minutes will be approved as corrected.”
- Officer/Boards/Standing Committees Reports
 - Any pending reports are addressed
 - Reports that require no motions are placed on file, those requiring motions are addressed immediately
- Special Committees Reports
- Special Orders
 - Motions that were designated as special orders at the previous meetings are addressed
- Unfinished Business and General Orders
 - Address any pending questions when previous meeting was adjourned
 - Questions left unaddressed (unfinished business) at last meeting
 - General orders for current meeting
- New Business
- Good of the Order
 - Discussion of how chapter is proceeding, completing Program of Work, Accountability Chart
- Announcements
- Benediction
- Adjournment
 - Member moves to adjourn, chair can declare meeting adjourned

These are a **suggested order** for a meeting, however not all components will apply to all chapters and every meeting. **The Call to Order and Adjournment are necessary**, all other components are added into the agenda as needed. It is recommended that the meeting takes time to address **Old Business and New Business**.

Meeting Minutes/Notes

What to Include in Your Meeting Minutes (if you choose to abide by Parliamentary Procedure):

Firstly, you need to head your meeting minutes with the **name** of the organization (ie. [High School Name] Chapter of the Future Business Leaders of America), the **date** of the meeting, the **time** and **place**, and the type of meeting (regular, special, or adjourned).

You must also record who the chair or chapter parliamentarian presiding over the meeting is.

If your meeting agenda includes a roll call, it must be recorded in the minutes. This means including who is present and who is absent.

Next, include any actions that may have been taken on the minutes of the previous meeting. Identify whether those minutes were approved or corrected. In the event of a correction, note the instance in the minutes as well.

The main bulk of the meeting minutes will include any reports given by officers, committees, or members, and what was mentioned in their reports.

All main motions made throughout the meeting are also recorded, and any motions that bring a question back before the assembly as well as the outcome of these motions, is also recorded. When recording minutes, only the person who made the motion's name will be recorded. There is no need to record the name of any seconds.

Adopted secondary motions are also included in the minutes, and the times of recess must be recorded as well.

In the event of a vote, **each side's votes should be recorded in the minutes.**

In addition, points of order are included, as well as the chair's ruling. Important announcements are necessary and should always be in the meeting minutes. Don't forget to **record the time of adjournment!**

It's not necessary to abide by Parliamentary Procedure to take meeting minutes. If your chapter has their own system, then it is best to use that. However, it is important to take some form of meeting notes. Meeting notes help ensure that everyone is aware of what is going on in the chapter, and they are often helpful when looking back on the workings of the chapter over the course of the year.

Notes may be handwritten or typed. We recommend dividing your notes into the sections below:

1. Organization Name
2. Meeting Date, Time, Place
3. Old Business
4. New Business
5. Adjournment