




RULES FOR MEETINGS


Metairie Unit, National Association of Parliamentarians


The Metairie Unit is small and friendly. Nonetheless, our purpose is not only to teach but also to show proper parliamentary procedure. For this reason, whether our attendance is large or small, we will follow a formal, “do it by the book” approach. As a learning tool, we may appoint timekeepers, a chairman pro tem, or other such positions.


 The Chair will impartially & consistently enforce the rules.


 Meetings will start on time. “When the time of a meeting has arrived, the presiding officer opens it, after he determines that a quorum is present, by calling the meeting to order. (RONR, p. 24, italics omitted).


 If the president is absent, the vice-president will call the meeting to order. (RONR, p. 436). If the president and vice-president are absent, the secretary will call the meeting to order and a chairman pro tem will be elected to conduct the meeting. (RONR, p. 437).

 Members address only the chair and address each other through the chair. (RONR, p. 23).

 Members must obtain recognition before speaking. To gain the floor, a member will rise and call out “Madam President.” (RONR, p. 28).

 Even in small meetings, the presiding officer should not be addressed by name. (RONR, p. 22).

 Members will observe limits of debate (may speak for no longer than 10 minutes at a time, may speak a second time only if everyone else who wishes has spoken). (RONR, p. 41).

 During the business meeting, conversation should be limited to making or debating motions or giving reports. (RONR, pp. 32-33). “Before a subject can be considered, it must be placed before the assembly in the form of a motion.” (RONR, p. 55).

 Use the magic steps to making a motion. (RONR, pp. 31, 40).

 Members will maintain decorum in debate. (RONR, p. 41).

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