

PARLIAMENTARY PROCEDURE QUICK REFERENCE GUIDE

General Responsibilities

- **Maintain Order:** Ensure a smooth, fair and organized session.
- **Recognize Speakers:** Prioritize members equitably based on precedence and recency.
- **Track Time:** Enforce speaking and questioning time limits.
- **Facilitate Debate:** Keep discussions relevant and encourage constructive debate.

Basic Parliamentary Procedures

- Call to Order
 - Use a gavel and say: "This chamber will come to order."
- Motions
 - Recognize members raising a motion (e.g., "The chair recognizes...").
 - State the motion: "It is moved and seconded that..."
 - Facilitate debate (if debatable) and vote.
 - Debate on Legislation
 - Introduce the bill/resolution: "We will now consider..."
 - Recognize the sponsor for their authorship speech (3 minutes).
 - Alternate between affirmative and negative speakers.
- Voting
 - Ask: "All those in favor, signify by saying 'Aye'... All those opposed, signify by saying 'No.'";
 - Announce results: "The motion passes/fails."

Recognizing Speakers

- Maintain Fairness:
 - Precedence: Priority to those who have spoken the least.
 - Recency: If tied, prioritize who spoke less recently.
 - "The chair recognizes [Representative's Name] for [Position].";

Key Phrases

- "The chair recognizes..."
- "Are there any questions for the speaker?"
- "All those in favor... Opposed?"
- "The motion passes/fails."
- "Please maintain decorum."

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Common Motions (In Order of Priority)

Point of Order	Corrects procedural errors	No	No
Point of Information	Requests factual clarification	No	No
Point of Personal Privilege	Addresses personal comfort/needs	No	No
Motion to Adjourn	Ends the session	No	Yes (Majority)
Motion to Recess	Takes a break	No	Yes (Majority)
Motion to Lay on the Table	Sets aside legislation	No	Yes (Majority)
Motion to Amend	Proposes changes to legislation	Yes	Yes (Majority)
Motion to Previous Question	Ends debate and moves to immediate vote	No	Yes (2/3 Majority)
Motion to Limit/Extend Debate	Changes time limits for speeches or debate	No	Yes (2/3 Majority)
Motion to Suspend the Rules	Temporarily sets aside procedural	No	Yes (2/3 Majority)
Motion to Appeal the Chair's	Challenges a ruling made by the presiding officer	No	Yes (2/3 Majority)

Speech Timing

- Each speaker is allotted up to three minutes to deliver their speech. Gavel signals indicate when there is one minute, 30 seconds and zero seconds remaining. Speeches are given a 10-second grace period. The presiding officer should halt the speech after 3:10.
 - Legislation authorship/sponsor speeches and the first negative speech are followed by a two-minute cross-examination period.
 - Alternating affirmative/negative speeches followed by up to one minute questioning period per chamber member.
 - No more than two minutes of total questions per speech.

Tips for Success

- Stay neutral and professional.
- Always clarify confusing motions or procedures.
- Use clear, concise language.
- Focus on efficiency without sacrificing fairness.