

# How to Use Parliamentary Procedures for Effective Meetings

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Friday, August 31, 2018 \* Manila Marriott Hotel, Pasay City, Philippines \* 9:00am to 5:00pm

## Course Outline

### I. The Board of Directors

- A Deliberative Assembly
- Rules of Order of the Body

### II. Meetings and Sessions

- Meeting Defined
- Distinguished from Session

### III. The Most Powerful Tool To Control Meetings

### IV. The Conduct of Board Meetings

- Protocol of the Flag and Seating Arrangements
- Order of Business: How to Call a Meeting to Order
- Invocation and Roll Call
- Quorum
  - Meaning and Importance of Quorum
  - What Constitutes a Quorum
- Meeting Agenda: Reading and Disposition of Minutes
- The means by which Business introduced before the Body
- How a Motion is brought before the Body
- The Basic Steps in the Consideration of a Main Motion
- How a Motion is Adopted by the Body
- How Action is done without a Motion
- The Principle of Unanimous Consent
- The relation of Other Motions to the Main Motion

### V. Summary of What Motions to Use

- To modify the Question
- To Defer the Action on the Question
- To Suppress the Question
- To Restrict Discussions
- To Consider a Question Again

### VI. Nature and Classification of Motions

#### A. Main Motions

- How to Frame Main Motions
- Treatment of Main Motions
- Motion to Adopt and Motion to Ratify

## B. Subsidiary Motions

- Motion to Postpone Indefinitely
- Motion to Amend
- Motion to Commit or Refer
- Motion to Postpone to a Certain Time (or Definitely)
- Motion to Limit or Extend Limits of Debate
- Motion to Lay on the Table

## C. Privileged Motions

- Call for the Orders of the Day
- How to Raise a Question of Privilege
- Recess
- Motion to Adjourn
- Motion to Fix the Time to Which to Adjourn

## D. Incidental Motions

- Point of Order
- Appeal
- Suspend the Rules
- Objection to the Consideration of a Question
- Division of a Question
- Consideration by Paragraph or Seriatim
- Division of the Assembly
- Motions Relating to Methods of Voting and the Polls
- Motions Relating to Nominations
- Request to Be Excused from a Duty
- Requests and Inquiries

Progress of Motions  
Precedence of Motions

## VII. Motions That Bring a Question Again Before the Assembly

- Motion to Take from the Table
- Motion to Rescind; Amend Something Previously Adopted
- Motion to Discharge a Committee
- Motion to Reconsider

## VIII. Meetings and Session

- Meeting, Session, Recess, Adjournment
- Regular Meetings
- Special Meetings
- Minutes of Meetings

## IX. Committees and Committee Reports

- Nature and Importance of Committees
- Classification of Committees
- Board of Management
- Ordinary Committees
- Creation and Composition
- Procedure in Committees
- Hearings
- Amendments by the Committee
- Discharge of the Committee
- Committee Reports
- Approval of Report
- Presentation of Report
- Consideration of Report
- Adoption of Report

Rules of Order and Standing Rules

## V. Resolutions

V. Debate; Voting; Nominations and Elections

VI. How To Manage and Control the Stockholder's Meeting

VII. Parliamentary drill (practice meeting)

Seminar Contact Person:

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