

**BASIC PRINCIPLES AND OBJECTIVES OF PARLIAMENTARY PROCEDURE**

I. **BASIC PRINCIPLES:** (Robert's)

- A. Courtesy and Justice for All.
- B. Rule of the Majority - Rights of the Minority.
- C. Partiality to None.
- D. Protection of the Absentee.
- E. One Thing at a Time.

II. **BASIC OBJECTIVES:** (Robert's)

- A. Expedite Business.
- B. Maintain Order.
- C. Insure Justice and Equality to All.
- D. Accomplish the Objectives for which the Group is Organized.

III. **PATTERNS OF ASSEMBLY BEHAVIOR BASED ON PARLIAMENTARY PRINCIPLES:**

A. **All Members Are Equal:**

Every member has the same rights and obligations relative to participation in the proceedings of the assembly. (A two thirds vote is necessary for any motion that would deprive a member of his or her rights in any way.)

B. **Silence Gives Consent:**

Members who do not participate and who do not vote give their agreement to the decision of the majority.

C. **The Organization is Paramount:**

The wishes of the organization supersede those of any individual or small group of individuals. The power of any meeting is in the hands of the voting members. A majority vote decided a question. (The membership may delegate duties and authority, but it retains the right of final decision.)

D. **A "Quorum" Must be Present in Order to Transact Business Legally:**

An established minimum number of voting members must be present to insure that any business transacted will be representative of the membership of the organization.

E. **One Thing at a Time:**

Only one proposition or topic may be before the assembly at any one time.

F. **Personal Remarks are Always Out of Order:**

A proposition or issue is the item under discussion, **NEVER** the person who introduced it.

G. **Full and Free Discussion of a Question:**

Every member has the right to speak to a proposition or issue and to know what the question before the assembly means before he or she votes. (This right can only be suspended by a two thirds vote.)

UNDERSTANDING THE ASSEMBLIES RULES OF ORDER

I. Two Basic Types of Parliamentary Rules:

A. General Rules:

Those rules widely accepted and generally used by most assemblies. These are the rules found in any standardly accepted text on Parliamentary Procedure such as Robert's Rules of Order Newly Revised.

B. Special Rules:

Those rules which have been specifically composed and adopted by an individual society to meet the specific needs of that particular assembly.

Special rules supersede any general rule when they conflict. When a question of procedure arises the special rules should be considered first.

When adopted by the society, General and Special rules become binding upon the body and each member of that body.

II. Basic Sets of Rules Binding on a Typical Assembly:

CONSTITUTION  
AND/OR  
BYLAWS

PARLIAMENTARY

STANDING RULES AUTHORITY

SPECIAL RULES  
OF ORDER

GENERAL RULE = EXTERNAL RULES

1. The parliamentary Authority for the Assembly. (Always stated in the organizations constitution or Bylaws.)

SPECIAL RULES = INTERNAL RULES

1. Constitution and/or Bylaws  
(Highest authority of the assembly.)
2. Special Rules of Order = Parliamentary, modifying Robert's.
3. Standing Rules = Non Parliamentary administrative details.