

# PARLIAMENTARY OVERVIEW: IT'S TIME TO GET INTO MOTION



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# OBJECTIVES

At the conclusion of this program, the learner will be able to:

- Discuss the basics in Parliamentary participation
- Describe Parliamentary definitions commonly used in the process of making a motion
- Illustrate basic Parliamentary Procedure



# What is Parliamentary Procedure?

***Parliamentary Procedure*** is a set of standardized rules for running meetings and conducting debates and votes with fairness and civility.

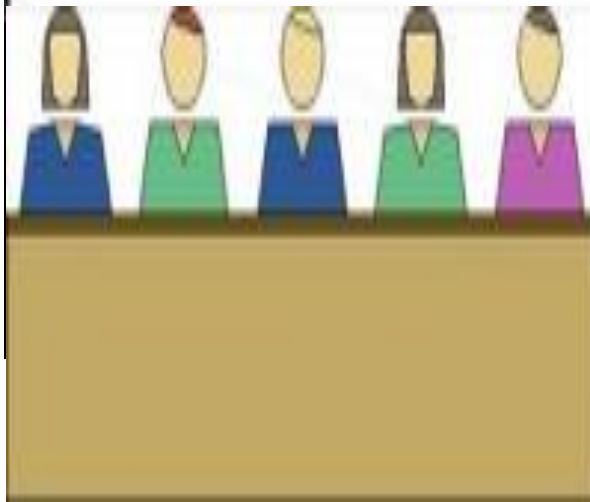


# Simply Stated:

# Rules & Process



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# WHERE CAN THESE RULES & PROCESSES BE USED

- Professional Practice Committees
- Staffing Committees
- Labor-Management
- Health & Safety Committees
- NYSNA Convention



WE USE ROBERT'S RULES OF ORDER TO PROMOTE ORDERLY DISCUSSIONS AND TO MAKE DECISIONS ABOUT:

- Bylaws
- Resolutions
- Voting
- Nominations and Elections
- Officers' Duties
- Concerted Activities





# MOTIONS & QUORUM

- ❑ Motions – a formal proposal made by a member during a meeting that the group must take certain actions upon
  - ✓ 2/3rds votes of those present required to change rules
- ❑ Quorum – is the presence of enough members within the group to allow them to legally do business







## PURPOSE

When the light bulb goes off in your head and you have a bright idea, you can make a motion to have your idea discussed and to effectuate a decision.



# MAIN MOTION - TYPES

- Original main motion
  - New topic
  - Debatable
- Amendment to main motion

# HOW TO MAKE A MAIN MOTION

Step 1: Secure the NYSNA Main Motions form from the secretary

- ✓ **Write** the motion clearly
- ✓ **Sign** the form
- ✓ Fill in the name of the “**seconder**”
- ✓ Give **COMPLETED** motion form back to the *secretary* to be read before discussion/vote

## Robert's Rules of Order

### Steps required to make a motion and get the group to consider the motion

#### Step 1

The member **risers (stands)** and addresses the chair.



What to say

“Madam chairman I rise to make a motion.....”

- State your name
- State facility name



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# Robert's Rules of Order

## Step 2

The **chair** recognizes the member.



What to say

“The chair recognizes  
Ms. \_\_\_\_\_”

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# Robert's Rules of Order

## Step 3

The member makes a motion.

What to say

"I move that the resolution regarding safe staffing be negotiated on a coordinated bargaining basis be passed."



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# Robert's Rules of Order

## Step 4

Another member  
seconds the motion.



What to say

“Second”

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# Robert's Rules of Order

## Step 5

The chair states the motion.



## What to say

**“It is moved and seconded to amend Section**

6: 2 A (Procedure) under Nominations and Election in the Delegate Assembly Rules Book to read

“Nomination materials/forms shall include a clear statement of the **one year’s** experiential eligibility requirement and several examples of the qualifying local bargaining unit positions.”

**“Is there any debate on the motion?”**

# Robert's Rules of Order

## Step 6

The members debate the question

- ❖ The member making the motion can speak first on the motion



## What to say:

“ The chair recognizes Ms.  
..... to speak to the motion.”

❖ The members speak to either side of the issue

✓ The chairperson alternates microphones

✓ The chairperson may alternate discussion for and against

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# Amending the motion

## Step 7

The member ***stands*** to ***amend*** the motion

❖ Changes wording in a pending motion by adding or striking out words



What to say:

**“I move to amend the main motion by adding the following”**

That the resolution regarding safe staffing say that the numbers should follow the California numbers.

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# Amending the motion

Another member  
seconds the  
amended motion



What to say

“Second”

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# Robert's Rules of Order

## Step 8

- The **chair** opens the floor for debate
- The **chair** “*puts*” the question to the members to vote



## What to say

The chair asks “Is there any debate?”

➤ Member *stands* to make a motion to end debate

**“ARE YOU READY FOR THE QUESTION? - Aye/Nay”**

“The question is on the adoption of the motion “*the safe staffing numbers should be on the California numbers*”

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# Robert's Rules of Order

## Step 9

The **chair** announces the results of the vote and reads the approved motion.



- What to say & do

The **chair** reports which side 'has it'

"The ayes have it and the motion is adopted."

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- Stick To The Subject
- Debate Issues, Not Personalities
- Make Sure All Knows What's Being Debated
- Memorize Constantly Used Robert's Rules of Order Procedures



# Parliamentary Basics

## Terms sometimes used in the process of making a motion:

➤ Point of Information – Used to request relevant information about the substance of a pending motion.

*Stated: “I rise to a point of information.”*

➤ Point of Order – Used to call the chair’s attention to a violation of rules. *Stated: “I rise to a point of order”*

➤ Question of Privilege – Used to interrupt pending business to state an urgent request or motion. Any pressing situation affecting a right or privilege of the assembly or individual (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc,)

*Stated: “I rise for a point of privilege.”*





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# HANDOUTS

1. New York State Nurses Association Main Motions Form
2. Parliamentary Motions Guide
3. Speaking The Language of Parliamentary Procedure

