

# Parliamentary Procedure

*The most commonly used parliamentary procedure is “Robert’s Rules of Order.” These rules were established to assist in organizing meetings, making them effective and democratic.*



## **Parliamentary procedure is governed by these general rules:**



- The agenda sets the order of business.
  - The chairperson must remain unbiased.
  - Members must be recognized by the chairpersons before speaking.
  - Only one item of business is discussed at a time.
  - All members have the right to ask questions and to have these questions answered.
  - Any member can stop the meeting if they do not understand what is going on.
  - A member may debate once and may not debate again until all other members have been given the opportunity.
- The majority rules, however, the rights of the minority are respected.
  - Business introduced by an individual becomes the property of the assembly.
  - The assembly can always change its decision.

*Parliamentary procedure will only work as designed when all members of the assembly have an equal knowledge of the rules. This knowledge can only be gained through practice.*

