Parliamentary Procedure 101 for Delegates

**To Make a Motion:** When addressing the executive board members to make a motion you do the following:

1.) Address the board member by saying either “Mr. or Madam” President, (or the position title that the board member carries).
2.) Wait until the Board member recognizes you. Then the board member will say “Delegate is Recognize” after being recognized, stand up and state your first and last name, club/organization you represent or student body, please speak clear and loud enough so that your information can be taken down for the minutes.
3.) Once you have gained the floor you may make your announcement, address the board or make a motion EX: “I move to dispense with the orders of the day/ reading the minutes/ announcements, and approve them as written”
   a. If the chair is “entertaining a motion” and you wish to move that motion forward follow steps 1 and 2. Once you’ve gained the floor you may just say “so moved.” This statement moves the motion that the chair requested as they stated it.

**To Second a Motion:**

1.) Repeat steps 1 and 2 from the first part of (To Make a Motion)
2.) After step 1 and 2 have been done you say “I Second the Motion”

**Asking a question about a subject or information**

To ask a question about a certain subject that has been spoken of or discussed, you say “Point of Inquiry”

To get a better understanding about the information about the subject that was given and discussed (place, time, etc) you say “Point of Information”

If you have any question regarding “Roberts Rule’s of Order” please ask your Parliamentarian before or after the meeting or refer to the book “Roberts Rule’s of Order Newest Addition.”

Thank You.

Christopher Stafford
SGA Parliamentarian 2013