Chapter 14

**Data File 14-1 Understanding Parliamentary Procedure**

**Directions:** Complete the following activity to learn more about how to work as a team.

What makes a meeting run smoothly? Chances are, it is parliamentary procedure, a set of rules that govern meetings. Clubs, organizations, legislative bodies, and other deliberative assemblies use parlia­mentary procedure.

Parliamentary procedure can be traced back to around 750 B.C. in Greece. At that time, self-govern­ment came into being, and people needed organized ways to discuss issues and vote on public ques­tions. Over the years and in different parts of the world, the rules evolved. *Robert’s Rules of Order* came into use by the early 20th century. Other versions have been created since, but *Robert’s Rules of Order* remains a standard.

A *parliamentarian* is someone who knows parliamentary procedure very well. People can be certified as parliamentarians. To learn more about parliamentary procedures and the people who know the rules well, go to the Web site of the National Association of Parliamentarians® (NAP) below. Then answer the questions that follow.

http://parliamentarians.org/index.php

**Activity Questions**

1. Using information found on the home page, explain how parliamentary procedure is used and in what kinds of organizations.

<<Place Answer Here>>

2. From the home page, click on “Parliamentary Procedure” and then “Definition.” What are the five principles on which parliamentary law is based? Why do you think the fifth principle is included?

<<Place Answer Here>>

3. Click on “Usage,” which is also under “Parliamentary Procedure.” Does parliamentary procedure guarantee that every member of an organization will be pleased with the outcome of decisions? Explain your answer.

<<Place Answer Here>>

4. Click on “Motions.” What are privileged motions and what is significant about them?

<<Place Answer Here>>

5. Click on “Professional Services.” Why might a professional parliamentarian be needed? What can the professional do?

<<Place Answer Here>>

6. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity14-1.docx (i.e., JohnSmith\_Activity14-1.docx).