Chapter 14

Activity 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 governs meetings. Clubs, organizations, legislative bodies, and other deliberative assemblies use parliamentary procedure.

Parliamentary procedure can be traced back to around 750 BC 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 website of the National Association of Parliamentarians® (NAP) below. Then answer the questions that follow.

http://parliamentarians.org/index.php

1. Navigate to Parliamentary Basics under the About tab. Using the information from this section, describe the types of meetings to which parliamentary procedure is applied.

<<Place Answer Here>>

2. Navigate to the Types of Rules page under Parliamentary Basics. What are the common classes of rules?

<<Place Answer Here>>

3. Using the information provided on the Presiding page, how is a motion brought before the assembly? How does this process differ from the procedure for handling a main motion?

<<Place Answer Here>>

4. Navigate to the Motions page under Parliamentary Basics. What are privileged motions and what is significant about them?

<<Place Answer Here>>

5. The National Association of Parliamentarians® offers consultation services. Why might a professional parliamentarian be needed?

<<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 (e.g., JohnSmith\_Activity14-1.docx).