



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 18 - Parliamentary Procedures

When conducting a board meeting it is important to follow established rules. Rules of parliamentary procedure are based upon common sense and logic. Rules protect the rights of the majority, the right of the minority to be heard, the rights of individual members, and the rights of absentees. Listed below are some of the general accepted rules in conducting a meeting.

How a Motion is Made and Acted Upon:

1. Chair recognizes the person who wishes to make the motion.
2. Motion is stated.
3. Motion is seconded.
4. Chair restates the motion.
5. Chair asks if there is discussion. The chair determines when adequate discussion has been conducted.
6. Amendments to a motion can be offered to add, remove, or change words, but must relate to the pending motion. Amendments require a second and a vote to be approved and action must be taken to approve or disapprove the amendment before a vote is taken on the original motion. No more than two amendments should be pending on a motion at one time.
7. Chair restates the original motion (as amended if applicable) noting that it has been seconded. Chair calls for votes in favor of the motion and for those that oppose the motion.
8. The vote of each director must be publicly cast. Each member must verbalize a yeah or nay vote. If the motion is passed by unanimous vote, it is recorded in the minutes that way. If there are votes against the motion, then minutes must reflect how members voted by name.
9. Chair announces result of vote.
10. A tie vote is a lost vote because a majority is not obtained.

11. The chair is required to vote or abstain from voting on motions.
12. Although it is not a common practice, the chair can make a motion. Often times, the chair may state, "I'll entertain a motion to
13. Action may be taken on items taken up under New Business.

Other Commonly Used Rules in Meetings:

- 1. Recessing a meeting:** If a district board needs to take a short break in a meeting, a motion and vote is required to take such a recess that includes the time and place that the meeting will reconvene. If it is known that a recess will be taken in advance of the meeting, it should be listed on the agenda.
- 2. Reorganizing the agenda.** The chair is responsible for following the agenda in the order it is written, but there are times when it becomes necessary to move an agenda item either up or down on the agenda. This can done by a member making a motion to suspend the rules and consider the item out of order on the agenda.
- 3. Permission to withdraw a motion.** A member can withdraw a motion they made before a vote with the consent of the board. The member makes a request to the chair that the motion be withdrawn and the chair will ask for objections. If none, the motion is withdrawn.
- 4. Adjourn the Meeting.** Adjourning a meeting takes a motion, a second and a majority vote of the board members.

Parliamentary Procedures
The Basics

To Do This	You Say This	May You Interrupt the Speaker	Must you Be Seconded?	Is This Motion Debatable	Is This Motion Amendable	What Vote is Required
Have something studied further	"I move we refer this to a committee"	No	Yes	Yes	Yes	Majority Vote
Vote on a ruling by the chair	"I appeal the chair's decision"	Yes	Yes	Yes	No	Majority in negative required to reverse the chair's decision
Ask to verify voice vote	"I call for a roll call vote"	No, but request must be made before another motion is started	No	No	No	No, unless someone objects.
Suspend consideration of something	"I move we table this subject until..."	No	Yes	No	No	Majority Vote
Object to procedure or to a personal affront	"Point of order"	Yes	No	No	No	No vote is required, chair decides
Request information	"Point of information"	If urgent, may interrupt the speaker	No	No	No	No vote is required
Limit debate	"I move that debate on the motion be limited to....."	No	Yes	No	Yes, but only to the length of debate	Majority vote by show of hands