

Hello Local Parliamentarians

As a valuable member of your FBLA chapter, your job as parliamentarian is to make sure that all of the local chapter meetings are run with parliamentary procedure. To do that, you must meet with the president of your chapter before each meeting to go over possible issues relating to procedure that is expected to come up during the meeting.

This month, I would like to introduce to you the basic order of business as well as the eight steps to making a motion.

The basic order of business follows the acronym MRS SUN:

MINUTES

REPORTS of officers, boards and standing committees

Reports of **SPECIAL** committees

SPECIAL orders

UNFINISHED business

NEW business

- Special committees are committees that do not run throughout the year. They cease to exist after their final report. (Ex: Dance Committees, Bake Sale Committees)
- Special orders are items of business that were postponed from the previous meeting and assigned the rank to be the first items discussed after reports of special committees.

The eight steps to making a motion are as follows:

1. A member rises and addresses the chair/president with "Mr./ Madam President"
2. The chair recognizes that member (by stating the member's name)
3. The member makes a motion by stating, "I move that..."
4. Another member seconds the motion
"Second" implies that more than one person agrees that the motion should come before the meeting,
5. The chair states the motion "It is moved and seconded that..." and follows it with "are you ready for the question?"
"Are you ready for the question" asks for debate on the motion
6. Members debate the motion
7. The chair puts the motion to vote by stating, "Those in favor of the motion say aye, those opposed say no."
8. The chair announces the result of the vote. "The ayes/no's have it, the motion is adopted/lost, and the chapter will/will not . . ."