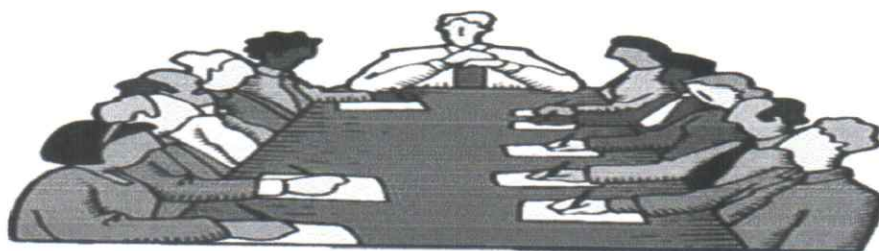


**Compliance seminar  
On  
PARLIAMENTARY PROCEDURES**



**Purposes of Parliamentary Procedure**

- **1. To observe and protect the democratic practices and principles in every institution.**
- **2. To protect the rights of people to join together to accomplish common goals and enable to debate and take actions in a fair manner with the least amount of controversy.**

## Purposes...

- 3. Protect the right of the majority to decide.
- 4. Protect the right of the minority to be heard.
- 5. Protect the rights of individual members.
- 6. Protect the rights of the absentees.

## Reminder...

- PARLIAMENTARY PROCEDURE **SHOULD BE USED TO HELP AND NOT HINDER DECISION MAKING.**
- A GROUP MEETS TO TRANSACT BUSINESS, **NOT TO HAVE MEMBERS EXPLOIT THEIR KNOWLEDGE OF "PARLIAMENTARY LAW"**

## What is Parliamentary Procedures (PP)?

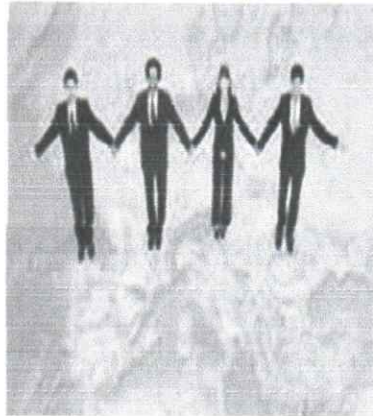
- PP refers to that body of generally accepted rules, precedents, and practices commonly employed to regulate proceedings of deliberate assemblies.
- Parliamentary procedure refers to the rules of democracy—that is, the commonly accepted way in which a group of people come together, present and discuss possible courses of action, and make decisions.

## BASIC RULES OF PARLIAMENTARY PROCEDURES

- **1. THE RIGHTS OF THE ORGANIZATION SUPERSEDES THE RIGHTS OF INDIVIDUAL MEMBERS.**



## Basic Rules...



- **2. ALL MEMBERS ARE EQUAL AND THEIR RIGHTS ARE EQUAL.**

### *THESE RIGHTS ARE*

1. *TO ATTEND MEETINGS*
2. *TO MAKE MOTIONS AND PARTICIPATE IN DEBATE*
3. *TO NOMINATE*
4. *TO VOTE*
5. *OTHERS, SUCH AS THOSE PROVIDED IN THE BY-LAWS.*

## Basic Rules...

- **3. A QUORUM MUST BE PRESENT TO DO BUSINESS.**

*THE PURPOSE OF A QUORUM IS TO PREVENT AN UNREPRESENTATIVE GROUP FROM TAKING ACTION IN THE NAME OF THE ORGANIZATION*





## Basic Rules...



- **4. THE MAJORITY RULES, EXCEPT FOR TWO-THIRDS RULE.**

- THE MINORITY HAS THE RIGHT TO BE HEARD, BUT ONCE THE MAJORITY DECIDES, THE MINORITY MUST RESPECT AND ABIDE BY THE DECISION OF THE MAJORITY, EXCEPT WHEN THE BY-LAWS PROVIDE FOR SOME RULES SUCH AS AMMENDMENT, EXPULSION, ETC.

## Basic Rules...



- **5. SILENCE IS CONSENT.**

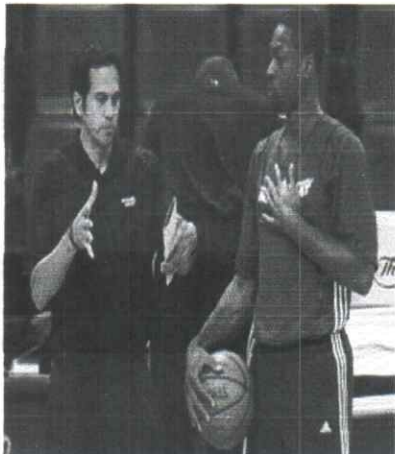
### Basic Rules...

- **6. ONE QUESTION AND SPEAKER AT A TIME.**



### Basic Rules...

- **7. DEBATABLE MOTION/s MUST RECEIVE FULL DEBATE.**



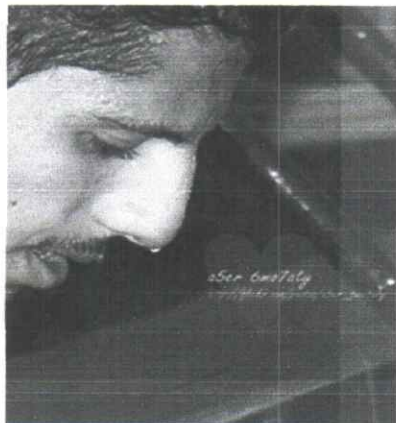
## Basic Rules...

- **8. THE ORGANIZATION HAS THE RIGHT TO MAKE ITS OWN RULES WHICH MUST BE AGREED AND OBSERVED BY ALL ITS MEMBERS.**

### THREE SIMPLE RULES IN LIFE

1. IF YOU DO NOT GO AFTER WHAT YOU WANT, YOU'LL NEVER HAVE IT.
2. IF YOU DO NOT ASK, THE ANSWER WILL ALWAYS BE NO.
3. IF YOU DO NOT STEP FORWARD, YOU WILL ALWAYS BE IN THE SAME PLACE.

## Basic Rules...



- **9. SHOULD A CONFLICT ARISE BETWEEN A MEMBER AND THE ORGANIZATION THE ORGANIZATION PREVAILS.**

# Order of Business

## Order of Business

### a. Opening Prayer and Call to Order



The Chairperson stands and say,

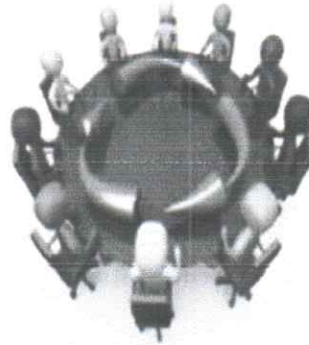
“The meeting will please come to order”.

If the meeting has been called specially, he should also briefly state the purpose of the meeting: Why it has been called.

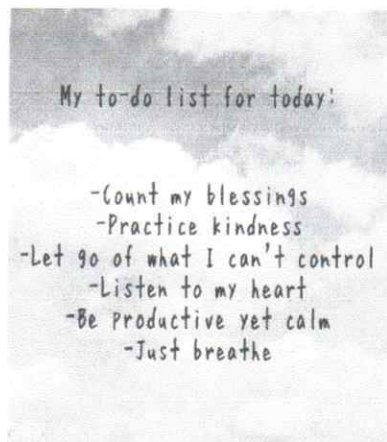


Order of...

**b. Declaration/  
Consideration  
of Presence of  
Quorum**



Order of...



**• c. Approval  
of the  
Agenda  
Presented**