

Basic Parliamentary Procedure

VOCABULARY:

town meeting: form of local government where citizens discuss issues; originated in New England states; considered a form of direct democracy

moderator: individual nominated and voted upon by the class to run the town meeting

agenda: an official order of items, on paper/board/transparency, to be followed in a meeting or convention

eligibility: requirements individuals must meet to participate in the town meeting; determined by the class/group

quorum: number of people that must be present to hold a town meeting; determined by the class

procedures: specifications as to how the meeting will be run

TERMINOLOGY USED:

point of privilege: statement made prior to citizen making a statement

point of information: statement made prior to citizen asking a question

point of opposition: statement made as opinion is given that disagrees with viewpoint of another citizen

I make a motion or I move: A proposal by one member for consideration and action of the group that is meeting.

Does anyone second that motion? The moderator must call for the motion to be "seconded" by another citizen in the class before the action can take place; if no second is given, the motion is dropped. If the motion is seconded, the motion will go to a vote by the class with majority rule passing the motion; if a majority is not present, the motion is dropped.

