Basic Principles of Parliamentary Procedure

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
   a. The majority has the right to decide.
   b. The minority has rights which must be protected.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
7. No member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

Handling a motion.

Three steps by which a motion is brought before the group
1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three steps in the consideration of a motion
1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
   a. The chair restates the question.
   b. The chair takes the vote:
      i. “All in favor of the motion, say aye.”
      ii. “Those opposed, say no.”
3. The chair announces the result of a vote. A complete announcement should include:
   a. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
   b. Declaration that the motion is adopted or lost.
   c. Statement indicating the effect of the vote or ordering its execution.
   d. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Source:
Dr. John A. Cagle, Parliamentarian of the Academic Senate and Professor of Communication at California State University, Fresno
http://www.csufresno.edu/comm/cagle-p3.htm