

Parliamentary Procedure

The most commonly used parliamentary procedure is “Robert’s Rules of Order.” These rules were established to assist in organizing meetings, making them effective and democratic.





Parliamentary procedure is governed by these general rules:

- The agenda sets the order of business.
- The chairperson must remain unbiased.
- Members must be recognized by the chairpersons before speaking.
- Only one item of business is discussed at a time.
- All members have the right to ask questions and to have these questions answered.
- Any member can stop the meeting if they do not understand what is going on.
- A member may debate once and may not debate again until all other members have been given the opportunity.
- The majority rules, however, the rights of the minority are respected.
- Business introduced by an individual becomes the property of the assembly.
- The assembly can always change its decision.

*Parliamentary procedure
will only work as designed
when all members of the
assembly have an equal
knowledge of the rules.
This knowledge can only be
gained through practice.*

