

PARLIAMENTARY PROCEDURE

A Guide for Olympia's Bicycle and Pedestrian Advisory Committee

✧ Guiding Principles ✧

Every member has an equal voice.

The group is the final authority.

It is ok to disagree.

Discussions

- ◆ No one speaks twice until everyone has had a chance to speak once
- ◆ Members must be recognized by the chair before speaking
- ◆ Members address the chair, not each other
- ◆ Members may address presenters directly once recognized by the chair

Motions

- ◆ Anyone can make a motion at any time after the chair has recognized them to speak
 - ~ *Chair repeats the motion*
- ◆ Anyone can second the motion—don't need to wait for chair's recognition
 - ~ *If there is no second, the motion doesn't proceed*
- ◆ Motion gets discussed, if needed
- ◆ Motion can be amended
 - ~ *Members discuss and vote on any amendments*
 - ~ *Chair repeats motion as amended*

Voting

- ◆ When discussion wanes
- ◆ Chair clearly states motion (as amended, if it was)
- ◆ Vote
 - ~ *"All in favor, say aye"*
 - ~ *"All opposed, say no"*
- ◆ Chair states results of vote
 - ~ *"The ayes have it and the motion passes"*
 - ~ *"The noes have it and the motion fails"*