

Tools of Parliamentary Procedure

1. **To Obtain the Floor** – The floor is the right to speak. No member shall have the floor until they have received recognition from the president.
2. **To Make a Motion** – To properly make a motion, a member must state, “I move to...” or “I move that...”
3. **Second** – Each motion must have second person state their agreement with the idea of the motion before the motion can be considered by the club. The second member must state, “I second the motion.”
4. **Majority Vote** – A motion which requires a majority vote requires more than half of the club to be in favor of the motion for it to pass.
5. **To Amend** – An amendment is a change or modification to a motion. An amendment can be made to a motion during discussion of the motion. An amendment must have a second, can be discussed, and requires a majority vote.
6. **Gavel** – The gavel is used by the president to keep order in the meeting. One tap = to end an item of business or to sit. Two taps or a series of taps = to gain order. Three taps = to stand.
7. **Sounder** – The square block used with the gavel.
8. **To Lay on the Table** – To set aside a motion to the next meeting. To lay an item of business on the table a member must state, “I move to lay this item of business on the table.”

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