

LESSON PLAN - PRINCIPALS' CONFERENCE - January 6, 1946

I. Objectives

- A. Ultimate  
To have pupils learn correct parliamentary procedure in conducting meetings.
- B. Immediate  
To create more interest on the part of principals in correct parliamentary procedure by pointing out both correct and incorrect practices and the importance of correct practices.

II. Learning Exercises

- A. Conduct a parliamentary drill.
- B. Discuss correct and incorrect practices during drill.
- C. Have members of group ask questions.
- D. Emphasize especially -
  - a. Nominations and elections
  - b. Motions
  - c. Raising points of order

III. Assignment

- A. All principals make available to teachers and pupils Robert's Rules of Order and some more simple treatment of the subject.
- B. Have at least one teacher in each school become especially well informed on parliamentary law.
- C. Arrange for civics and English classes to have some of their lessons conducted according to parliamentary law.
- D. Direct attention of teachers to treatment of subject in -
  - Elementary English in Action - Pages 312-314 (Grade 6)
  - Building Language Skills - Pages 35-53 (Grade 8)
  - Civics in American Life - Pages 193-196 (Grade 9)
  - My English III - Pages 17-27 (3rd Year High)

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## Most Common Errors in Parliamentary Procedure Are.

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1. Voting to nominate, and  
Not voting to elect.
2. Putting the question "Those  
in favor will say Aye, ~~and those~~  
contrary like Nigh".
3. Not letting questions be debated.
4. Receiving or accepting all reports  
when some cannot be.
5. The Chair asking for a motion on  
a committee report when this is not needed.
6. The Chair thinking the call for "question"  
by one member closes debate.  $\frac{2}{3}$  vote  
required if any issue.

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## Parliamentary Procedure

### Elections

Nominations are ~~made by a~~ <sup>made by a</sup> committee,  
~~committee~~ previously appointed <sup>in the form</sup>  
of a report by the ~~nominating~~  
~~committee~~ or simply by individuals.

~~Nominations by a committee or individual~~  
~~require no second and no action. After~~  
~~a require report by a nominating committee~~

~~the~~ A report by a nominating committee  
requires no action. After the committee's  
report ~~individuals should~~ the chairman  
should ask if there are other nominations.  
Nominations do not require a second but  
a second is not out of order.

Nominations are closed by motion or  
by ruling of the chairman but  
ample opportunity must be given to members to  
make nominations.

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The actual election may be by  
~~with~~ ballots (and must be if the by-laws  
or constitution so provide), by ~~the~~ <sup>yea</sup> ~~yeas~~ and  
~~noes~~; <sup>may</sup> by <sup>(not a vote), by</sup> ~~standing~~, or by raised hands, ~~or~~  
~~by motion~~ unless there is some  
established rule or a motion at the time is  
a motion prescribing the method of election the  
Chairman will decide what method  
of voting will be used.

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## Motions

Most business in a parliamentary  
body is transacted by motions. These  
are made by any member except the  
chairman, the member must first address  
the chairman, and be recognized. ~~At~~ Most  
motions must be recorded. The maker of a  
motion may withdraw or modify ~~this motion~~  
before the chair has stated it. Some discussion  
may be allowed by the chairman in an

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informal ~~matter~~<sup>manner</sup> in the form of suggestions  
to modify the motion. After the Chairman  
has stated a motion it can only be  
withdrawn <sup>or modified</sup> by consent of the assembly.

Most motions are debatable. The chairman,  
after stating a motion, should state that ~~the~~  
discussion ~~off~~ the question is in order.  
Discussion will be closed by motion from the  
floor or by the chairman who will ask  
"Are you ready for the question?" If there is  
no objection or further discussion the  
chairman will take the vote. During  
discussion of a question motions to amend  
are in order. A substitute motion may  
be offered. Motions may be made to  
postpone action, to refer to a standing  
or special committee, etc. ~~At most~~  
~~times~~ At most times a motion to adjourn  
is in order and if seconded must be  
voted on without debate.

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## Reports of Officers and Committees

If a <sup>committee</sup> report is mere information  
no action is required.

If the report makes recommendations  
and there was no motion to which  
it relates before the assembly, the  
Chairman will throw the report open for  
discussion, amendment, and decision  
by vote. This question can be put  
by the chairman either after a motion  
and second to adopt or without such  
a motion.

Reports such as that of a treasurer, should  
either be received as information or  
by motion referred to an auditing committee  
but never accepted or approved.

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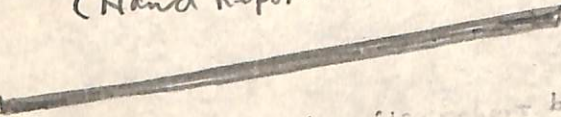
Mr. Chairman

"The following nominations are hereby made by your nominating Committee:

President - Chas. Monroe  
V. President - Ella Elgin  
Sec. Treas. - J. Hupton Simpson ✓

Hand - Use your own name & any two others."

"I move that this report be adopted."  
(Hand Report to Chairman).



Followed by report by Mr. Chairman  
Nominating Committee

"I second the nomination of J. Hupton Simpson for Secretary-Treasurer."

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(3)

Mr. Chairman

"Since there is only one  
candidate for each office, I move  
that the election be Viva Voce  
and not by ballot as required  
by the constitution."

(4)

Mr. Chairman

"I move that hereafter Schools  
be always open on Thanksgiving day"



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(5)

Mr. Chairman

"I move that school hours be  
changed to - 8 to 2:30 during  
the month of May."

(6)

Mr. Chairman

I second the motion.

(7)

Mr. Chairman

I ~~do~~ to withdraw  
my motions

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-8-

Mr. Chairman

"I move that the motion be amended by substituting for "Month of May" Months of April and May, ~~beginning in~~ and adding "beginning in 1948."

Mr. Chairman

I second the motion.  
to amend,

(9)

Mr. Chairman

"I move that the motion to amend be amended by changing '1948' to '1947.'"

(10)

Mr. Chairman

"I second the motion to amend the amendment."

(11)

Mr. Chairman

"I offer as a substitute motion (12)  
that teachers be paid overtime  
for staying <sup>at school buildings</sup> after pupils are dismissed."

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Mr. Chairman

"I move that we adjourn." (13)

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Mr. Chairman

"I second the motion" (14)

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Mr. Chairman

"I rise to a point of order" (16)  
The chair will say "State your point"  
"You <sup>Mr. Chairman</sup> - The motion to adjourn is not debatable."  
The chair - The point is not well taken.  
You <sup>Mr. Chairman</sup> - The motion is debatable.  
I appeal from the decision of the chairman.

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(17)

Mr. Chairman;

I second the appeal.