

Correct Parliamentary Language

1. “The Chair (presiding officer) recognizes Mrs. A”
2. “It is moved and seconded that (or ‘to’) _____.”
3. “Are you ready for the question?”
4. “The question is on the adoption of the motion that (or ‘to’) _____.”
5. “As many as are in favor say ‘aye’ (pause) “those apposed, say ‘no’.”
6. “The aye’s have it, the motion is adopted and (announces the result).”
7. “ The no’s have it and the motion is lost.”
8. “Please rise and remain standing for the invocation, which will be given by _____ and the Pledge of Allegiance to the Flag of the United States of America, which will be led by _____. (If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag are given in that order.)
9. “ The Secretary will read the minutes” or “The Secretary has mailed / emailed everyone the minutes, is there any one who did not receive the minutes?”
 - ❖ “Are there any corrections to the minutes?”
 - ❖ “If there are no corrections (no other words are necessary) the minutes stand approved at read/printed.”If corrected, “The Secretary will make the corrections.”
 - ❖ “The minutes stand corrected as read/printed.”
10. “The next business in order is hearing reports of the officers, boards, and standing committees.” (Called on in order they are listed in the bylaws. The chair usually calls on only those who have reports to make.)
11. “May we have the Treasurer’s report?” (A treasurer’s report is never adopted. An auditor’s report is adopted.) “The Treasurer’s report will be placed on file.”
12. The chair never asks for “unfinished business.” The secretary and the chair should have a record of all business not finished (postponed, special orders for this meeting.)
13. “Is there any new business?” “Is there any further new business?”
14. The chair does not “turn the meeting over” but announces “The Program Committee will now present the program” or “will introduce our speaker.”

15. “Is there any further business? (pause) Since there is no further business, the meeting is adjourned.”
16. “The motion is adopted/ carried/ lost.”
17. “The motion is out of order.” (the member is not out of order unless unruly or disruptive.)
18. “The chair votes “aye”/”no” and creates a tie vote. The motion is lost.”
19. The chair recognizes members in debate – those in favor: then those opposed.
Fairness by alternating opinions.
20. “We shall vote by ballot.” (avoid “secret” ballot.)
21. The gavel is used to open and close meetings and to maintain order.
22. A convention is one session: a series of meetings from “call to order” to “adjournment. The presiding officer who “opens” the meeting, also, “closes” the meeting.
23. If the bylaws provide that the President is ex-officio member of Committees, she has all the rights and privileges of the committee, but is not counted in the quorum of the committee.
24. The chair stand when presiding. Is seated (or steps back from lectern), when a member is speaking.
 - ❖ The chair does not participate in the debate, but may offer an explanation of question.
 - ❖ The chair remains on the platform at all times unless she releases the chair to the Vice President in order to participate in debate. Stays off the platform until question is decided. Then resumes order of business.
25. Know the rules of your organization and of GFWC.
Keep the membership advised of the projects and programs of your state and GFWC.
26. Train the leaders in your organization.