



Strengthening the Role of Indigenous Peoples and Their Communities in Nature Conservation:
A Project Ensuring the Full and Effective Participation of Indigenous Peoples in the
Implementation of the Expanded National Integrated Protected Areas System

LEARNING MATERIAL

Basic Parliamentary Procedure in Conducting Meetings

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Introduction

Simply put, parliamentary procedure is a set of rules that govern the conduct of meetings. It ensures that everyone is heard, in the proper order, and in the process enables participants to reach decisions with as little confusion or hindrance as possible.

Two important aspects are necessary for meetings to run smoothly: (1) the preparation, especially of the agenda, and (2) the facilitative role of the Chairperson (the Chair). These two are parts of basic parliamentary procedure.

Order of Business

In parliamentary procedure, a fixed order of business is followed in the conduct of meetings. Typically, this order includes:

- **Call to Order** – in which the Chair says, “**The meeting will come to order,**” signaling the official start of the meeting;
- **Roll Call** – checking the attendance of the invited participants;
- **Minutes** – a review and approval of the recording/documentation of the previous meeting;
- **Officers’ Report** – includes the Chairperson’s report and the Treasurer’s report;

- **Committee Reports** – reports from “standing” or permanent committees and “ad hoc” or special committees. This is important in the context of PAMB meetings given that the PAMB has several committees tasked with pertinent duties pertaining to its mandate;
- **Unfinished Business** – discussion of topics that were not discussed or were postponed from the previous meeting;
- **New Business** – introduction of new topics;
- **Announcements** – other subjects not part of the meeting’s agenda and events that are of interest to the attendees; and,
- **Adjournment** – end of the meeting, which is also voted upon.



Quorum

A quorum refers to the minimum number of members who should be present during the meeting to make decisions and outputs made during the meeting valid and legally binding. For the PAMB, **majority** of the members should be present for the meeting to have a quorum.

Motions

Members who wish to have the meeting decide on a certain matter or issue may do so by first making a motion. A motion is a formal proposal made by an attendee for the general body (the entire meeting) to take a stand on an issue or concern.

1. Take the floor.

- Wait until the current speaker has finished.
- Stand up and address the Chair.
- State your name. The Chair will recognize you by repeating it.

2. Make the motion.

- Speak clearly and concisely.
- State your motion affirmatively (“I move that we...”).
- Stay on the subject. Avoid personal remarks.

3. Wait for a second.

- Another member should second your motion. S/He must say, “I second the motion.”
- If no member seconds your motion, then the Chair can second your motion.
- If your motion is not seconded, then the motion will not be acted upon.

4. Expand on the motion.

- The one who moved for the motion shall be allowed to speak first.
- All comments must be directed to the Chair.
- Stick to the time allotted for speaking.
- After others have spoken, the person who made the motion can speak again.

5. Putting the question.

- After a substantial amount of debate and/or discussion on the motion, the Chair then determines whether the motion is ready to be put to a vote by asking the members, “Are you ready for the question?”
- If the members are satisfied with the discussion, the body then votes on the motion.
- If the members feel that more discussion is needed, then a motion for previous question may be put forth.

6. Vote on the motion

- **By Voice:** The Chair asks those in favor (supports the motion) to say “Aye” and those opposed to say “No.” A member may move for an exact count.

- **By show of hands:** Attendees raise their hands by voting for or against a measure. This type of voting does not require a count unless a member moves for a count to be undertaken.
- **By roll call:** All members will be asked to provide their “Yes” or “No” as their names are called one by one. This can be done when each attendee’s vote needs to be recorded.
- **By ballot:** When the body desires confidentiality of voting, members write their vote on a slip of paper.
- **By general consent:** When a motion seems unlikely to be opposed, the Chair can say, “If there is no objection, members can express their agreement by their silence.” If someone from the attendees says, “I object” then the matter must then be put to a vote.

Types of Motions

- A **pending motion** is one not yet voted on.
- A **motion to table** is intended to nullify a motion or not discuss it.
- In contrast is the **motion to take from the table**, which is to reconsider a motion to table or discuss the said motion.
- A **motion to postpone indefinitely** allows members to politely dispose of a motion without deciding on it. This is done when voting on a motion will be bad for the body or the objectives of the meeting. □

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The Asian NGO Coalition for Agrarian Reform and Rural Development (ANGOC) a regional association of national and regional networks of civil society organizations (CSOs) in Asia actively engaged in promoting food sovereignty, land rights and agrarian reform, sustainable agriculture, participatory governance, and rural development. ANGOC member networks and partners work in 10 Asian countries together with some 3,000 CSOs and community-based organizations (CBOs). ANGOC actively engages in joint field programs and policy discussions with national governments, intergovernmental organizations (IGOs), and international financial institutions (IFIs).

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The formation of Bukluran Para sa Pangangalaga ng Kalikasan ng Pilipinas (BUKLURAN, Inc.) or the Philippine Indigenous Peoples Community Conserved Territories and Areas Consortium (Philippine ICCA Consortium) is a nationwide network of community membership-based indigenous peoples’ organizations (IPOs) of all ethnographic types. It is premised on bringing together indigenous peoples who assert and utilize traditional governance to protect community-conserved areas. Common to its members is the shared view that indigenous peoples’ survival depends on the protection of valuable knowledge systems and the ancestral lands on which we thrive and persist. Our community-conserved areas can become the ultimate driving force in the conservation of biodiversity when our rights to our land and resources are respected and recognized.

Our main purpose is to carry out and realize the full recognition and respect for the rights, governance and self-management of our ancestral lands.

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Philippine Association for Intercultural Development, Inc. (PAFID) is a social development organization which has been assisting Philippine indigenous communities to secure or recover traditional lands and waters since 1967. It forms institutional partnerships with indigenous communities to secure legal ownership over ancestral domains and to shape government policy over indigenous peoples’ issues. PAFID works exclusively with the indigenous peoples’ sector, specifically upon written or signed requests for assistance from indigenous communities or their representatives. PAFID envisions indigenous communities as responsible stewards of their resources.

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