

## Parliamentary Procedure in Government

Governments and businesses use parliamentary procedure (rules) to make sure their meetings are organized and fair

Parliamentary Procedure sets limits on the person running the meeting.

Parliamentary procedure protects the person who is speaking from interruptions.

### Rules for Parliamentary Procedure

1. The person running the meeting is called the "Chair".
2. People in the meeting are called "Mr. Or Ms. \_\_\_\_\_". Do not use first names.
3. To speak, do not raise your hand, say "Request to Yield". You will get three minutes to speak. If you do not use all of the three minutes, you can "yield" or give the rest of your time to someone else.
4. If you want to ask a question, wait for the person to finish speaking and say, "Request to yield 10 seconds for a question." The person can decide if they want to give you ten seconds for a question or not.
5. When you are talking, if you mention another person by name, they get to speak. Refer to other people as "my friend" or "my fellow representative" or "my colleague".
6. "Point of Order" is used to show that someone did not follow the rules. You can say point or order anytime that you see the rules broken.