I. **OVERVIEW**

The following information will appear in the 2009 - 2010 catalog

**SPCOM-145 Parliamentary Procedure**

Also offered as: AGGE - 145: Parliamentary Procedure

Introduction to Parliamentary Procedure. Preparing for and participating in meetings as a member, officer and chairperson. Rank and use of motions. Course is repeatable - two completions allowed. Field trips are not required. Course is applicable to the associate degree.

II. **LEARNING CONTEXT**

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   a. Purposes of Parliamentary Procedure

   b. Terminology

   c. Development of agenda and organization of meetings

   d. Organizational structures

   e. Constitutions and by-laws

   f. Officer responsibilities

   g. Member responsibilities

   h. Committees - appointment, chairship, function

   i. Motions

      i. Main motion

      ii. Privileged motions

      iii. Subsidiary motions

      iv. Incidental motions

      v. Unclassified motions

   j. Presentation and disposal of minutes

   k. Debate

   l. Strategy
B. **HOURS AND UNITS**

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<th>INST METHOD</th>
<th>TERM HOURS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Lect</td>
<td>18.00</td>
<td>1.00</td>
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<td>Lab</td>
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C. **METHODS OF INSTRUCTION (TYPICAL)**

Instructors of the course might conduct the course using the following method:

1. Lecture, discussion, reading and writing
2. Mock meetings
3. Videotapes to supplement lecture

D. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**

   Time spent on coursework in addition to hours of instruction (lecture hours)

   a. Daily reading of texts and other materials
   b. Preparation for weekly mock meetings
   c. Study and preparation for weekly quizzes and/or exams
   d. Prepare and compile one student portfolio/binder, per term

2. **EVIDENCE OF CRITICAL THINKING**

   Assignments require the appropriate level of critical thinking

   a. Organize and conduct a mock meeting, following parliamentary procedure.
   b. Typical exam question: T/F The motion to Postpone Indefinitely is used when a member of the assembly wishes to avoid a direct vote on the question.
   c. Observe a meeting in which parliamentary procedure is utilized, then write a summary of the meeting.
   d. Prepare a sample agenda.
   e. Typical exam question: M/C Which motion below could be made so that the chair would be called on to enforce a violated rule? a. Point of order b. Appeal c. Suspend the Rules d. Parliamentary Inquiry

E. **TEXTS AND OTHER READINGS (TYPICAL)**

III. DESIRED LEARNING

A. COURSE GOAL
As a result of satisfactory completion of this course, the student should be prepared to:

Identify the purposes of parliamentary procedure and effectively conduct and/or participate in meetings utilizing Robert's Rules of Order.

B. STUDENT LEARNING GOALS
Mastery of the following learning goals will enable the student to achieve the overall course goal.

1. Required Learning Goals
Upon satisfactory completion of this course, the student will be able to:

   a. First Completion Objectives
   b. Demonstrate skills to become a functional chairperson of an organization.
   c. Demonstrate skills to be a functional officer of an organization.
   d. Demonstrate skills to be a functional member of an organization.
   e. Identify the purposes of parliamentary procedure.
   f. Identify the motions used in parliamentary procedure and where they would best apply.
   g. Develop agendas and organize meetings.
   h. Present, debate, and dispose of motions.
   i. Identify the organizational structures, constitutions, and by-laws.
   j. Second Completion Objectives
   k. Apply parliamentary strategy in meetings.
   l. Utilize the following motions properly: referral, amendment, postpone indefinitely, adjourn to a set time.
   m. Explain the precedence of motion.
   n. Demonstrate advanced level debate skills.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT

1. Class discussion and participation in mock meetings
2. Exams

B. SUMMATIVE ASSESSMENT

1. Class discussion and participation in mock meetings
2. Final exam (essay and objective)