



Nigeria
University of
Ibadan



JCIN UNIVERSITY OF IBADAN PARLIAMENTARY PROCEDURE

2026 LO YEAR



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THE JCI CREED

We believe,

- that Faith in God give meaning and purpose to human life
- that the Brotherhood of Man transcends the sovereignty of nations
- that Economic Justice can best be won by free men through free enterprise
- that Government should be of Law rather than of Men
- that Earth's great Treasure lies in Human Personality
- and that Service to Humanity is the best work of life

JCI MISSION

- To provide Leadership development opportunities that empower young people to create positive change.

JCI VISION

- To be the foremost global network of young leaders.

PARLIAMENTARY PROCEDURE

- Parliamentary procedure is the body of rules, ethics and customs governing meetings and other operations of the organization.
- The JCI guide on parliamentary procedure is mostly based on Robert's rules of order.
- Parliamentary procedure establishes the purpose and structure of organizations.



WHY PARLIAMENTARY PROCEDURES?

- Orderly meetings
- Opportunity for all to be heard
- Decision by the majority
- Protection for the minority
- Clear Decision Making
- Promotes Decorum
- Respect for Rules
- Improved Communication
- Sets a standard for the mode of operation

PARLIAMENTARY PROCEDURE PRINCIPLES

- All members have equal rights, privileges, and obligations.
- A meeting can deal with only one matter at a time.
- Every matter presented for decision should be discussed fully.
- Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have.
- The will of the majority.
- Protection of minority, absentees, and individual members.
- Courtesy and justice for all.

PRE-MEETING ESSENTIALS.

- Prepare for the meeting
- Draft out the agenda for the meeting
- Prepare the venue for the meeting
- Adhere to the Dress code
- Form the Quorum before commencing the meeting



CONDUCTING THE MEETING.

ORDERLINESS

- JCI members are expected to be comported always
- Proper decorum is to be maintained at every meeting
- All members must respectfully interact with each other.

SPEAKING:

- Speaking is accomplished by obtaining the floor. This is done by raising the hand while the presiding officer acknowledges you and gives you the floor of the house to enable you to address the house.
- It is discourteous to raise your hand or stand while another person has the floor, and such a person does not, therefore, get the right to the floor next.
- No one should be recognised twice until every other person has been recognised to speak.
- Only financial members have speaking rights; this refers to members who have paid their dues and are financial to the local organisation.

SPEAKING:

- The speaker meant to observe the following protocol before addressing the General Assembly. It goes thus:

Local Organisation President, Immediate Past President, Board of Directors, Fellow JCI Members, Intending JCI Members, Friends, guests, and Observers

Kindly note that the protocol is not static, it is dynamic, and if there is a change, it will be communicated by the General Legal Counsel in due time

MOTION

- This is the basic tool for getting things done. A Motion is the proposal before the General Assembly to request a specific Action, Decision, or Resolution.
- It is a statement of what is to be done and how it is to be accomplished.
- A motion needs to be seconded in order to show that it is worth being discussed.

NOTE: Seconding a motion doesn't mean you support the motion; it means you think it is important to be discussed or looked into by the assembly.

- It should be carefully worded to prevent misunderstandings. The wording should clearly channel discussion to the important aspects of the proposal.

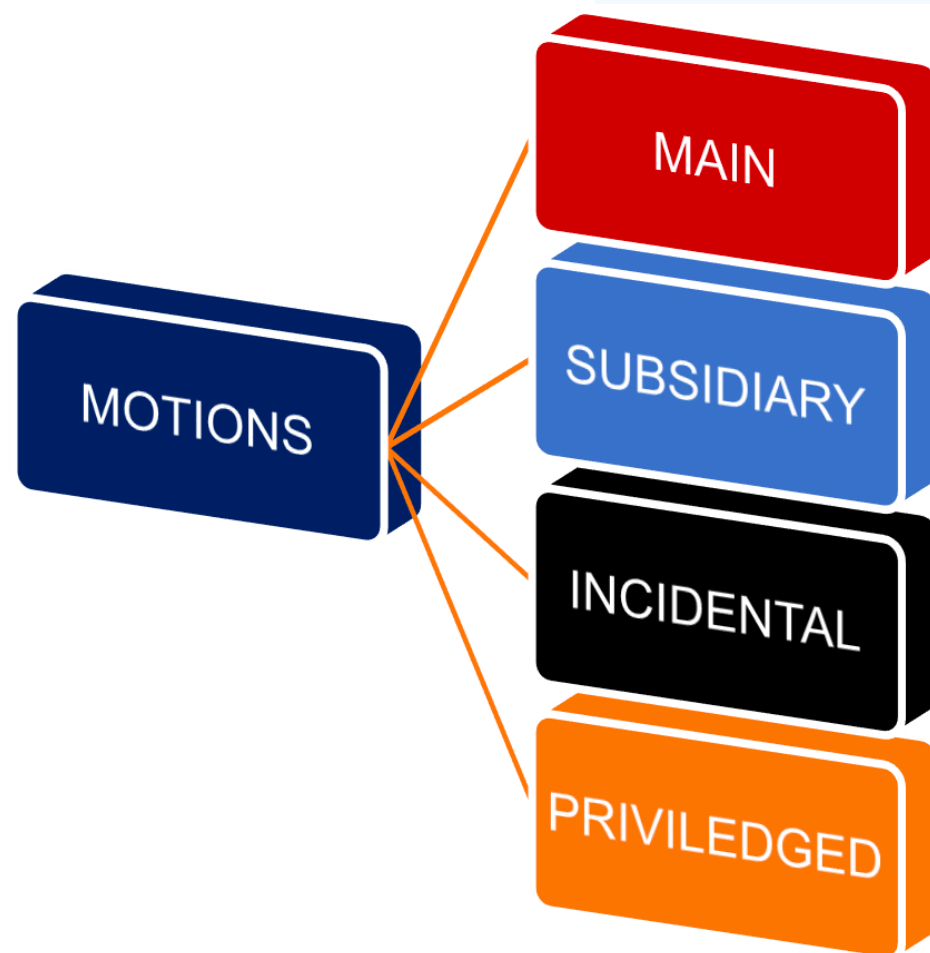
MOTION



Individual members can;

- i. Move motions
- ii. Second motions
- iii. Debate on motions
- iv. Vote on motions

CLASSIFICATION OF A MOTION



MAIN MOTION

- This is a motion that is made to bring any particular subject before the group for deliberation.
- A main motion cannot be made when another motion is pending.
- Main motions are debatable and amendable.
- A main motion yields to privileged, subsidiary and incidental motions.

SUBSIDIARY MOTION

- A subsidiary motion is a type of motion by which a deliberative assembly deals directly with a main motion prior to (or instead of) voting on the main motion itself.
- A subsidiary motion may be applied to the main motion or other motions to modify them, delaying actions upon them or otherwise disposing of them.
- Such motions supersede the main motion.

SUBSIDIARY MOTION

Example of Subsidiary motion.

- Lay on table: This is used to put an action aside temporarily when that action cannot be taken at that particular moment or when something more urgent arises.
- Pick from the table: To pick up a matter that was laid on the table.
- Postpone indefinitely or to a certain time.
- Amend.
- Limit or extend debates.
- Refer to a committee.

INCIDENTAL MOTION

- This motion is one that arises out of another question which is pending or has just been pending.
- Incidental to the consideration of business and the accomplishment of certain parliamentary procedures.
- They yield to privileged motions
- They take precedence out of the questions from which they arose
- Such questions could be main, subsidiary, or privileged motions.

INCIDENTAL MOTION

Examples of Incidental Motion.

- Question of order and appeal
- Suspension of the rules
- Division of the Assembly
- Point of order
- Methods of Voting
- Parliamentary inquiry
- A request for information

PRIVILEGED MOTION

- These are motions that have no relation to a pending question and that are of such urgency or exigency as to require them to take precedence of all other motions

Examples of Privileged Motion

- Adjournment
- Recess
- Raising a question of privilege
- Point of information

PROCEDURE FOR SPEAKING ON THE FLOOR

To express your views on the floor of the House, you must first seek recognition from the Presiding Officer. This is done by raising your hand.

Once the Presiding Officer acknowledges you, lower your hand and wait until you are formally given the floor.

You are not permitted to speak until you have been recognised.

When you are given the floor, your contribution may take any of the following forms:

- Point of Order
- Point of Information
- Point of Observation
- Point of Parliamentary Inquiry

POINT OF ORDER

A Point of Order is raised to draw attention to a breach or contravention of the rules of the House.

A Point of Order may be raised under the following circumstances:

- When a speaker is deviating from the matter under discussion
- When there is disorderly conduct in the House
- When unparliamentary language is used
- When a member who is not entitled to the floor attempts to speak

NOTE:

- Point of order shall be taken at all times.
- Point of Order has to be taken immediately.
- Point of Order can interrupt the current speaker.

POINT OF INFORMATION

A Point of Information is a request directed to the Chair, or through the Chair to another member or officer, seeking information relevant to the business before the House. It must be framed in the form of a question.

Procedure:

A member may seek recognition by stating “Point of Information.” Upon being acknowledged by the Presiding Officer, the member may then request permission to ask the question.

POINT OF OBSERVATION

A Point of Observation is used when a member wishes to draw the attention of the Assembly to a relevant matter.

It may be raised under the following circumstances:

- To highlight an issue that has not been previously considered
- To draw attention to an omission or oversight in the proceedings

POINT OF PARLIAMENTARY INQUIRY

- A Point of Parliamentary Inquiry is a request directed to the Presiding Officer seeking clarification on matters relating to parliamentary procedure.
- It may be raised when a member is uncertain about the correct procedure to follow or requires clarification on the proceedings.

Procedure:

- A member may seek recognition by raising their hand and stating, “Point of Parliamentary Inquiry.” Upon being acknowledged, the member may then pose their question.
- The Presiding Officer is expected to provide guidance or clarification in response to the inquiry.

VOTING ON A MOTION

The methods of Voting are:

- By voice-Use of Aye or Nay
- By a show of hands
- Closed Ballot
- By roll call
- By general consent
- By division.

VOTING DECISION SHALL BE BY;

- Majority or Simple Majority Vote
- Two-Third vote
- One-Third vote
- Three-Fourth
- Unanimous consent.

FURTHER TIPS ON PARLIAMENTARY PROCEDURE

- A main motion must be moved, seconded, and stated by the Presiding Officer before it can be discussed.
- If you wish to move or speak to a motion, stand and address the Presiding Officer.
- If you approve the motion as presented, vote in favour; otherwise, vote against it.
- If you support the idea of the motion but would like to make changes, you may move to amend it or propose a substitute motion.
- If you believe that a committee can better handle the matter, move to refer the motion to a committee with the power to act.

FURTHER TIPS ON PARLIAMENTARY PROCEDURE

- If you believe that the pending question should be set aside temporarily to allow more urgent business to be considered, move to lay the motion on the table.
- If you require more time to consider the motion, move that consideration be deferred to a specified time.
- If you believe that the assembly should revisit a matter already decided, move that it be reconsidered.
- If you think that the matter introduced is not germane to the matter at hand, a point of order may be raised.

FURTHER TIPS ON PARLIAMENTARY PROCEDURE

An Appeal from the Decision of the Chair is a motion used to challenge a ruling made by the Presiding Officer. It allows the Assembly to decide whether the ruling should be upheld or overturned.

Procedure for Raising an Appeal

- A member must rise immediately after the ruling is made
- The member states: “I appeal the decision of the Chair”
- The appeal must be seconded by another member
- The Presiding Officer then states the question to the Assembly
- The question is put as: “Shall the decision of the Chair be sustained?”
- The Chair may provide reasons for the ruling, after which the appellant may respond
- The appeal may be subject to brief debate
- The Assembly then votes on the question

THANK YOU



DEVELOPING LEADERS FOR
A CHANGING WORLD