

WHAT EASY PARLIAMENTARY PROCEDURE PRACTICES CAN YOU IMPLEMENT?



Workshop 3 of Parliamentary Procedure Workshop Series
By: Roopa Shankar, California State Parliamentarian 2011-2012



I. INTRODUCTION

- A. Parliamentary Procedure can have an impact on the efficiency of meetings if simple practices are implemented
- B. Spread awareness about these simple practices
- C. Help to enforce these practices to see their positive ramifications

II. CHAIRPERSON, MOTIONS, AGENDAS, MINUTES

- A. 4 simple practices: designate a chair, minutes, agendas, motions
- B. Chair: designating someone to preside over the meeting will allow the objective of the meeting to be met
 - 1. Keep members on track, facilitate discussion
- C. Minutes allow for accurate records of meetings, essential for strong goal-planning
 - 1. Important in developing a record of past actions and future actions
- D. Agendas allow for well-organized meetings while minimizing tangents in discussion
 - 1. Structures meeting by having pre-decided categories for discussion
- E. Motions allow for a streamlined method of discussion, easy way to propose suggestions, set aside less urgent matters

III. CHAIRPERSONS

- A. Simple definition: One who presides over business meetings, one who is thoroughly familiar with all the business to be dealt with at the meeting, including business held over from previous meetings
- B. Prepares agenda
- C. Must be sensitive to the physical, informational, and social needs of the members
- D. Must be impartial and must adhere to the agenda
- E. Must be familiar with basic rules of Parliamentary Procedure
- F. Essentially has control over the meeting
 - 1. No one can speak without being recognized by the chairperson
 - a. Helps to minimize interruptions, discussion without purpose

IV. MOTIONS

- A. Simple definition: proposal to bring business before the meeting
- B. "I move that we hold a Fresh Choice fundraiser on May 15th."
- C. Motions should be short, precise, and unambiguous
- D. Steps
 - 1. Member is recognized by the chairperson to speak
 - a. Helps call attention to person who wants to speak
 - 2. Member makes a motion: "I move that..."
 - 3. Another member seconds the motion by calling out "second"
 - a. Means someone agrees that the assembly should discuss motion, not necessarily that they agree with the motion
 - 4. Chairperson repeats the motion exactly as stated
 - 5. Chairperson opens the floor for discussion
 - a. Person making the motion should be given priority in speaking first
 - 6. Conduct vote after discussion has terminated

- a. "All in favor of the motion say 'aye'"
- b. "All opposed, say 'no'"
- 7. Announce result of vote and proceed to next item on agenda
- 8. Allow workshop attendees to practice seeking recognition and making motions, seconding, debating

V. ORDERS OF BUSINESS AND AGENDAS

- A. Simple definition: the items of business to be discussed
- B. Chair is responsible in devising the agenda and distributing to all participants of the meeting well in advance
 - 1. Members have responsibility of announcing items to be discussed to the chair well before meeting
- C. Call to Order
 - 1. The chairperson begins the meeting at the published time
 - 2. "The meeting will now come to order."
 - 3. 1 rap of the gavel
- D. Roll Call
 - 1. Minutes should list the names of those present and absent
 - 2. Secretary should conduct role call
- E. Adoption of the Agenda
 - 1. Send members a copy of the tentative agenda in advance of the meeting to prepare, or hand tentative agenda to members when they arrive at the meeting
 - 2. Chairperson should ask if anyone has items to place on the agenda
 - 3. After added, chair should call for motion to adopt the agenda
- F. Approval of Minutes from Previous Meeting
 - 1. Minutes should be sent out (with the agenda) for members to read prior to the meeting
 - 2. Unless there is a disagreement regarding the minutes, not necessary for motion or a vote to accept the minutes
 - 3. Chair declares them approved
 - a. "Are there any additions or corrections to the minutes?"
- G. Reports of Officers, Boards, Standing Committees
- H. Special Committees
- I. Special Orders
- J. Unfinished Business and General Orders
 - 1. Items pending from previous meetings
 - 2. Chairperson may want to provide a brief recap of the item
- K. New Business
 - 1. Items under "new business" will be discussed in the order they appear on the agenda
 - 2. Here is where members may make main motions
- L. Announcements
- M. Adjournment

VI. MINUTES

- A. Simple definition: Record of meeting proceedings
- B. Brief as possible
- C. All motions should be reported in the order in which they were presented

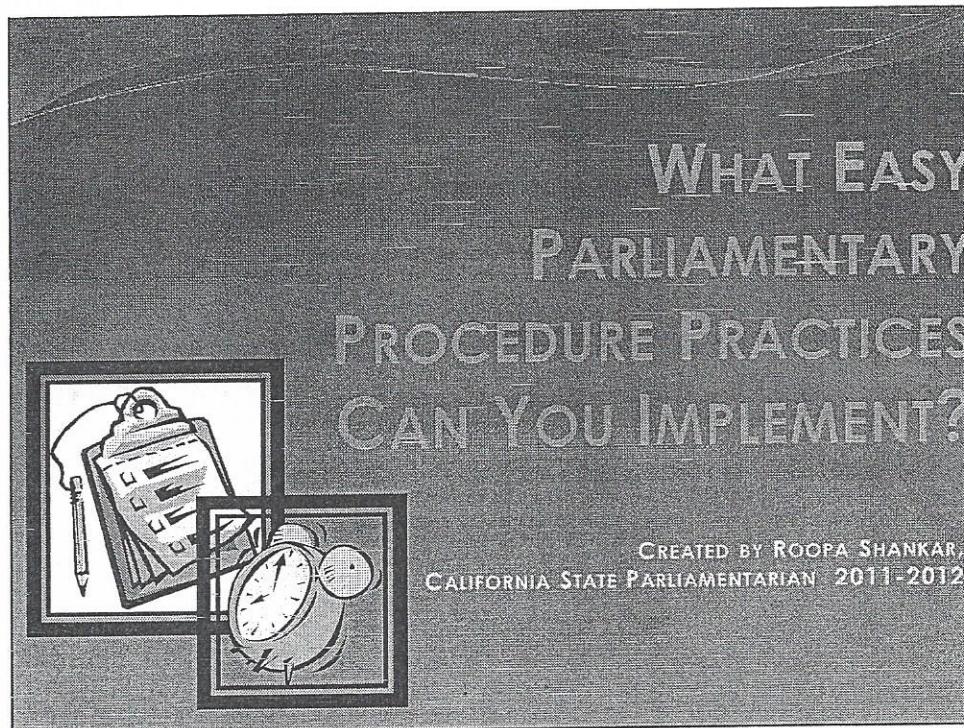
- D. Record action taken by the meeting participants
 - 1. The name of the member who moved the motion
 - 2. The wording of motions as stated by the chair
 - 3. The action taken on the motions
- E. Send to all members of the team after the meeting
 - 1. Refresh memory of what occurred during meeting, remind of any impending tasks or deadlines
- F. Components
 - 1. Name of organization, date, and place
 - 2. Start the minutes with the recording of the main motions or the first motions presented
 - 3. Use a separate paragraph for each subject covered. Refer to members by name
 - 4. All motions should be recorded. Record the name of the person who moved the motion. Minutes should be recorded using the wording in which each motion was adopted, defeated, or otherwise disposed of
 - 5. Hour of adjournment
 - 6. Signature of secretary and chairperson

VII. CONCLUSION

- A. Applying simple practices is the first step to productive meetings!
- B. Questions?
 - 1. Contact: Roopa Shankar, FBLA State Parliamentarian, e-mail

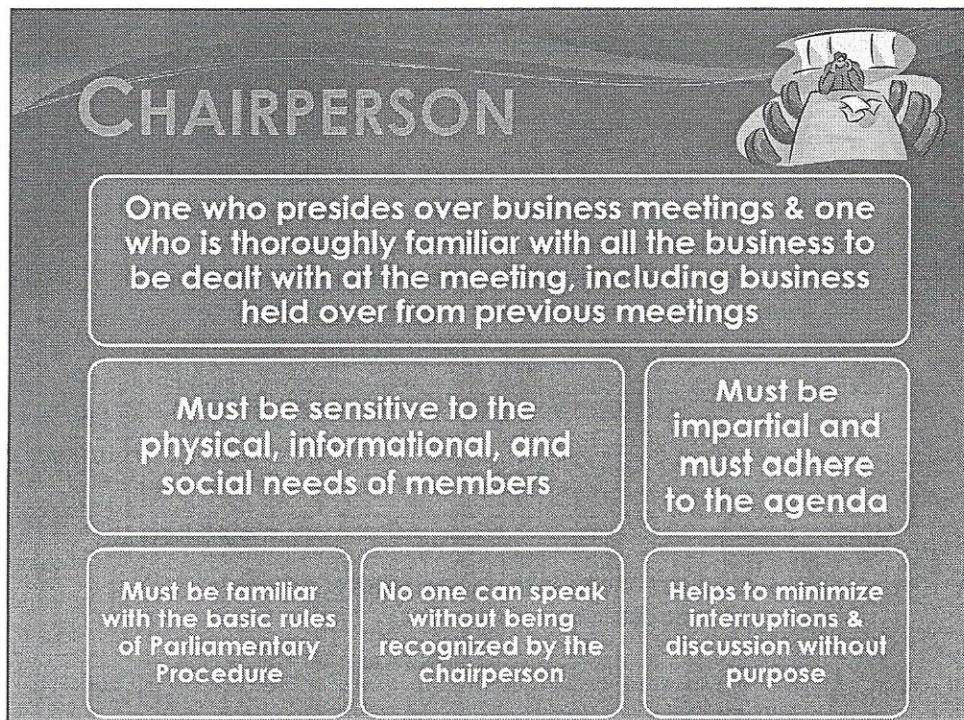
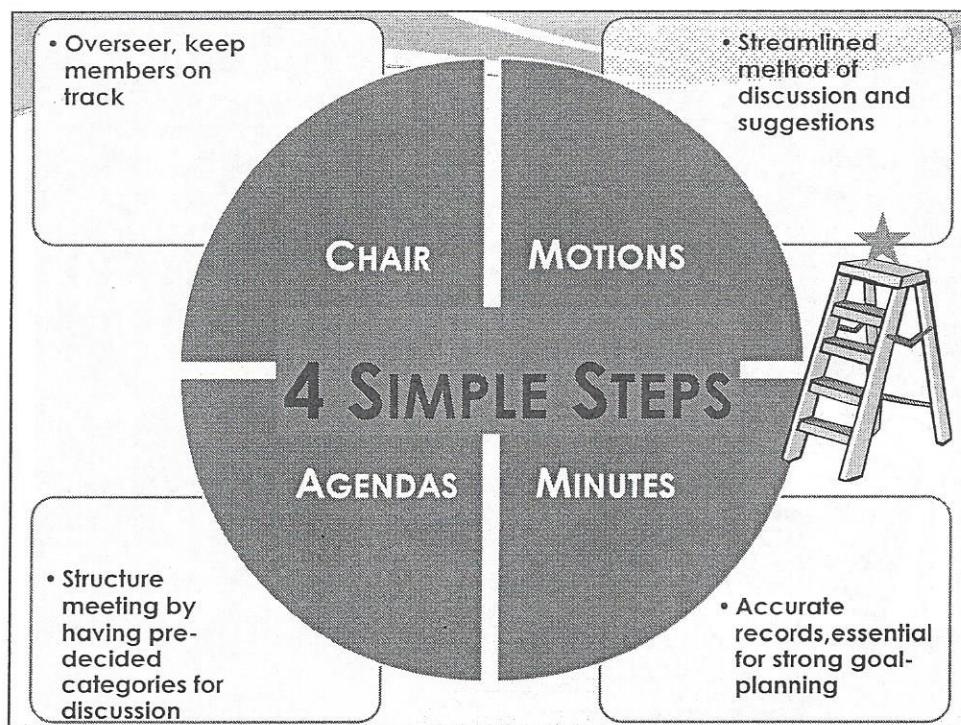
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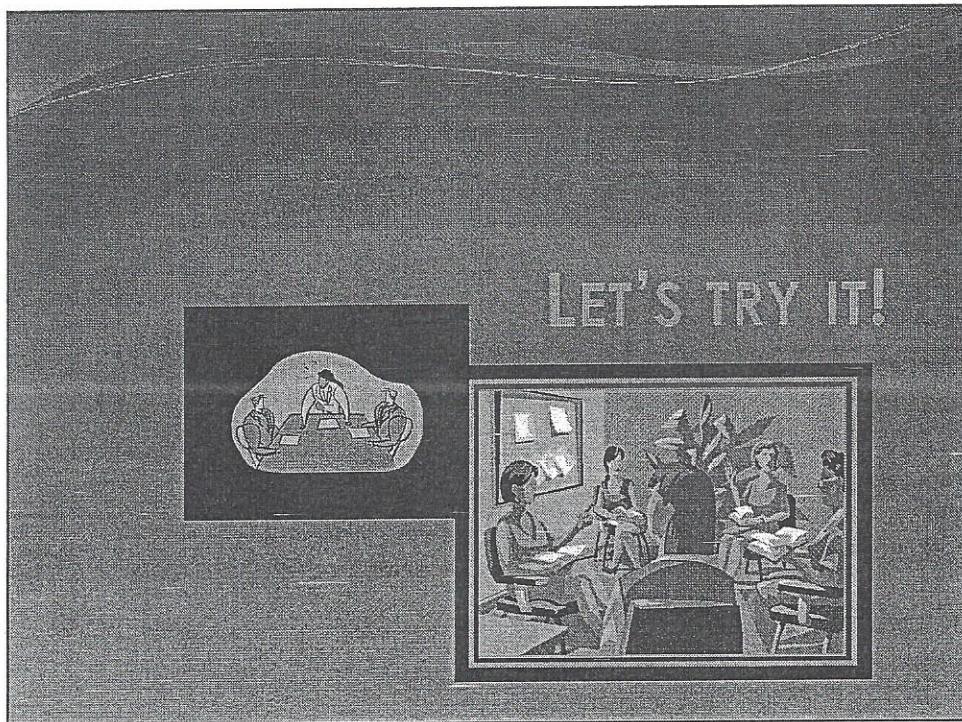
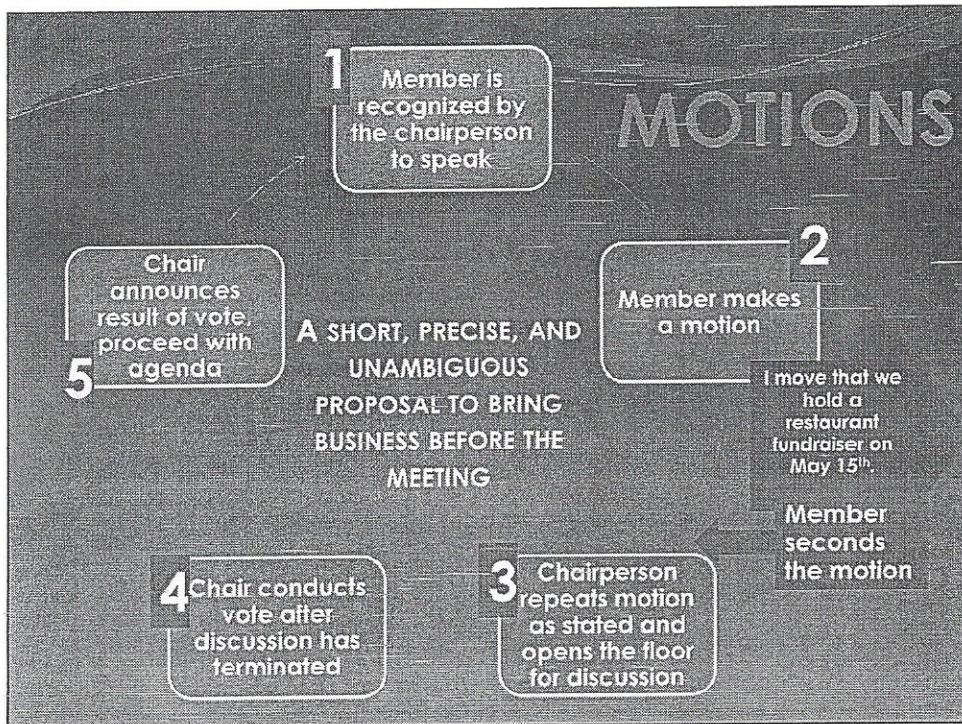
This presentation will consist of a polished and professional PowerPoint, so viewers can understand the specifics and details of the easy Parliamentary Procedure practices their chapters can implement.



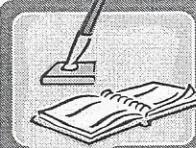
INTRODUCTION

- #1 • RECOGNIZE & UNDERSTAND that efficiency in meetings can be attained even through simple parliamentary procedure practices
- #2 • Help SPREAD AWARENESS about these simple practices
- #3 • ENFORCE these practices to see positive ramifications





AGENDAS AND ORDERS OF BUSINESS



CHAIR DEVISES AGENDA AND DISTRIBUTES TO PARTICIPANTS IN ADVANCE

- Members have responsibility of announcing items to be discussed to the chair before meeting



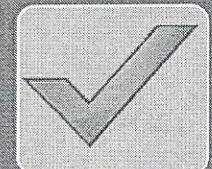
CALL TO ORDER

- The chair begins the meeting at the published time
- "The meeting will now come to order."



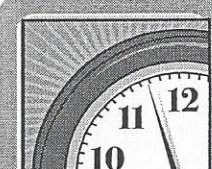
ROLL CALL

- Minutes should list names of those present and absent
- Secretary should conduct role call



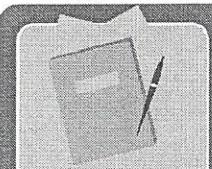
ADOPTION OF THE AGENDA

- Send members a copy of agenda in advance, or hand tentative agenda to members upon arrival
- Chairperson should ask if anyone has items to place on the agenda



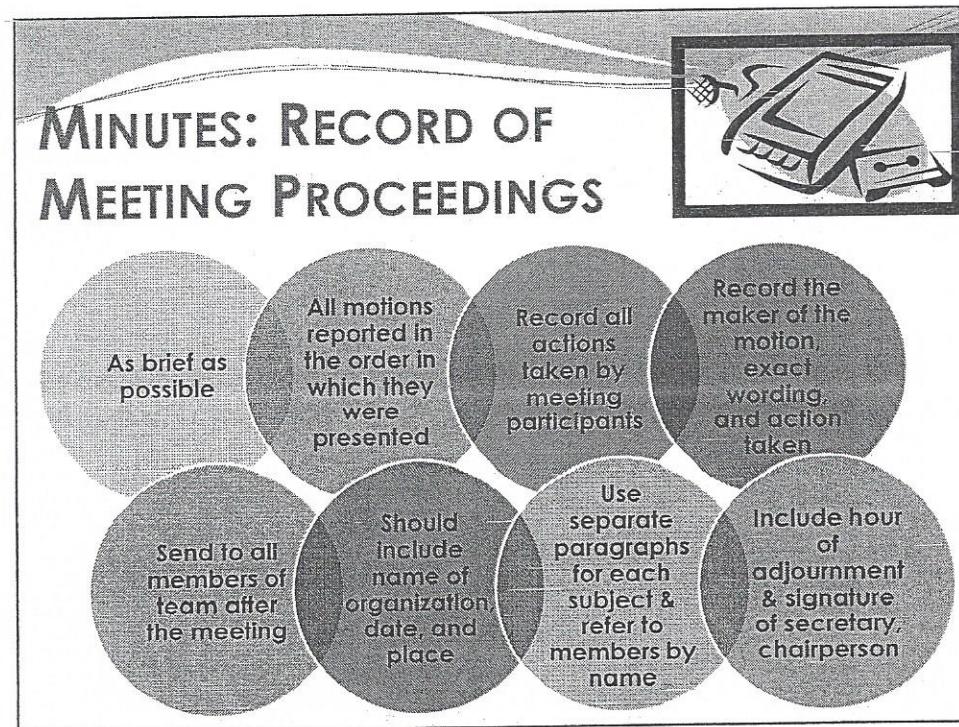
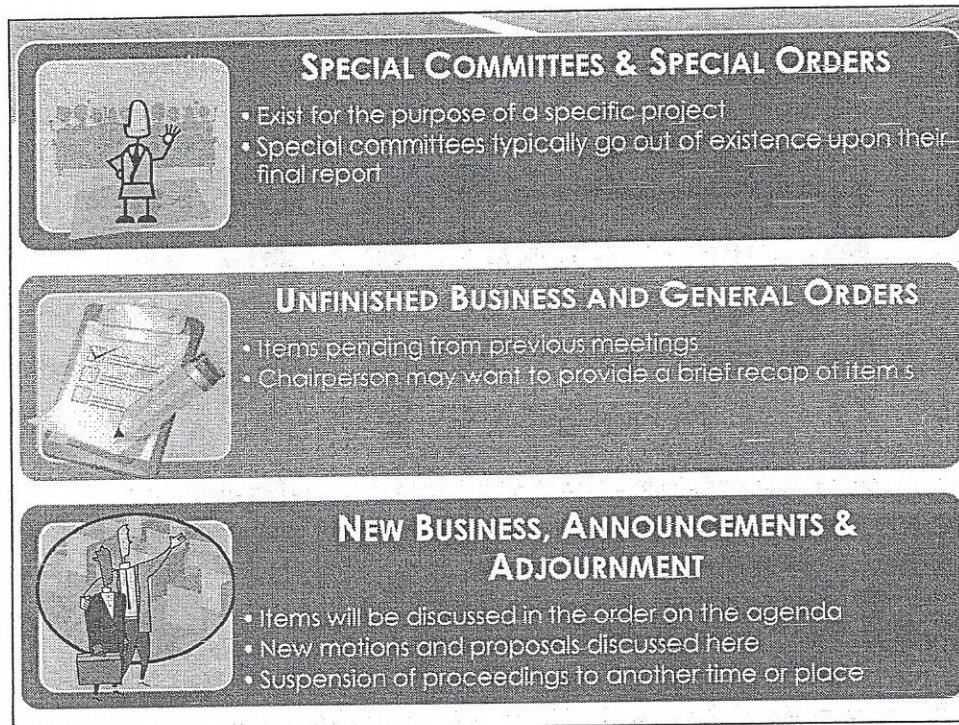
APPROVAL OF MINUTES FROM PREVIOUS MEETING

- Minutes should be sent out (with the agenda) for members to read prior to the meeting
- Unless there is a disagreement regarding the minutes, not necessary for motion or a vote to accept the minutes



REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES

- Reports are generally for information only



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**APPLYING SIMPLE
PRACTICES IS THE FIRST
STEP TO PRODUCTIVE
MEETINGS!**

QUESTIONS?

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