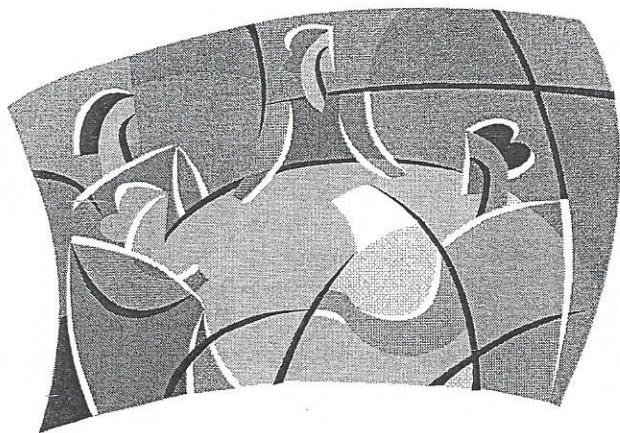


WHAT IS PARLIAMENTARY PROCEDURE?



Workshop 1 of Parliamentary Procedure Workshop Series
By: Roopa Shankar, California State Parliamentarian 2011-2012



I. ICEBREAKER

- A. Beach Ball toss
- B. Have workshop listeners assemble into a circle
- C. Throw around the beach ball and have each individual share one idea to answer the question: What can make a meeting run poorly and inefficiently?

II. INTRODUCTION

- A. Solution: Parliamentary Procedure, a body of rules followed by an assembly
 1. Democratic rule, expedite business, flexibility, protection of rights
 2. Democratic rule: Parliamentary Procedure enables everyone to be vocal, everyone to have a say in the decision
 3. Expedite business: core of Parliamentary Procedure, main purpose
 4. Flexibility: rules can be applied to most meeting situations
 5. Protection of rights: everyone fairly heard
 6. Don't ever forget Parliamentary Procedure
 7. D, E, F, P can be thought of as "Def, P" as in "Definitely, Parliamentary Procedure!" or "Def, P" as in "Define: Parliamentary Procedure"
- B. Complex definition: Parliamentary Procedure enables the overall membership of an organization – expressing its general will through the assembly of its members – to both establish and empower an effective leadership as it wishes, and at the same time to retain exactly the degree of direct control over its affairs that it chooses to reserve to itself
- C. Hypothetical situation: describe an unstructured meeting with no clear rules as to debating and how to agree on a proposed action, use ideas from beach ball toss to explain how these issues can be prevented
- D. Overall goal of parliamentary law: allow assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from complete accordance to complete contentions

III. PURPOSES

- A. Add structure to meetings
- B. Retain a record of your decisions, impending actions
 1. Importance of retaining a reservoir of information agreed upon during meetings, past actions, and future actions
- C. Enables effective goal-planning
- D. Efficacious methods of discussion
 1. Importance of valid, germane debate
 2. Counter productivity of discussion with no methodical rules
 3. Does not limit freedom to express opinions
- E. Maximize efficiency
 1. Get through the entire agenda in shortest amount of time possible

IV. ROBERT'S RULES OF ORDER NEWLY REVISED

- A. Standard authoritative work on meeting rules
 1. A parliamentary authority will usually be specified in the organization's bylaws

- B. Purchase a copy to learn more about Parliamentary Procedure
- C. There are abridged versions for sale

V. WHY ONE MAY BE UNFAMILIAR WITH PARLIAMENTARY PROCEDURE

- A. Avoid rules because too complex, don't understand, might allow for manipulations of rules
- B. Reality: principles are designed to protect the rights of the minority to be heard, while carrying out the will of the majority
 - 1. Prevent suggestions from being accepted before all relevant information is considered; opinions are expressed, heard, and taken into consideration
- C. Rules are universal so as to structure many meeting situations
 - 1. Basics include drawing up agendas, defining officer duties, election procedures
 - 2. Rules governing discussion and decision-making are most commonly used

VI. WHEN TO USE AND NOT USE PARLIAMENTARY PROCEDURE

- A. When Parliamentary Procedure is applicable
 - 1. Controversial issue is being discussed
 - 2. The group is diverse
 - 3. The group tends to lose sight of its purpose
- B. When Parliamentary Procedure is not applicable
 - 1. Fair decisions can be made in an informal, but responsible manner
 - 2. It is a social or educational gathering

VI. CONCLUSION

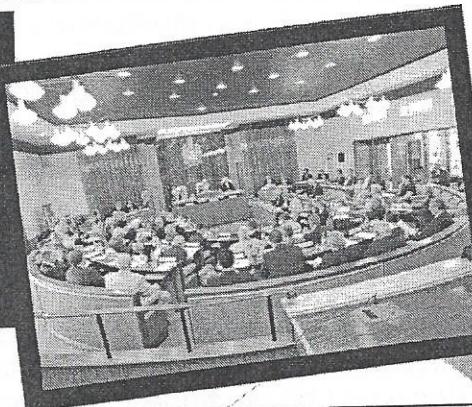
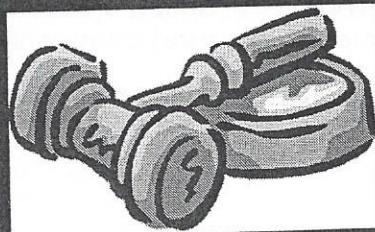
- A. Spreading awareness about what Parliamentary Procedure: the first step to effective meetings
 - 1. Familiarity is key
- B. Questions?
 - 1. Contact: Roopa Shankar, State Parliamentarian, e-mail

Note:

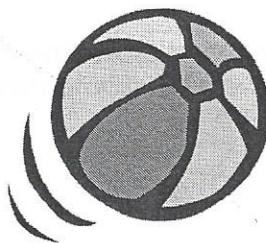
This presentation will consist of a polished and professional PowerPoint, so viewers can understand the specifics and details of what Parliamentary Procedure is.

WHAT IS PARLIAMENTARY PROCEDURE?

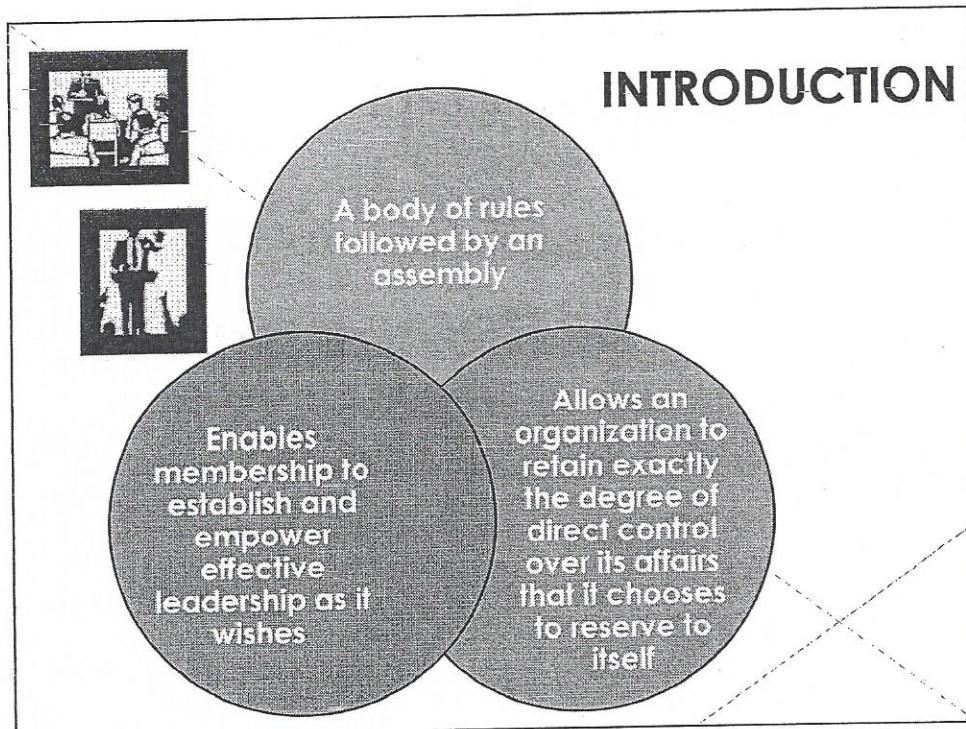
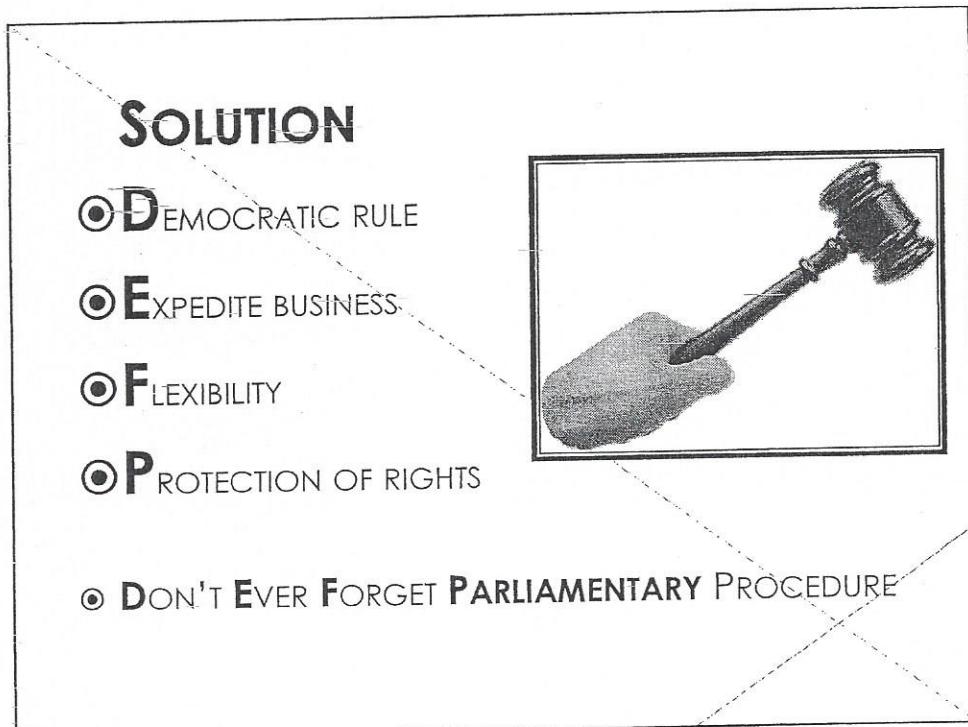
CREATED BY ROOPA SHANKAR,
CALIFORNIA STATE PARLIAMENTARIAN 2011-2012



ICEBREAKER: BEACH BALL TOSS

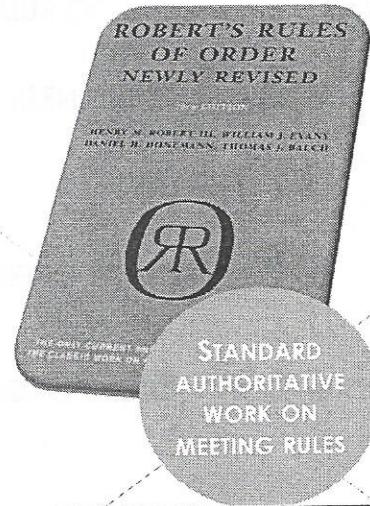


WHAT CAN MAKE A MEETING RUN POORLY AND
INEFFICIENTLY?

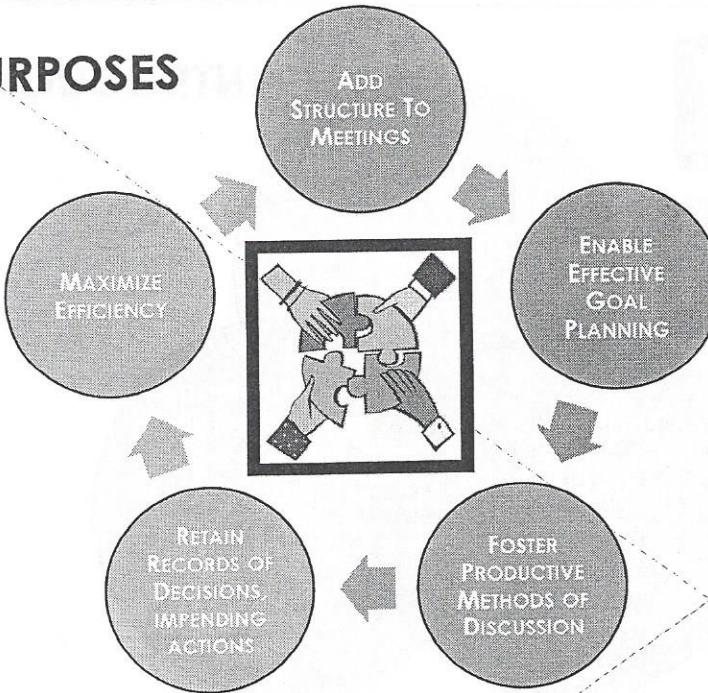


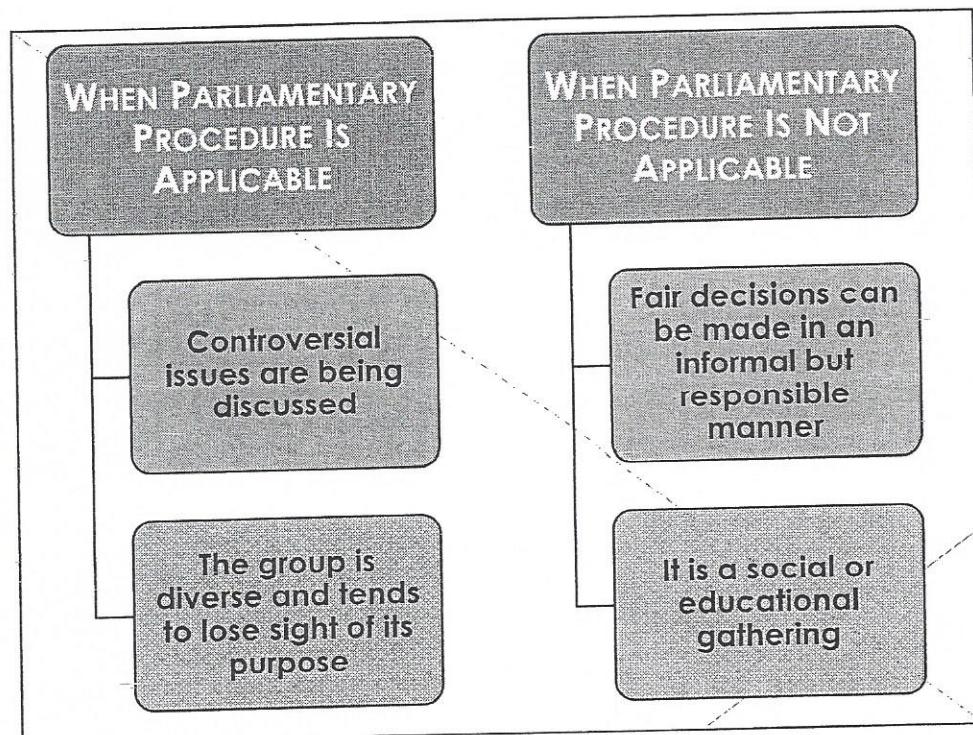
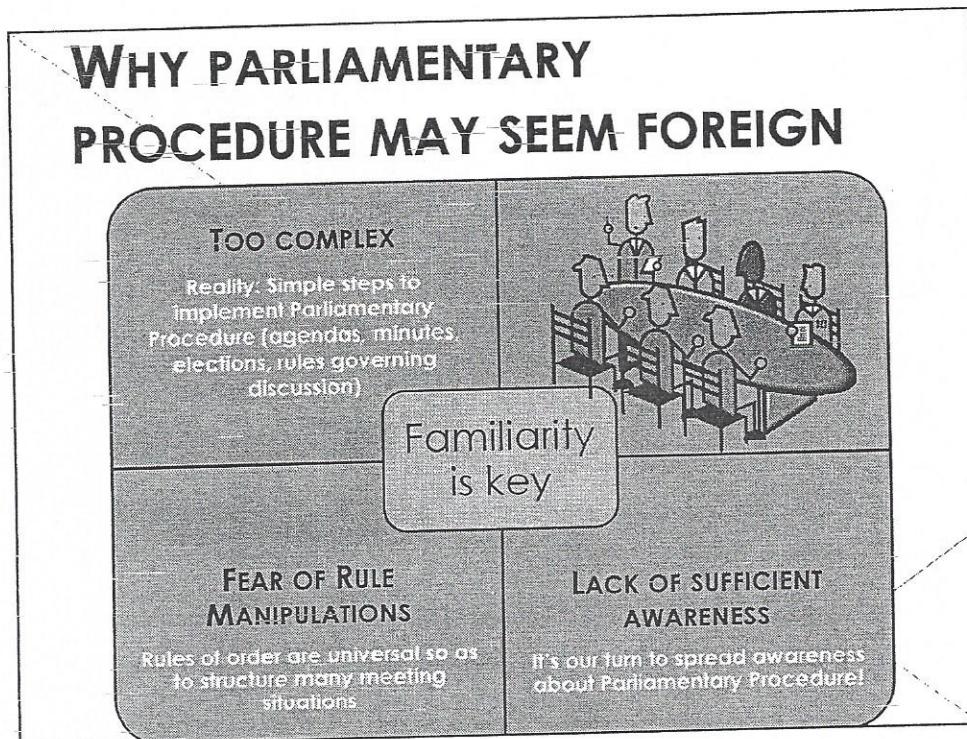
GOAL OF PARLIAMENTARY LAW

Allows assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from complete accordance to complete contentions.



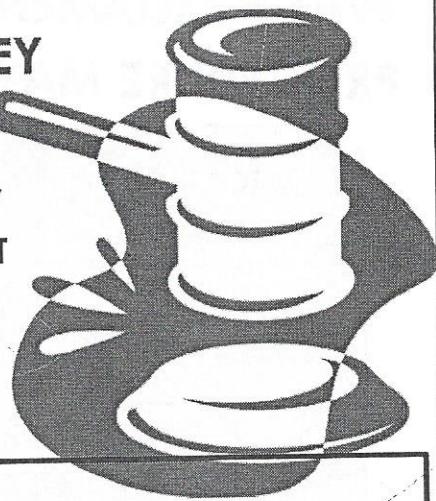
PURPOSES





AWARENESS IS KEY

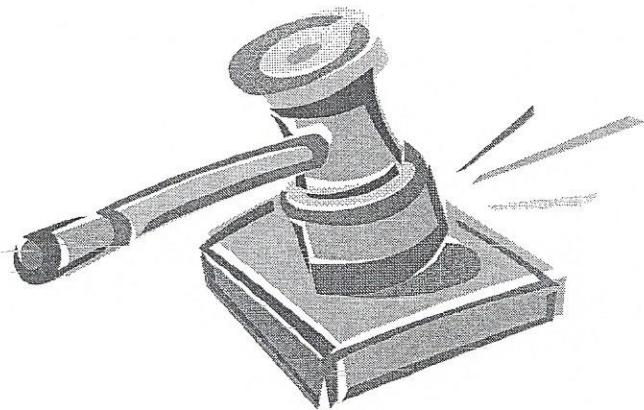
Spreading awareness
about Parliamentary
Procedure is the **FIRST**
STEP to effective
meetings



QUESTIONS?

Roopa Shankar | California State Parliamentarian 2011-2012 | parli@cafbla.org

WHAT CAN PARLIAMENTARY PROCEDURE DO TO HELP YOU?



Workshop 2 of Parliamentary Procedure Workshop Series
By: Roopa Shankar, California State Parliamentarian 2011-2012



I. ICE BREAKER

- A. Hypothetical situation – workshop listeners are part of an officer team that needs to decide on one restaurant for a restaurant fundraiser in 4 minutes
- B. Discuss how the discussion went – did members stray from the overall goal of the meeting? Was a consensus reached?
- C. Discuss how to maximize efficiency – solution is Parliamentary Procedure

II. RECAP OF PARLIAMENTARY PROCEDURE

- A. Simple definition: a body of rules followed by an assembly
- B. Solution to the hypothetical solution: Parliamentary Procedure, which allows for democratic rule, flexibility, protection of rights and expedited business

III. HOW IT CAN HELP MAXIMIZE EFFICIENCY

- A. Add structure to your meeting
 - 1. Do members of a meeting stick to the agenda or does conversation stray from one topic to another and from one member to another without order?
 - 2. Do members individually repeat what has already been stated?
 - 3. Do some members persistently dominate the meeting with their opinions?
 - 4. Do members find themselves always deferring issues for another meeting because of time constraints?
 - 5. This limits efficiency and overall productivity
 - a. How this is achieved: agendas, motions
- B. Retain a record of your decisions, impending actions for goal planning
 - 1. How this is achieved: minutes

IV. INTRODUCTION TO MOTIONS

- A. Definition: A motion is a formal proposal for consideration and action. In formal meetings, all items of business—whether a proposal to construct a new building or to take a five minute break—are initiated by proposing a motion
- B. Several categories, each with unique purpose
 - 1. Privileged motions
 - a. Regarding the rights or needs of the organization. They outrank all other motions and have rank among themselves.
 - b. Example: Adjourn
 - 2. Subsidiary motions
 - a. Applied to other motions
 - b. Examples: Lay on the table, previous question, limit or extend the limits of debate, postpone definitely, commit or refer, amend, postpone indefinitely
 - 3. Incidental motions
 - a. Incidental to the pending question. Must be disposed of before action is taken on the question from which they arise
 - b. Examples: Parliamentary Inquiry, point of order
 - 4. Bring Back motions
 - a. By their adoption or introduction these motions serve to bring matters back for consideration or action
 - b. Examples: Reconsider, rescind

V. INTRODUCTION TO AGENDAS

- A. How meetings are structured and streamlined
- B. Acronym: Mrs. Sun
 - 1. M: Reading and Approval of Minutes
 - 2. R: Reports of officers, boards, standing committees,
 - 3. S: Special Committees
 - a. Special committees are committees set up to perform a specific task. They remain in existence for as long as they need to perform the task. After they have given their final report, they cease to exist. Check the bylaws to determine who has the authority to set up special committees and who has the authority to appoint members to the special committees.
 - 4. S: Special Orders
 - a. Special Orders are not used very often in modern day society. The time when you will most likely use them is when the bylaws indicate that a specific thing will occur at a specific meeting. For example, if the bylaws indicate that the election of officers shall take place at the November meeting, then at the November meeting, Election of Officers should be under the heading of Special Orders.
 - 5. U:Unfinished Business and General Orders
 - 6. N: New Business

VI. CONCLUSION

- A. Applying Parliamentary Procedure is simple and rewarding!
- B. Questions?
 - 1. Contact: Roopa Shankar, State Parliamentarian, e-mail

Note:

This presentation will consist of a polished and professional PowerPoint, so viewers can understand the specifics and details of what Parliamentary Procedure can do to help them.

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SOLUTION RECAP

ALLOWS THE MAJORITY TO MAKE DECISIONS EFFECTIVELY AND EFFICIENTLY WHILE PROTECTING THE RIGHTS OF THE MINORITY AND GIVING EACH MEMBER THE RIGHT TO VOICE HIS OR HER OPINION

THE SET OF RULES GOVERNING THE DECISION-MAKING PROCESS USED BY A DELIBERATIVE ASSEMBLY I.E. YOUR CLUB / SPORT CLUB COUNCIL



HOW IT CAN MAXIMIZE EFFICIENCY

DOES CONVERSATION STRAY FROM ONE TOPIC TO ANOTHER AND FROM ONE MEMBER TO ANOTHER?

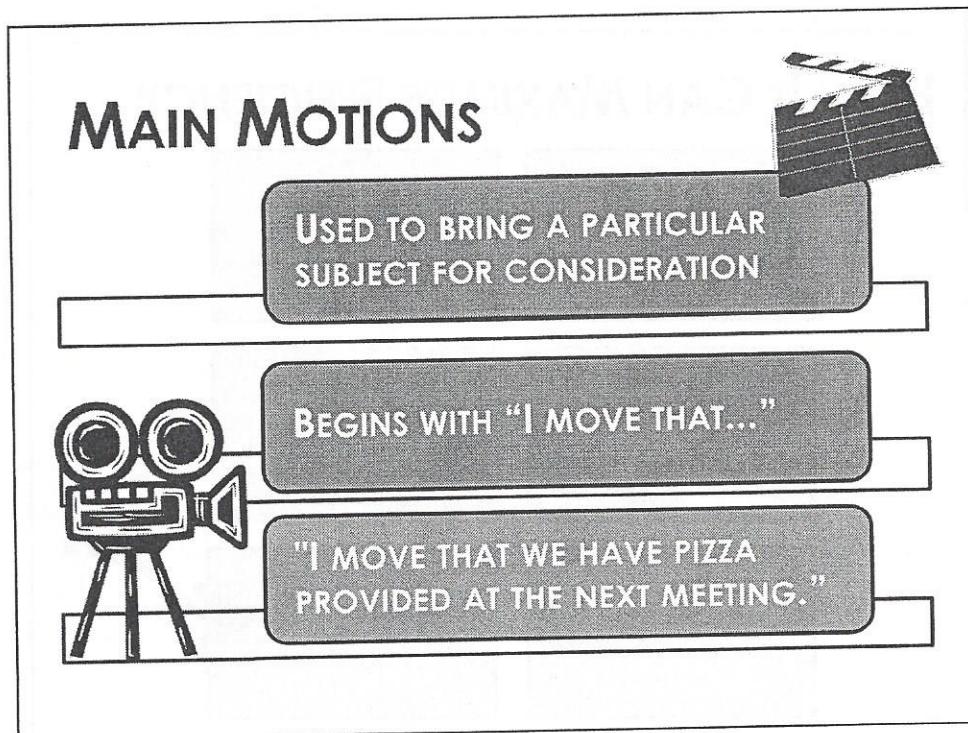
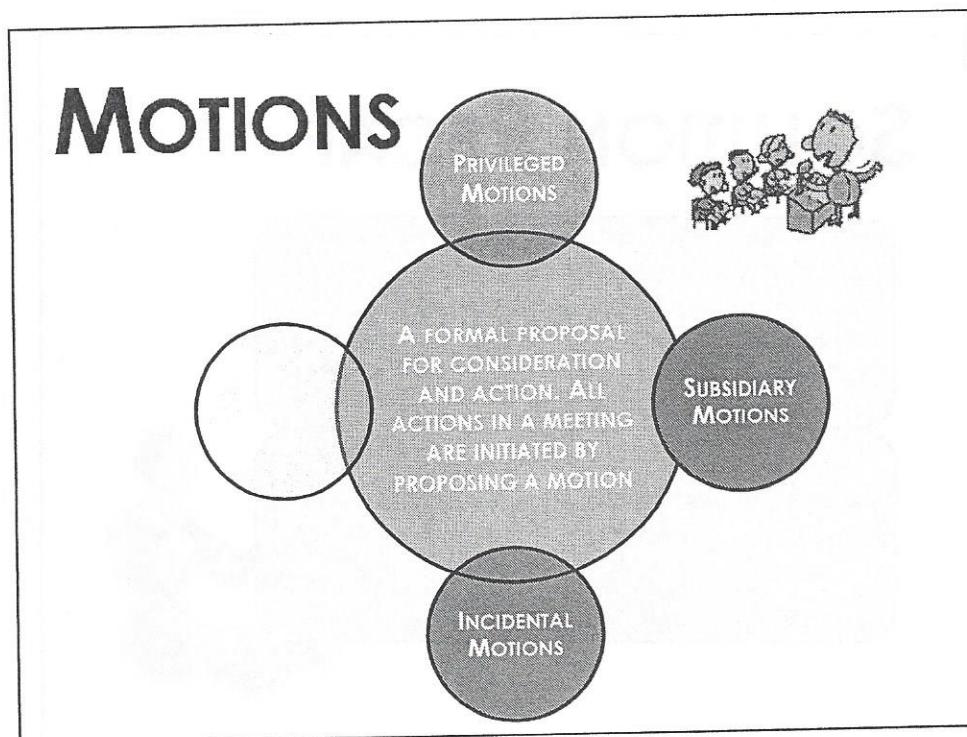
DO SOME MEMBERS PERSISTENTLY DOMINATE THE MEETING WITH THEIR OPINIONS?

DO MEMBERS INDIVIDUALLY REPEAT WHAT HAS ALREADY BEEN STATED?

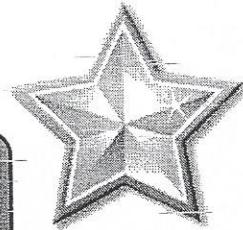
ARE MEMBERS ALWAYS POSTPONING ISSUES FOR ANOTHER MEETING BECAUSE OF TIME CONSTRAINTS?

DO MEMBERS OF A MEETING REPEATEDLY FORGET WHAT TRANSPRIRED DURING THE PREVIOUS MEETING?

**AGENDAS,
MOTIONS,
MINUTES**



PRIVILEGED MOTIONS

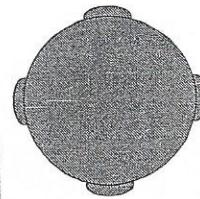


REQUIRE IMMEDIATE ATTENTION
AND CONSIDERATION

REGARDING THE RIGHTS OR NEEDS
OF THE ORGANIZATION

EXAMPLE: ADJOURN

SUBSIDIARY MOTIONS



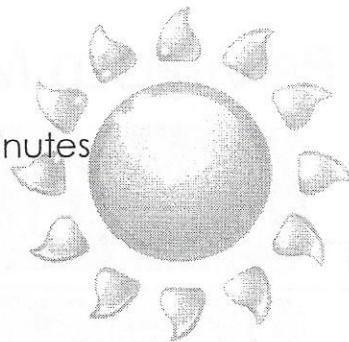
APPLIED TO OTHER MOTIONS

MOTIONS THAT AFFECT THE MAIN
MOTION

EXAMPLES: AMEND, LAY ON THE
TABLE

AGENDAS

- **M:** Reading & Approval of Minutes
- **R:** Reports of Officers, Boards
Standing Committees
- **S:** Special Committees
- **S:** Special Orders
- **U:** Unfinished Business
& General Orders
- **N:** New Business



PARLIAMENTARY PROCEDURE EXISTS TO HELP

AFTER YOU RECOGNIZE THAT
PARLIAMENTARY PROCEDURE
CAN BE THE SOLUTION TO
INEFFECTIVE MEETINGS,
APPLYING IT IS SIMPLE AND
REWARDING!



QUESTIONS?

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