

PARLIAMENTARY PEARLS

AGENDA ORDER

Reading (if not previously distributed) and approval of minutes
Reports of Officers, Boards, and Standing Committees
Reports of Special Committees
Special Orders (generally specified by bylaws, such as election of officers at a specific meeting)
Unfinished business (not OLD) and general orders
New business

MINUTES

If previous distributed, the presiding officer says, "Are there any corrections?" (no need to also say "additions", since additions are corrections).

If no corrections

"Hearing none, if there is no objection, the minutes stand approved as printed and distributed."

If there are corrections in the meeting, the presiding officer would say, "Is there any objection to making that change? Hearing no objection, the change is made."

If there is an objection, the correction must be voted on with a "majority" needed to pass the correction. (Generally, should not have to vote on changes. If there are too many, then there is probably too much detail in the minutes).

Presiding Officer concludes with "Thank you."

TREASURER'S REPORT

The Treasurer's Report is informational only. There is no need to be "move", "vote on", "be approved", "adopted", or "accepted".

The Presiding Officer should say "Thank you, the report will be filed for audit."

The audit report at the end of the year should be voted on, accepted, etc.

OFFICER'S REPORTS

Usually information only, although they can include recommendations for action. If recommendations for action are made, someone other than the officer, should make a motion to adopt the recommendations.

Presiding Officer concludes with "Thank you", no need to adopt, approve, or accept a report unless there is a recommendation for action.

COMMITTEE REPORTS

General discussion during a committee meeting is confidential. The Chair gives the report. If a recommendation is made, the chair states, "On behalf of the committee, I move that....."

No second is required since the report came from a committee.

Presiding Officer concludes with “Thank you.”

OFFICERS - Elected

Can make and second motions, vote and discuss.

COMMITTEE CHAIRS - Appointed

Can NOT make and second motions or vote, BUT can discuss.

EMAIL MEETINGS (Asynchronous – participants in different places at different times) – not generally used by Federation

Not really covered under official Robert’s Rules. Can be for discussion only. However, if decision making results, the email meeting should be authorized in the Bylaws. (Requires a ByLaws’ change)

BYLAWS

Amending Bylaws requires a notice and a two-thirds present vote to pass. Once presented in a notice, it is “Out of Order” to amend what was given in the notice.

STANDING RULES

Standing Rule govern the administration of the organization as opposed to rules regarding parliamentary procedure.

Examples:

- Unusual duties of Officers.
- The meetings of this society from April 1 to September 30 shall begin at 7:30 P.M., and during the rest of the year at 8 P.M.

No standing rule, or resolution, or motion is in order that conflicts with the constitution, or by-laws, or rules of order.

Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting. The vote on their adoption, or their amendment, before or after adoption, may be reconsidered. At any meeting they may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote. As a majority may suspend any of them for that meeting, these rules do not interfere with the freedom of any meeting and therefore require no notice in order to adopt them. Generally they are not adopted at the organization of a society, but from time to time as they are needed

Presenting a Motion Before the Assembly

For the Board

Only ELECTED Officers (Pres, all VP, Sec, Treas, Historian, Parliamentarian) can Make and Second Motions and VOTE, but EVERYONE can discuss a subject.

1. A member makes a motion that (“I move that,,,”)
2. Another member seconds the motion.
3. The chair states the question on the motion
4. Not the same as “Putting the Question”
5. The making or seconding a motion does not put it before the assembly. Only the Chair can do that by Stating the Question.
6. After the motion is stated, it is pending or “on the floor”. It then proceeds to the following steps.

Considering the Motion

7. Members debate the motion (unless no one takes the floor to do so).
8. Preference in recognition
 - a. Member who made the motion
 - b. Member who has not spoken the first time
 - c. If possible, alternate for and against
9. The Chair puts question to a vote
10. Chair announces the result of the vote.

Robert's Rules of Order - Summary Version

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- **To introduce (motion.)**
- **To change a motion (amend.)**
- **To adopt (accept a report without discussion.)**
- **To adjourn (end the meeting.)**

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action.

**The assembly rules - they have the final say on everything.
Silence means consent.**

- **Obtain the floor (the right to speak) by being the first to stand or raise your hand when the person speaking has finished; state Mr./Madam Chairman.**

Standing while another has the floor is out of order. Must be recognized by the Chair before speaking. (*We won't do the standing part*)

- **Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote.**
- **Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.**
- **The "immediately pending question" is the last question stated by the Chair. Motion/Resolution - Amendment - Motion to Postpone**
- **The member moving the "immediately pending question" is entitled to preference to the floor.**
- **No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.**
- **All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.**
- **The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur (*Acceptance of a Committee Report doesn't require a motion*)**