

## **PARLIAMENTARIANS: KEEPING YOUR MEETINGS SIMPLE AND SUCCESSFUL**

**Saturday, August 25,2018**

**Rudder Tower**

- I. Welcome
  - A. Introduce self
  - B. Confirm all have signed in
  - C. Invite all to enjoy the snacks and beverages
- II. Introduction of Aggie Mom's in attendance & their level of knowledge regarding Parliamentary Procedures
- III. Explain Handouts
- IV. Parliamentarian's Responsibilities at a Club Meeting
  - A. Keep meeting orderly and timely (Use as needed)
    1. Confirm that President has an agenda to follow
    2. Limit length of time that one may speak on a topic
  - B. Motions (Motion, Second, Question, Vote)
    1. Amending a Motion
- V. Closing Meeting – Does not require a motion. (If no other new business, or other business to discuss, the meeting is closed.)
- VI. Meeting Information – Make sure meeting runs smooth. Confirm that president has an agenda.
- VII. Order of Business Meeting
  - A. Open Meeting
  - B. Reading of Minutes (Motion is not required to make changes to minutes)
  - C. Communications Received (Thank You note, etc.)
  - D. Treasurer's Report (Is not approved – Filed for Audit)
  - E. Report of Committees (Remind committee chair in advance to be prepared to report)
  - F. Unfinished Business
  - G. New Business
  - H. Close (Does not require a motion – If no other business, meeting is closed.)
- VIII. Questions and Open Discussion
- IX. Close