

Parliamentary Procedure Workshop
How to Run a Meeting

Joy D. Freeland, PRP

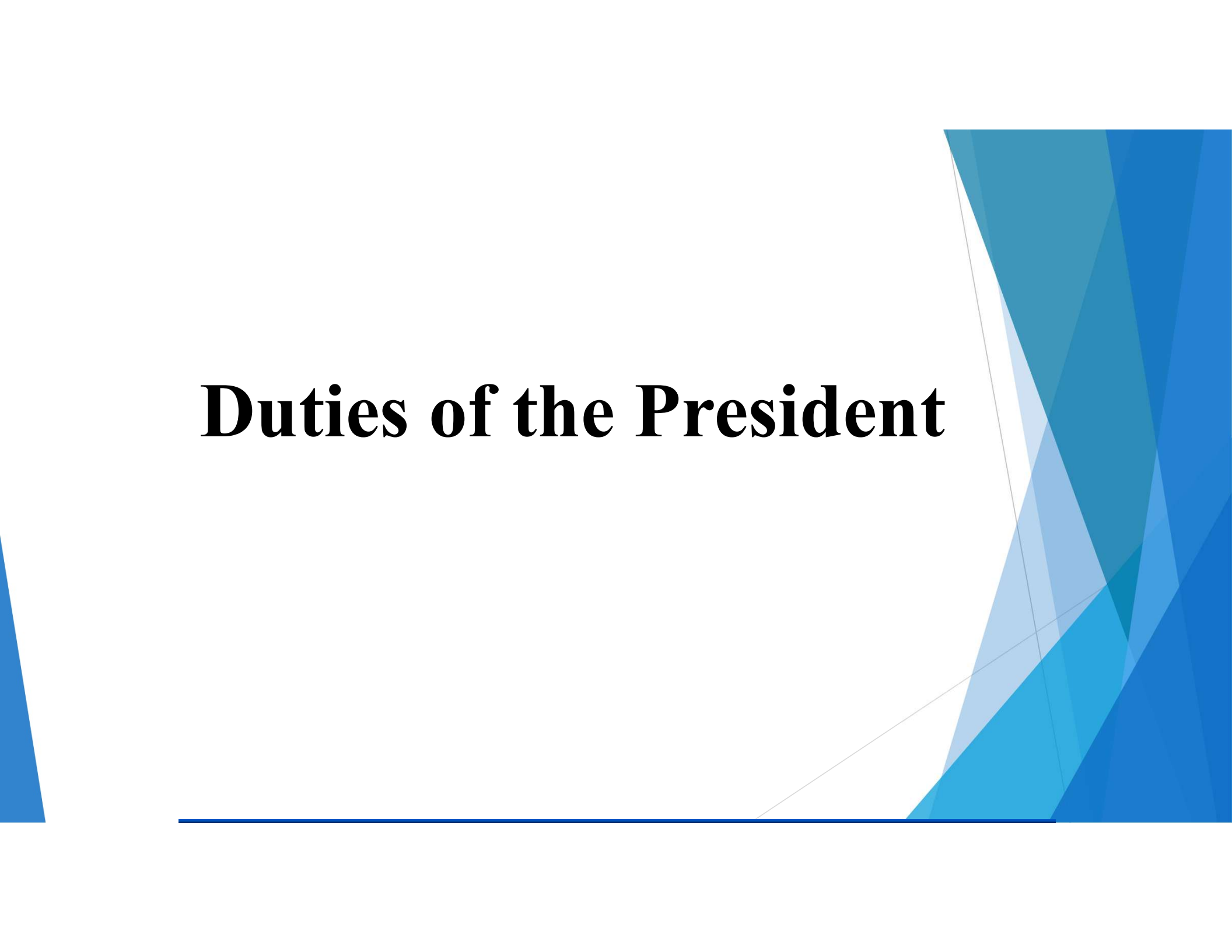
816-550-2273

joyfreeland@gmail.com



2:18 When a society or an assembly has adopted a particular parliamentary manual—such as this book—as its authority, the rules contained in that manual are binding upon it in all cases where they are not inconsistent with the bylaws (or constitution) of the body, any of its special rules of order, or any provisions of local, state, or national law applying to the particular type of organization.

Duties of the President

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Duties of the Presiding Officer/Chair

- Who and what is the Chair?
- Confirm a quorum is present before proceeding.
- Know and enforce the rules and protect the rights of members.
- Make appointments as required and serve on committees.
- Remain impartial – do not make motions or participate in debate. The Chair can only vote by ballot or make or break a tie (except in committees and small boards).
- Conduct the meeting properly, including proper votes.
- Respond to member inquiries.
- Stand when opening and closing the meeting, speaking, responding to inquiries, and handling motions.



Memorize Most Used Procedures

Main motions – assigning the floor, handling ranking motions, and voting.

Most used motions – amend, commit or refer, lay on the table, postpone, previous question.

Most used incidental motions – point of order, appeal, division of a question, requests and inquiries.

Make Clear What is Being Voted On

Assist members with wording when necessary.

Repeat the motion – “It is moved and seconded...”

Repeat the motion before the vote is taken – “The question is on the adoption of the motion that...”

Make the effect(s) of amendments clear – “If the amendment is adopted, the motion will read...”

NEVER ASK FOR A MOTION OR ACKNOWLEDGE “SO MOVED.”

Know How To Conduct A Vote

Know the methods and wording of voting – rising, show of hands and counted.

Know the votes necessary for adoption.

State the effect of the vote so there is no question what was adopted, how it will be implemented and when it takes affect.

Know the issues that might arise during a vote – incidental motions, securing the room.

Know the Steps in a Meeting

Order of Business.

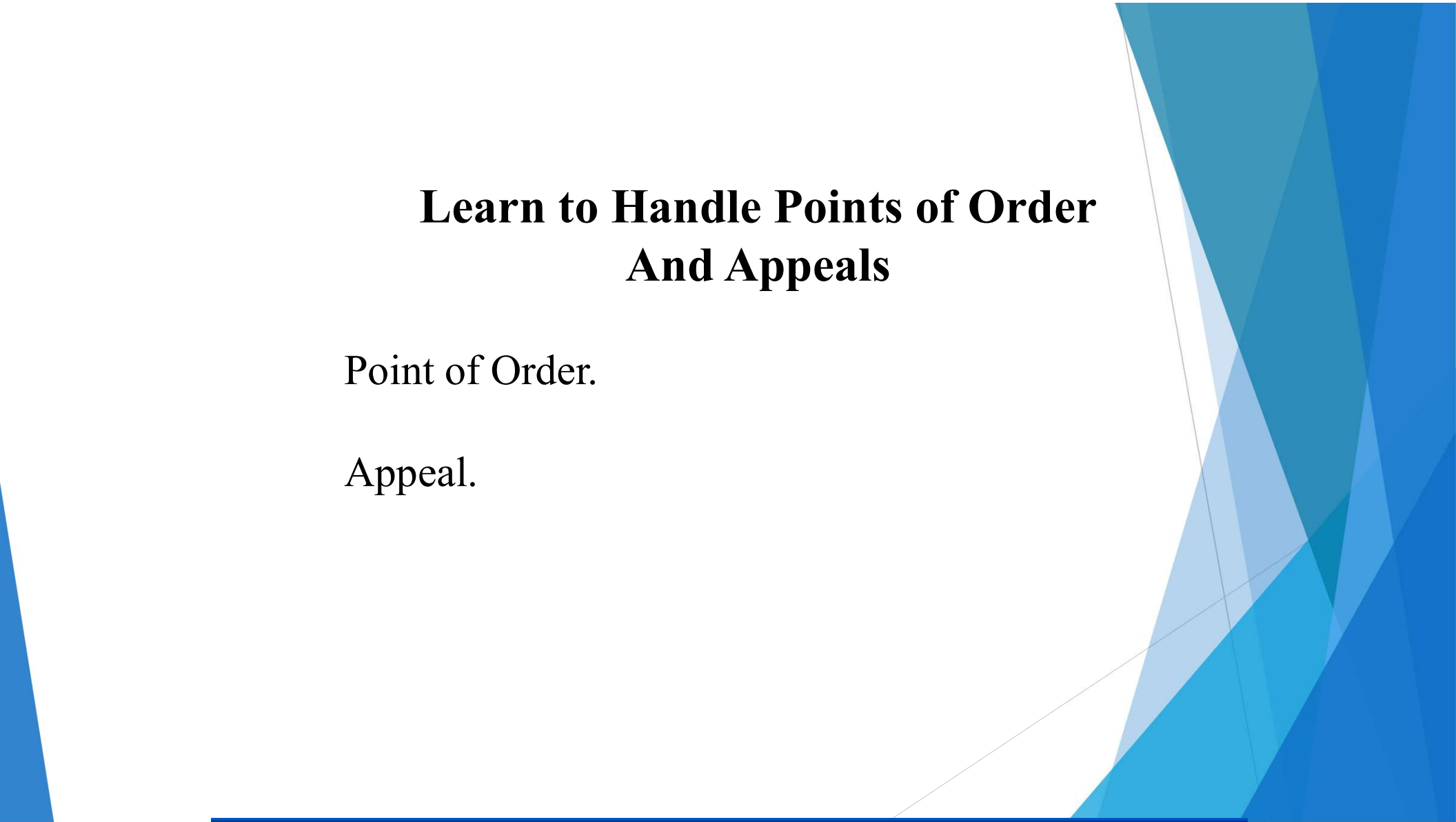
Wording should be consistent throughout the meeting (call the meeting to order, identify current business, handling motions, and adjournment).

Know when to stand and sit.

Learn to Handle Points of Order And Appeals

Point of Order.

Appeal.



Know More Parliamentary Procedure Than other Members

Know *Robert's In Brief*!

Have a copy of all your governing documents readily available and be comfortable with them.

Have the chart of motions readily available.

Have someone help you – secretary or parliamentarian.

Know Who Does What!

Read the bylaws for your duties.

Look at Robert's for additional duties.

Know other member's duties!

Discuss duties with the other officers.

Enforce the
Rules!

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Tips for the Presiding Officer/Chair

- Make a script for all or part of the meeting, especially special items, such as elections, bylaws amendments. Make notes on your agenda.
- Be prepared and organized. Don't just show up!
- Be consistent in your wording. Use the same phrases and ways to introduce subjects. The vote is taken with “aye” and “no” – only horses say “nay.”
- Know your audience.
- “If there is no objection...” or “without objection” is your best friend!
- Have the secretary or parliamentarian help you.



Unanimous Consent Your Best Friend!

A motion is made to host a picnic on July 4 at the park.

Member 1: We always have our picnic at McCoy Park. The motion should include McCoy Park. I move to amend the motion by inserting McCoy before park.

Chair: If there's no objection, we will insert McCoy before Park. (brief pause) Since there is no objection, the motion is amended to insert McCoy before Park.



The Parliamentarian

What is a credentialed parliamentarian?

What is the role of the parliamentarian?

When can the parliamentarian speak?

What are the privileges of the parliamentarian?

Do you need a parliamentarian?

Questions?

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Duties of the Secretary

- Keep minutes of the meeting.
- Present minutes for approval at the meeting.
- Have copies of the governing documents and past minutes available.
- Maintain a book of minutes.
- Maintain a book of committee reports.



Minutes

- Official record of an organization
- Keep members informed
- Legal record of an organization
- Refresh memory
- Used in audits

Tips for good minutes

- Write what was done, not what was said
- Write minutes as soon as possible after the meeting
- Minutes are not a narrative; write brief, succinct paragraphs
- No opinions, only what is done in the meeting
- Not word for word of reports
- Use form of writing minutes with consistency

Recording Votes

- Record whether the motion was adopted or lost
- If counted, “by a vote of 23-6, the motion was adopted”
- Votes requiring a 2/3 vote, “motion was adopted by a 2/3 vote”
- Teller report on ballot votes recorded
- Record results of roll call votes
- **Abstentions are not asked for or recorded**

Hope and Help Club
April 23, 2021

The regular meeting of the Hope and Help Club was held on Tuesday, April 23, 2021 at 7:00 P.M. at the City Center, Blue Town, Missouri. The President, Sue Combs, and the Secretary, Debbie Morris, were present. Joan Thomas gave the invocation. Mary Garrett led the Pledge of Allegiance. The minutes of the March 21, 2021 were read. Karen Meador pointed out that her name was misspelled. The minutes were approved as corrected.

The Treasurer, Willa Noland, reported the balance on hand 3/21/21 was \$4,255.73. There were receipts of \$42.20 and disbursements of \$32.77. The balance on hand 4/23/21 is \$4,265.16.

The President's report was read by Sue Combs and copy is attached.

The Corresponding Secretary, Judy Lucy, read a thank you note from the Western Hope and Help Club for their work on the district tulip bulb sales.

Shelly Post, Membership Committee Chairman, reported that the new membership cards will be mailed to members this week.

Angie Hilton, Chairwoman, reported for the committee that was appointed to investigate and report on meeting rooms available for meetings after September. The report from the committee is attached. Angie moved that the Hope and Help Club meet at the Downtown Suites beginning with the September meeting. Motion was adopted.

The motion to donate \$50.00 to the local Red Cross, which was postponed from the last meeting, was taken up. The motion was adopted.

Tim Freeland gave notice that at the next meeting, he will move to amend the Bylaws, Article III, Section 2, by striking out "two" and inserting "three."

The Chair announced that the next meeting will be May 21, 2021.

The meeting was adjourned at 8:05 P.M.

Joy Freeland
Secretary

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Before the meeting starts

What officers are necessary to start a meeting?

What if one of the officers is missing?

What if both officers are missing?



What is a quorum?

The minimum number of members necessary to conduct business.

A quorum should be a set number of members that you reasonably expect to attend a meeting.

With no quorum, an organization can:

- Hear reports
- Have a program
- Give announcements
- Not conduct business.

Voting



What Vote is Required

Majority

Two-Thirds

Majority of the Entire Membership

Plurality

Unanimous Consent

Situations which present no opposition.

“If there’s no objection...”

“I object!”

Methods of Voting

Voice
Rising (standing)
Show of Hands
Ballot
Roll Call

Counted Vote

When the chair is in doubt.

At the direction of the members with the
adoption of a motion.

Announcing a counted vote.

Chair can vote by ballot or to make or break a tie.

How the method of voting is determined.

Who can change the way the vote is taken.

Always announce the result of a vote.

Simplified procedure.

Agenda

RONRIB (3rd ed.) Pages 16-17
RONR (12th ed.) Section 41



Meeting Agenda

The terms order of business, orders of the day, agenda, and program are all closely related and refer to an established sequence of business during a meeting or session.

It is recommended that organizations that do not meet regularly adopt an agenda.

The order of business is sometimes in the bylaws or standing rules. Most organizations do not have a preset order of business. In that case, Robert's establishes a standard order of business to be followed.



The standard order of business is:

- 1) Reading and Approval of Minutes
- 2) Reports of Officers, Board, and Standing Committees
- 3) Reports of Special (Select, or Ad Hoc) Committees
- 4) Special Orders
- 5) Unfinished Business and General Orders
- 6) New Business

RONR (12th ed.) 41:5

RONRIB (3rd ed.) pages 16-17



Reading and Approval of Minutes - a motion is not necessary.

Reports of Officers, Board, and Standing Committees – the treasurer's report is NOT adopted.

Reports of Special (Select, or Ad Hoc) Committees

Special Orders – something that was set as a special order for this meeting

Unfinished Business and General Orders – something that was carried over from the previous meeting – do not include or ask for unfinished business

New Business – new motions – cannot deprive members of making motions (unless a rule applies)

RONR (12th ed.) 41:5 and RONRIB (3rd ed.) pages 16-17



Other Optional Headings

Before the order of business:

Opening ceremonies or exercises, which might include invocation or inspiration, the singing of the National Anthem, the reciting of the Pledge of Allegiance, a ritual briefly recalling the objects or ideals of the organization, and other similar customs when opening the meeting.

Roll Call.

Consent Calendar.

After the order of business: Good of the Order, General Good and Welfare, announcements, and a program.



Order of Business

Call to Order

Inspiration

Pledge of Allegiance

Reading and Approval of the Minutes of the August 12, 2026 Meeting

Reports of Officers, Board, and Standing Committees

Officer Reports

Standing Committee Reports

Report of Special Committee - Picnic Committee

Special Order - Election of Officers

New Business

Bylaw Amendment

Program

Announcements

Next meeting is October 15.

The Picnic Committee is selling tickets after each meeting.

Adjournment

Things to Remember

If the agenda is in the bylaws, it must be followed and cannot be suspended or changed.

If there is no agenda in the bylaws or standing rules, the standard agenda in *Robert's* must be followed.

The chair **cannot** insist on advance notice of items of new business, unless required by the bylaws.

New business must be on the agenda if there is no preset agenda.

A draft agenda must be adopted by the members to be the agenda.



Rules of Debate
AND
Rights of Members

RONRIB (3rd ed.) Chapter 4
RONR (12th ed.) Section 3



Rules of Debate

Speech Limits

May speak twice on each motion and up to 10 minutes per speech.

Debate and questions must be directed to the chair.

Cannot yield or reserve unused time.

* Exception – may be special rules that have been adopted by 2/3 vote.

Preferences in Recognition

Members must rise and request recognition to speak and must stand while making motions and speaking in debates.

Chair should designate speaker - the person who rises first after a previous speaker has finished and sat down.

* Exceptions:

Maker of motion speaks first.

Someone who has not yet spoken is given preference.

When chair knows that speakers have opposite opinions chair should try to alternate speakers.



Other Important Rules

Debate must be germane (related to the motion under discussion).

Debate issues, not personalities.

Do not criticize an opponent personally. *Allowing personal attacks might intimidate others from speaking and lead to chaos within a group, club, etc.*

You must avoid personalities. Do not use names.

Do not claim a proposal “is false.”

A member can speak “against” a motion.

Speak to/through the Chair.

Don’t get personal – use “the member” instead of names.



Rights of Members

Unless the bylaws provide otherwise, a member has the following rights:

To attend meetings.

To make motions, second motions, amend motions, and participate in debate.

To make inquiries, ask questions, and request parliamentary information.

To nominate or be nominated and hold office.

To vote.

To serve on committees.

To have meetings conducted properly and orderly.

To have rights protected.



Miscellaneous

Incidental Motions

Point of order – bring to the chair’s attention a breach of the rules.

Division of the assembly – a member doubts the result of a voice vote (or sometimes a show of hands).

Appeal – any two members can question the decision of the chair and force the matter to a vote of the membership.

Suspend the rules – a member wants to do something that would violate a rule (other than something in the bylaws).



Member's Responsibilities

- Seek recognition to speak.
- Members must be recognized to speak.
- Motions must be seconded.
- Speeches are limited to twice per motion and ten minutes per speech.
- All comments are directed to the chair.



Questions?

Joy D. Freeland, PRP
joyfreeland@gmail.com

