

Fall State CIP 2017-18

How do you do!?

Thank you to the chapters that have already sent in their bylaws and policies for me to review. I am having a grand time reading through them all and seeing how each chapter does things differently.

I am looking to visit YOUR chapters and districts for reviews, training on parliamentary procedure, running an efficient meeting or anything else that I can help with. I am here to help your chapters make sure they are using proper procedure to the fullest.

Please don't forget to like the Parliamentarian Facebook page for special challenges and updates throughout the year. I am also looking for contact information for your chapter's parliamentarian so I can keep them up to date on information that way as well.

Keep up the great work all of you are doing in your communities!

Cheerio, Illeana



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Who's that Robert guy? And why does he have so many rules??

Henry Martyn Robert was an engineering officer in the regular Army. Without warning he was asked to preside over a public meeting being held in a church in his community and realized that he did not know how. He tried anyway and his embarrassment was supreme. This event, which may seem familiar to many readers, left him determined never to attend another meeting until he knew something of parliamentary law.

Ultimately, he discovered and studied the few books then available on the subject. From time to time, due to his military duties, he was transferred to various parts of the United States, where he found virtual parliamentary anarchy, since each member from a different part of the country had differing ideas of correct procedure. To bring order out of chaos, he decided to write *Robert's Rules of Order*, as it came to be called.

Found at: <http://www.robertsrules.com/history.html>

2nd Trimester Crown Challenge

To submit your answer to the second trimester crown challenge, you must do the following:

1. Like the Parliamentarian Facebook Page.
2. Answer Questions that are asked each month on the Facebook page.
3. Submit your answer ALL months of the trimester and you will be entered into a drawing for a basket to be awarded at Fall State.



Orders of the Day

1. Please have all cellular phones turned off or in silent mode during the business meeting.
2. As a matter of courtesy, please do not enter or leave the room when a speaker has the floor.
3. A motion slip must be prepared and given to the secretary.
4. Any member in good standing may present a motion, enter into discussion, and vote. Please keep all motions in the positive.
5. If you disagree with a motion, do not hesitate to vote no or abstain.
6. Please be ready to second a motion to help expedite the business. Seconding simply means you would like to discuss the motion.

You should then state that "A quorum (has or has not) been established with X number of X members present" to ensure that it is noted in the meeting minutes. This is part of your responsibilities as your chapter or district parliamentarian.



Presidential SUCCESS Bonus Points for Second Trimester



Submit a nomination for the Outstanding Young Adult, Outstanding Person with Developmental Challenges, or Lois M. Christensen Women Who Impact Award.

(50 points)

and/or

Sell 2 books of Raffle Tickets (\$100) for the MNWT State Ways & Means fundraisers.

(50 points)

Any chapter that becomes a member of the Empower the Future Fundraising Campaign during 2nd trimester.

(See Foundation Committee Chair Person or CIP) (50 Points)

and/or

Sign at least two (2) new members during November Shine week of November 12-18

(50 points)

Maximum of 100 Bonus Points



8 Steps To Properly Present and Dispose of a Motion



STEP 1 - Member obtains the right to speak (obtains the floor).

1. When no one else has the floor, members are to rise, or raise hand, or stand at a microphone and await recognition.
2. Address the chair - rise if desired by the chair.
3. **Common Mistake: Members do not stand up, do not wait to be recognized, and typically start to discuss their motion before completing the prescribed order.**

STEP 2 - Be recognized by the chair.

1. Chair calls member's name, points or nods to the member, or identifies microphone giving permission to speak, hence chair, "recognizes" member.

STEP 3 - State your motion.

1. Member says, "I move that..." or "I move to..." NOT "I make the motion that..." or "I so move." "I move" is the key.

STEP 4 - Motion needs a second by another member.

1. Another member seconds the motion; a.
 - a. Recognition is not required.
 - b. A member calls out "Second." Seconding merely means you want to discuss the topic - it does not mean you are in favor of it - in fact, you may have reasons why not to vote for the subject matter.
2. **Common Mistake: The person seconding the motion dives into the merits of the motion, instead of waiting for the question to be placed in front of the group and/or before the person making the motion has spoken (they have first right to speak).**

STEP 5 - Chair states motion.

1. The presiding officer restates the motion to the assembly.
 - a. The chair says "It is moved and seconded that...is there any discussion." (Some motions cannot be discussed. Consult your parliamentary authority.)
2. **Common Mistake: Motion is restated differently from the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.**

STEP 6 - Debate is held.

1. The members debate the motion.
2. Maker of the motion has the first chance to speak.

- a. Note: Members should not talk against their own motions, even though they may have changed their minds. They may, however, vote against their own motions or withdraw them.
- 3. Debate should alternate the pros and cons to the issue.
- 4. Members wishing to speak must first obtain the floor (steps 1 and 2 above).
- 5. Remarks must be addressed to the chair and confined to the motion being discussed.
 - a. Members are to talk through the presiding officer and not at each other across the room.
 - b. Refrain from using member's names--use title or "the previous speaker" or "the speaker who..."
- 6. Observe time limits. Sometimes these are previously established. If not: Ten minutes per speech. (If RONR, (10th ed.) is the Parliamentary Authority)
- 7. No more than two speeches per member per motion on the same day.
- 8. No second speech if another is seeking to make a first one.
- 9. **Common Mistake: Debate gets out of control in temper, in duration, in relevance!**

STEP 7 - Vote is taken.

- 1. Presiding officer asks for the affirmative votes and the negative votes.
 - a. When discussion has concluded the chair calls for the vote. "Are you ready to vote? The question is on the adoption of the motion that ... (repeat the motion). Those in favor say 'Aye' (pause). Those opposed say 'No'."
- 2. **Common Mistakes:**
 - a. The presiding officer states 'All in favor' instead of 'Those in favor'
 - b. Presiding officer fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.)
 - c. Presiding officer states those in favor same sign (if ayes and nays are the same sign how do you know which side wins?)
 - d. The negative vote is never requested or counted!

STEP 8 - Presiding officer announces result of vote and action to be taken.

- 1. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.
 - a. "The ayes (noes) have it, the motion is adopted (lost), and ... (state the outcome-what has been decided)."
- 2. **Common Mistake: Presiding officer fails to pronounce the result of the voting! No one is instructed to take action.**

Policy and By Law Review

SAVE THE DATE

October 13th, 2017

6pm, Monticello

Best Western Chelsea Inn & Suites

Watch Parli Facebook Page for further details!

Crown Clips

Have a meeting that is looking longer than lines into Disney World? Any items that come up put them in the Parking Lot, make note, and bring it again up if you have time.

Don't forget to submit your Policy and By-Laws for review by **December 22nd** to be entered into a drawing that will be awarded at Winter State

Five Fundamental Rules of Parliamentary Procedure

A. Only one subject may claim the attention of the assembly at one time.

1. Therefore, various kinds of motions have been assigned an order of precedence due to situations that can arise from the discussion.

B. Each idea/motion/proposition presented for consideration is entitled to full and free debate.

1. The right of every member to speak on any issue is as important as each member's right to vote. This gives members the opportunity to persuade other voters to change their minds and it enables an open forum for understanding why a motion is denied.

C. All members have equal rights, privileges and obligations equal to every other member.

1. One of the chair's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally - for example, not to permit a vocal few to dominate in debates.

**A new member holds the same right and voice as a seasoned member. **

D. The will of the majority must be carried out, and the rights of the minority must be preserved.

1. In any group, each member agrees to be governed by the vote of the majority.
2. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members - majority and minority, should be the concern of every member, for a person may be in a majority on one question, but in the minority on the next.

E. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have.

1. A member always has the right to request information on any motion he or she does not thoroughly understand. Meetings must be characterized by fairness and in good faith.