

2022-2023 FALL STATE CIP



Checking in With Bob (Bylaws or Bust)



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Welcome to 2nd Trimester:

First Trimester sure went fast. I enjoyed reading the bylaws and policies that I received. Remember, there are SUCCESS points for turning in your bylaws and policies. You can count this once per year. Send in your bylaws and policies to me at parli@mnwt.org. I will have a drawing for the chapters and districts at Annual for sending them in.

Feel free to contact me anytime with questions.

In Friendship

Jo Jo

What's Inside?

- ❖ Chapter Bylaw and Policy review
- ❖ Five fundamental Rules of Parliamentary Procedure
- ❖ Let's make Trail Mix activity

MNWT Bylaw & Policy Review

Please join us for the Minnesota Women of Today Bylaw and Policy review. It will be held in Aitkin at 2 p.m. We will have a Zoom option, as well. If you have suggested changes, please contact me and we can discuss to get your suggestions on my listing for discussion.

If you want to attend, I will get you an address when you RSVP or I can get you Zoom information, if needed.

What's Coming Up in MNWT

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| Oct 7-8 | USWT Mid-year convention – Missouri |
| Oct 9-15 | Membership Week 2 nd Trimester |
| Oct 15 | State Bylaw and Policy Review, 2 p.m. Aitkin |
| Oct 22 | Make a Difference Day |
| Oct 26 | MNWT 2 nd Trimester Webinar |
| Nov 1 | Women Who Impact, Outstanding Young Adult, and Person with Determination due emailed to Awards chair. |
| Nov 5-12 | Extensions Week 2 nd Trimester |
| Nov 15 | Early birds due |
| Nov 19 | MNWT State Committee meetings |
| Dec 1 | Chapter grant applications due to Foundation chair
Key Woman nominations for Winter State due to Key Woman President |
| Dec 15 | Renewals due postmarked to Chapter Service Center |
| Dec 30 | Membership VP 2 nd Trimester challenge due
2 nd Trimester close-out |
| Dec 31 | New Member Adds "in hand" to Chapter Service Center |

Chapter bylaw & policy review and why should we complete them?

Your chapter should review your bylaws and policies (B & Ps) annually. The Chairman of the Board/Parliamentarian is usually the lead on the review. Send your B & Ps to the State Parli. Get together a group of chapter members to review, set a date to discuss changes, additions, or something that is no longer relevant for your chapter. Discuss your whys and why nots so you have detailed information for the discussion for the votes at the meeting.

Reminder: for a bylaw change, you will need to get information out to all members 30 days prior to the chapter vote.

Policies can be brought up and changed at a chapter meeting without notification.

Check your bylaws and policies on this as some chapters may have set different guidelines.

The reasoning for the annual B & P review is necessary due to changes on the state level that may impact your chapter, updated chapter information, or chapter dynamics may have changed. For example: changes in meeting night, dues information, bank information, etc.

As always, I am available for questions and can attend or ZOOM your review depending on location.

Parli
Jo Jo



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/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 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 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.

Chapter Activity: Let's Make Trail Mix

The University of Nebraska Extension outlines an activity called Let's Make Trail Mix where participants take turns serving as the chair where they receive motions, ask for a second, offer discussion and vote on items to be placed in trail mix. At the end of the activity, the group will enjoy the trail mix snack that they created collaboratively. This is a great activity for Chapters to introduce the benefits of parliamentary procedure in a positive way.

Materials:

Large bowl, large spoon, serving utensils: paper cups, napkins etc., ingredients for trail mix (several choices of cereal, raisins or cranberries, nuts, different types of candies, pretzels, other items as desired), plus one or two items that could be questionable items for trail mix.

Time:

This activity will take about three (3) to five (5) minutes per motion (trail mix item). Schedule 20 to 30 minutes. Many members may be making their first motion and even more will be acting as chair for the 1st time. Keep it in the positive, support them, encourage them, praise them, do not rush them or put them down for mistakes/misunderstandings.

Directions:

1. Display the ingredients and talk about the importance of using parliamentary procedure to insure a successful business meeting. Explain that by using the process of making Trail Mix, members will learn how to make a motion.
2. Take the lead as the 1st to make a motion. Ask Your President to act as chair of the fake committee for the 1st motion.
 - a. Motion: "I move that we add ____ (amount) of _____ (item) to the trail mix bowl."
 - b. Second: (Anyone)
 - c. Chair: "A motion has been made and seconded that states..."Is there any discussion?"
 - d. Discuss
 - e. Chair: We will now vote on the motion that states... All those in favor say "Aye", those opposed, same sign."
 - f. Chair: "the motion passes/fails" When it passes, add the item to the trail mix bowl.
3. 2nd motion and so on. After each motion have the member who made the previous motion serve as chair. Continue for each ingredient to be added. Expect a few no votes. Not all items may be added.
4. Once the Trail Mix has been completed, the members can eat it for a snack.

