Welcome to a New Year!

I am very excited to begin this year as your State Parliamentarian. I look forward to working with many chapters and districts throughout our amazing organization, helping everyone understand the value of parliamentary procedure and why it is important and useful for your chapters and districts.

My theme focuses on the steps of shooting an arrow, “Draw, Anchor, Aim”. Just like parliamentary procedure which has many steps to go through, I will be sharing these with you through my Chapter Information Packet and through special challenges on the Parliamentarian Facebook page to make it a fun, exciting position to be in for your chapter or district.

I hope you all have fun as we Draw, Anchor and Aim to have an effective year for our chapters and districts. Remember, to like the Parliamentarian Facebook page for information and fun facts, this will be the location of the special “bullseye” challenges, for those who like the page.

Shoot straight,

Barb
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.” This is part of your responsibilities as your chapter or district parliamentarian.

Policy and Bylaw Review

SAVE THE DATE
October 19th, 2018
6:00 pm

Watch Parliamentarian Facebook Page for further details!

Chapter and District 1st Trimester Challenge

Schedule and hold your policy and bylaw review, then submit to the Parliamentarian for review in first trimester to be entered into a drawing that will be awarded at Fall State. Must submit by August 31st.

Arrow Tips

Having a typed, printed agenda for your meeting helps you stay on task better and your members can follow along easier. Before each meeting you can quickly update the agenda without having to start over or forgetting an important item of business.
Minnesota Women of Today
1st Trimester SUCCESS Presidential bonus points
2018-19

$50 donation to the State Plan of Action (POA)
50 points

and/or

Complete the Chapter Assessment Survey sent to the official chapter emails by
CMVP Illeana Miller or complete the PDF copy attached to her CIP
(These surveys are available to be submitted anonymously but a chapter name needs to be entered to get credit for SUCCESS.)
50 points

and/or

Create a public Facebook Event for a membership social and tag
MVP Anna Nichols during 1st trimester. Email Anna at mvp@mnwt.org with feedback from
your social.
50 points

and/or

Submit a completed Programming Trimester Report for 1st Trimester
50 points

Maximum of 100 Bonus Points

ADDITIONAL Presidential Bonanza Bonus Points (100 points)
if all five copies of the following are submitted with your documentation

• Sales and Use Tax Permit
• Articles of Incorporation
• Proof of Annual Registration filing for 2018
  (A copy of the email confirmation from MN Secretary of State)
• Proof of Insurance for the current year
• Proof of 990 filing for the fiscal year June 1, 2017 through May 31, 2018
  (copy of email confirmation from IRS dated after June 1, 2018)

Maximum of 100 Presidential Bonanza Bonus Points

Dates to remember: First Trimester Challenge deadline August 31st, 2018 and
State Policy and Bylaw review, October 19th, 2018.

"These dates are part of the MNWT official calendar that can be located at www.mnwt.org under the
events section in both a PDF printable and online format. Please consult the full listing to ensure
that other key dates are not missed.”
SAMPLE MOTION SLIP

BEFORE meeting ~ top ½ goes to PRESIDENT

I move that

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................................................................................................................................................
................................................................................................................................................

With a budget of $____________

From BUDGET LINE #________ (MUST FILL IN ~ if applicable)

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After vote & signed
Give bottom ½ to SECRETARY

I move that

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................................................................................................................................................
................................................................................................................................................

With a budget of $____________

From BUDGET LINE #________ (MUST FILL IN ~ if applicable)

Moved by____________________ Date __________
2nd by ______________________ PASSED / DEFEATED