Welcome

Hello all Parliamentarians and Chapter Presidents,
Welcome to the 2023 – 2024 year. I am honored to be serving as the MNWT Parliamentarian this year. Since joining the New Hope chapter of Minnesota Women of Today in 2008, I have served on many local and state positions. Currently, you will find me serving as the New Hope WT Chapter President and cheering on our President Amy. This is my second time serving on the Minnesota level and am very excited to meet many of you and learn more about your Chapters.

On a personal level, I am married with two children, Ryan and Abigail. My husband Scott is a huge supporter of everything Women of Today and I would be unable to do everything I do without him. With his support I have been able to be a contributing member for my kid’s activities, work as a full time dental assistant, and volunteer. I love all of the opportunities Women of Today offers members to connect. Please feel free to reach out and share a little bit about yourself.

Sincerely, Tawn Hanson

Bylaws and Policies Basics

Bylaws are the legally binding document of your chapter. They provide the basic framework of your unit and how it functions. Policies pertain to the details, while the bylaws are high-level. Bylaws take precedent over policies, and policies must be in harmony (not conflict) with the bylaws.

- Bylaws may include a statement on how the board is formed; when and how future board members will be elected; an outline of the board’s powers and duties; or the process for setting up committees and their powers.
  - Bylaws are not public documents but making them readily available increases your accountability and transparency and encourages your members to pay closer attention to them.

- A policy is any written statement approved by the membership that:
  - Articulates and defines important objectives, principles or values
  - Limits or prescribes what kind of action will be taken in different situations
  - Defines roles, responsibilities and authority

Calendar

July
- 15th: Parli Fast Start Due

August
- 15th: End of Trimester

Please consult the MNWT official calendar at www.mnwt.org, under Events to ensure that other key dates are not missed.
1st Trimester Chapter Activity: Parliamentarian Jeopardy

Materials: Poster board, permanent marker and large self-adhesive labels

Directions:
1. Before Event
   a) Print list of questions and answers.
   b) Create a game board, see example below. Place self-adhesive labels over each answer.
   c) Purchase prizes for the winning team. Think simple and inexpensive such as a certificate or candy.
2. At Event
   a) Divide members/guests into three teams.
   b) Decide which team will go first. They will select a subject and point amount.
   c) Remove the self-adhesive sheet to reveal the “question”. The 1st team to give the correct “answer” receives the points and selects the next subject and amount. Incorrect answers result in subtracting the points from the total.
   d) Continue until all questions have been answered. The team with the most points wins.

Categories, Questions and Answers:

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>Start Here</th>
<th>Meeting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100 Q</strong>: This is the person who takes notes during a meeting and then reports a summary of the meeting to the membership.</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>A: What is the Secretary?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>200 Q</strong>: This is the person who keeps the financial records.</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>A: What is the Treasurer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>300 Q</strong>: This is the person who plans the agenda.</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>A: What is the President?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>400 Q</strong>: This is the person who can make a motion.</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>A: What is any member in good standing?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Start Here**

**100 Q**: This is the first thing a President says when he/she begins a meeting.
A: What is the meeting called to order?

**200 Q**: These are the first two words that one would use to start a motion.
A: What is I move?

**300 Q**: This is the number of taps of the gavel needed to call a meeting to order.
A: What is two?

**400 Q**: This is used to end debate on a motion and call for an immediate vote.
A: What is "To call for Previous Question"

**Meeting Time**

**100 Q**: During this time in the agenda, members continue to discuss topics they have discussed in previous meetings.
A: What is unfinished business?

**200 Q**: This is the item on the agenda during which it is time in the meeting to discuss items never brought before the club previously.
A: What is new business?

**300 Q**: This is the name of a written list of the order of business to be conducted at a meeting.
A: What is the agenda?

**400 Q**: These are five voting methods that the president may use.
A: What is voice vote, standing, roll call, paper ballot, and show of hands.

“The cow mooed, the pig oinked, the chickens clucked, I baaed, and then we adjourned.”