

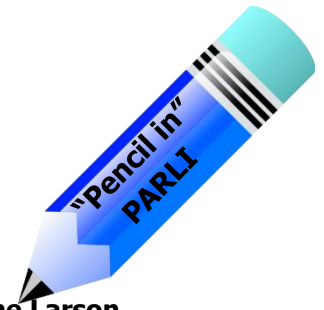
Hello Minnesota Women of Today;

Two-thirds of the way through our Women of Today year! It is time to start thinking about next year already. Seems like there is never enough time to get it all done, right? Becoming a leader in your chapter or district or even on the state level is a great next step. Wherever you are in your Women of Today life, being that person that someone looks up to for guidance and support is a really good feeling. Be brave and take that next step. You won't regret it.

There is still time for me to take a look at your bylaws and policies to make sure everything is up-to-date. You should have them reviewed each year for changes. You can send me your bylaws and policies via email at parli@mnwt.org. Ensure that your chapter or district gets put into the drawing for the basket to be drawn for at Annual Convention by getting those to me.

"Pencil In" your Parli!

Joanne



Joanne Larson
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Dates to Remember

- March Planning 3/11/17
- State Committee Meetings (location TBD) 3/18/17
- Area 2 Meeting (Rice) 3/31/17
- Area 1 Meeting (Bemidji) 4/1/17
- Area 3 Meeting (Golden Valley) 4/7/17
- Area 4 Meeting (Mankato) 4/8/17
- National Volunteer Week 4/9-15/17
- Year-end evaluations due postmarked to RR 4/14/17
- Community Connection Award nominations due to CC SPM 4/15/17
- Foundation Meeting 4/22/17
- LOTS (Rice) 5/6/17
- Annual Convention (Bemidji) 5/19-21/17
- MNJOTS 6/3-4/17
- USWT National Convention Year End (Vegas) 6/8-11/17

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Membership Rebates 3rd Trimester

Membership Rebate

One lucky chapter will receive a \$100 membership rebate provided by MNWT Foundation and all you need to do is have 80% retention and show growth to be eligible. Every chapter completing this challenge will receive a state store gift certificate and one lucky chapter name will be drawn to receive the \$100.

Extension Rebate

- Complete an extension by February 28 and receive \$200
- Complete an extension by April 1 and receive \$100

Thank you to the **Minnesota Women of Today FOUNDATION** for providing us with these rebates for our chapters

Orders of the Day (for chapter meetings)

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.

SUCCESS BONUS POINTS 3rd Trimester

Purchases of at least \$200 for state ways and means in any combination of state store, third trimester promotional, and Nice Spice convention fundraisers. (50 points)

and/or

Participate in USWT President Barb's Blizzard Challenge. (50 points)

and/or

Submit a nomination for one of the Community Connections Awards. (50 points)

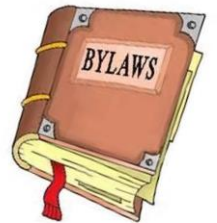
and/or

Show Chapter Growth for third trimester. (50 points)

OR

Attain 80% member retention and growth +2 for third trimester. (100 points)

MAXIMUM of 100 Bonus Points



Answers to Parli Quiz: 1) b 2) a 3) f 4) c 5) e 6) d

MINNESOTA WOMEN OF TODAY MOTION SLIP

CHAPTER/POSITION: _____

I move that _____

SIGNATURE: _____

For Parliamentarian's Use Only

Meeting _____

Second _____

Report _____

Passed/Defeat _____

“Parli Pencil Tips”



Parliamentarian “Pencil Tips”

WHAT IS A...? (taken from 2003 USWT Parli Debbie Johnson’s information)

Bylaw – Basic principal rules that relate to itself as an organization, rather than to the parliamentary procedure that it follows.

- Bylaws define the characteristics of the organization
- Prescribe how the organization functions
- Includes rules that the society considers **so important that they cannot be changed without previous notice to the members and the vote of a specified large majority and cannot be suspended** (without the exception of clauses that provide for their own suspension under specified conditions.)

Rules of Order/Orders of the Day – Written rules of parliamentary procedure formally adopted by an assembly/organization.

- Such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection.
- The object of rules of order is to facilitate the smooth functioning of the assembly and to provide a firm basis for resolving questions of procedure that may arise.
- In contrast to bylaws, rules of order derive their proper substance largely from the general nature of the parliamentary process rather than from circumstances of a particular assembly.
- Special rules of order are adopted as it is needed to supplement or modify rules contained in the adopted parliamentary authority such as...
 - Adopting an order of business that differs from the parliamentary authority
 - Rules limiting length or number of speeches permitted in a debate

Adoption or suspension requires either 2/3 vote and previous notice or a vote of a majority of the entire membership. They are subject to the same procedure for amending bylaws, however, Rules of Order can be suspended by 2/3 vote.

Standing Rules – Rules which relate to the details of the administration of a society rather than to particular parliamentary procedure and which can be adopted or changed upon the same conditions as any ordinary motions of the society.

- Examples include
 - Setting the hour at which meetings are to begin
 - Relating to the maintenance of a guest register
 - Proper placement of pins and name badges
 - Generally, these are adopted individually as the need arises
 - Printed under a separate heading in the booklet containing the bylaws (such as policies)
- One big difference however, Standing Rules can be adopted by a majority vote at any business meeting without previous notice. The rule remains in effect until rescinded or amended does not bind future sessions if a majority desires to suspend it temporarily for the duration of a particular session.

{**NO ONE**} can do *everything*
but {**EVERYONE**} can do
something
(unknown)

PARLI QUIZ

Match the correct answer with each question

1. _____ What is the correct way to introduce a motion?
2. _____ What is the minimum number of members who must be present to transact business called?
(This fraction can be found in your bylaws.)
3. _____ What is the proper way to address the chair?
4. _____ What should the chair say after stating the motion?
5. _____ What is the correct acclamation for a negative voice vote?
6. _____ What is said following a motion so that the item may be considered?

BYLAWS AND YOUR CHAPTER ELECTIONS!

Leadership is always an important aspect of an organization's success. But remember it's not the title that gives someone power - a person holding a leadership position only has the power that is given to that position as stated in the bylaws. Be sure to remind those members that are interested in a leadership role in your chapter to review the bylaws and policies to see what duties and responsibilities are outlined there. They are responsible for performing those duties, whether or not the person who held the office before them did. A suggestion would be to hand out or place in the newsletter that section of the bylaws.

Before you begin the nomination and election process you **NEED** to check your chapter or district bylaws. There are rules regulating your elections and nominations in the bylaws and you **MUST** follow them.

WHO NOMINATES AND HOW DO YOU DO IT?

A nomination is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected. Common methods of nominations are:

- Nominations by a committee
- Nominations by the chair
- Nominations by mail
- Nominations from the floor
- Nomination by ballot
- Nomination by petition

Nominations by committee and from the floor are the most common methods. They are usually done in connection with each other. The nominating committee first gives its report and then the presiding officer asks for nominations from the floor.

Nominating Committee

Candidates for offices may be selected by a nominating committee. The committee should consider nominees who have demonstrated the abilities to handle the jobs for which they are nominated. Most chapter/district bylaws list special qualifications for office holders. The nominating committee may be composed of outgoing officers or senior members because they should understand the duties required of the offices. It is most common to include the Past President and two other members from your chapter. Refer to your chapter/district bylaws.

Nomination Process

When the nominating committee is called for its report, the chairman rises and says, "Ms. President, the nominating committee submits the following nominations. For President, Mary A., For Vice President, Sally M. etc."

Nominations do not require a second. As the nomination is made, the chairman repeats it and the secretary records it. It is not necessary to accept the report of the nominating committee. Nominations made by a committee are treated just as if made by members from the floor. The chairman must inquire if there are any further nominations. No member may nominate more than one candidate for each office.

It is not necessary to have a motion to close nominations when only one name for an office is suggested. Two calls for additional nominations should be sufficient to insure that all who wish to make nominations have had an opportunity to do so. If no additional names are suggested for an office, the chairman may announce, "The nominations are closed, and we shall proceed with the election.

A motion to close the nominations may be made if the list of candidates is getting too long. It is not debatable and requires a two thirds vote to pass.

Prior to voting but following the formal closing of nominations, nominations may be reopened by a motion, which requires only a majority to carry.

Voting on Nominations

If all nominations are completed at once, you can use a single ballot to vote for all offices, this is a faster ballot vote than doing each office separately.

The tellers then tally the votes and the results are given to the chair to announce. If there is an office where there was no majority, the chair announces "no election" and another ballot is done. For offices where a majority was won, the chair announces the winner. Balloting continues until someone has won the majority of votes.