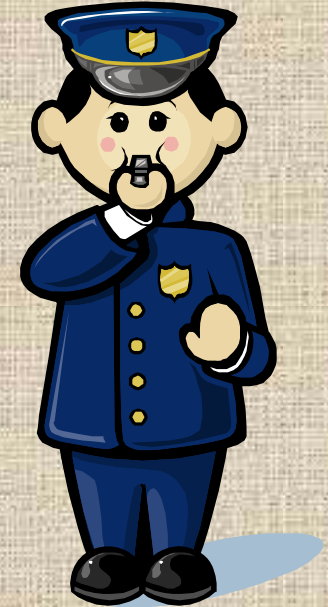


Parliamentary Procedures: Your Partner to Healthy Results

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Why Call a Meeting?

- To communicate essential information
- To accept reports from members
- To analyze or solve problems
- To reach a group judgment or decision
- To generate new ideas or concepts
- To train members in certain subjects

Problems with Meetings

- There are too many meetings
- Meetings take too long
- Meetings compete with other events
- Too many participants
- Poor planning of meeting
- Poor leadership of meeting
- Participants are poorly prepared



Factors for Failure

- Lack of timely and proper notification
- Meeting room not ready
- No agenda/chair unprepared
- Lack of control of meeting/hidden agendas
- Participants coming and going – answering cell phones
- Lack of respect between members

Positive Beginnings

- Purpose is clearly stated
- Agenda is organized, published
- Participants understand their role
- Meeting is brisk, sticks to agenda and accomplishes goals
- Visuals are accurate, easy to see
- Chair continually summarizes



Setting the Agenda

- Limit number of items
- Allocate ample time for discussion
- First item should unite participants
- Stay positive – present “opportunities” instead of problems with mega issue discussions
- Posted ahead of time/vote to change

Setting the Ground Rules

- Developed and agreed on by all
- Post so visible to all
- Include time limits for discussions
- Include how many times a member can speak to issue
- Include what you will do with new ideas

MEETINGS

- Purpose: To take action

1. Agenda

- posted/sent ahead of time
- bring copies to the meeting
- cannot be changed without a vote
- must be adopted by the majority
- a.). Action Items
 - do first to allow time for discussion
 - must be dealt with

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page is mostly blank, with some faint horizontal lines. The text is written in black, sans-serif font.

b). Old Business

- anything tabled from previous meeting

- reports from ad hoc committees, task

- force, etc

c). Reports

- written and sent ahead of time

- only verbalized when something is

▪

d). New Business

- topics must be listed on the agenda
- new business suggestions can be brought to the next meeting

2. Role of the Chair

- involve whole group in setting agenda
- set ground rules
- encourage all to participate
- stay out of discussion

Getting It Started

- Start on time
- Introductions
- Appoint a time keeper at every meeting
- Review the ground rules
- Recognize speakers in an orderly fashion



In the Middle

- Give scheduled breaks
- Stay on task/control topics
- Stay out of conversation as much as possible
- Keep ground rules in mind

Dealing with Conflict

- Control emotions
- Use knowledge based decision making
- Put board mission and value statement in view if needed
- Consensus needs to be achieved before dismissal
- Dealing with the unruly

Why Procedures?

- 1. Rules that must be applied to maintain democratic process
- 2. Ensures that everyone gets the right to speak and to vote
- 3. Takes up business one thing at a time
- 4. Promotes courtesy, justice and impartiality
- 5. Ensures the rule of the majority, protects the minority



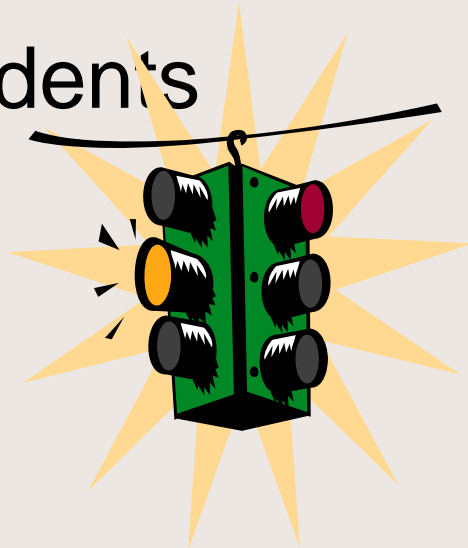


Parliamentary Authority

- 1. Governing Rules
- 2. Bylaws
- 3. Roberts Rules of Order

Rules of the Road

- You know what side of the road to use
- You know when to turn and when to stop
- Avoid accidents



Parliamentary Procedures

- ✓ Avoid head-on collisions during discussion
- ✓ All get to speak in an open and fair environment
- ✓ No one can control the conversation
- ✓ Avoid head on collisions during discussion

Minutes

- Only contain what was accomplished
- Do not include discussions
- Details about motions
- Exact numbers or names for close, controversial votes

Making Motions

Main Motion

1. If they come from committee – need no second
2. Introduces an action to the group
*always debatable/amendable
3. Only one on the floor at a time

A graphic of a spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page has a horizontal line near the top. The text is centered on the page.

Incidental Motion

1. Deals with procedural questions arising from motion
2. Limit time for debate
3. Establish method of voting
4. Point of order

A graphic of a spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page contains text about secondary motions.

Secondary Motion

1. Helps deal with main motion
 - amendments
 - move to committee
 - postpone indefinitely
2. Friendly Amendments

More About Motions

- No voting may occur if motion is in conflict with any law or rules of the organization.
- Renewing a motion within the same meeting is out of order.

Requires 2/3 Vote

- If motion is outside the scope of the organization.
- Call for the question.
- Motion requesting to amend something previously adopted.
- Time limit to debate.
- Suspend rules.

Frequently Asked ?

- Can the president vote?
- What is an “ex-officio” What role do they have?
- Is it true that once a quorum has been established you don’t have to worry the rest of the meeting?
- What is “a majority”?

Finish

- Finish on time
- Review to do lists
- Next steps
- Assign task forces/ad hoc committees
- Thank everyone for their time and expertise
- Evaluate meeting

Thank You!

- Well run meetings are productive, free from prejudice and fair to all.
- Good Luck!

