### PRESIDING AT MEETINGS

Strategies and Tips for Effective Meetings
Presented by Duane E. Miller RP



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### **About the Presenter**

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- Interim Pastor in the Evangelical Lutheran Church in America.
- Registered Parliamentarian with the National Association of Parliamentarians.
- Coaches leaders on the management of meetings of all sizes.
- Assists with governing document writing and interpretation.
- Certificate in Nonprofit Board Education from BoardSource.
- · Step-father and co-guardian to a person with disabilities.

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# Agenda for this Webinar

- 1. Principles of Parliamentary Procedure
- 2. Basic Steps for Presiding at a Meeting
- 3. Steps for Handling a Motion
- 4. Overview of Classes of Motions
- 5. Other things to know about Roberts Rules of Order
- 6. Resources

# Principles of Parliamentary Procedure

### Parliamentary rules have a purpose!

They are based on a regard for the rights of

- · The majority
- The minority (especially one greater than 1/3)
- · Individual members
- Absentees
- · All of these together

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# Principles of Parliamentary Procedure

### Organizations are governed by several sets of rules!

- Federal, state and local law
- The organizations charter (if there is one)
- The constitution and/or bylaws
- · Rules of order
- Standing rules
- Custom

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# Principles of Parliamentary Procedure

### Bylaws govern how the organization works!

- 1. Include rules so important that they cannot be changed without previous notice and a 2/3 vote
- 2. Place limitations on what the assembly and other parts of the organization can do
- 3. Usually, cannot be suspended

**Rules of Order** govern how the meeting works!

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### **Quorum of Members**

Definition- the minimum number of members required to be present for business to be transacted

Protects against unrepresentative action by a very small number of persons

Should be specified in the bylaws

Should be the largest number that can be expected to attend under normal circumstances

Should be a specific number, not a percentage

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# **Basic Steps for a Meeting**

### What if there isn't a quorum?

You can still start the meeting, but you are limited to these actions:

- · Call the meeting to order
- Take steps to obtain a quorum
- Set the time for a continuation of the meeting
- If it is an emergency-take action and have it ratified at a later meeting

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### **Basic Steps for a Meeting**

### **Minimum Number of Officers**

Two Officers Are Needed to Hold a Valid Meeting

1. Presiding Officer

Conducts the meeting

Sees to it that the rules are observed

2. Secretary

Keeps a record of what was **done** 

Record is usually called "the minutes"

	<b>Basic</b>	Steps	for a	Meeting
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### **Patterns of Formality**

Members Address the Chair

Mr. President or Madam President

Mr. Chairman or Madam Chair

Mr. Chairperson or Madam Chairperson

Members Address **Each Other** Through the Chair Members Do Not Speak Until They Are "Recognized"

One Member Speaks at a Time

The Chair Refers to Him or Her Self in the Third Person

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# Basic Steps for a Meeting

### Call to Order

The Presiding Officer Calls the Meeting to Order When:

- 1. The Appointed Time for the Meeting Has Arrived...
- 2. AND s/he has Determined that a Quorum is Present

#### Tips

- 1. Don't Start the Meeting Early
- 2. Say "The Meeting Will (Please) Come to Order"

# Basic Steps for a Meeting

### Order of Business

If your organization has adopted Roberts Rules of Order, this is your order of business unless you adopt another one:

- 1. Reading and approval of minutes
- 2. Reports of officers, boards and standing committees
- 3. Reports of special committees
- 4. Special orders
- 5. Unfinished business and general orders
- 6. New business

# **Basic Steps for a Meeting**

### **Order of Business**

- 1. Many Organizations Adopt an Agenda for Each Meeting
- 2. Do This After the Meeting is Called to Order
- 3. Example of a Special Rule of Order for a Meeting
- 4. Needs a 2/3 Vote to Change Once Agreed To
- 5. But Can Also Be Changed by Unanimous Consent "If there is no objection..."

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### **Handling a Motion**

There are three steps for  $\emph{bringing a motion}$  before the group:

1. A member makes the motion-

"I move that ..."

- 2. Another member  $\emph{seconds}$  the motion
  - a. Means another member wants to talk about it
  - b. "friendly amendments" in order before step 3
- 3. The chair states the question on the motion-
  - " It is moved and seconded that..."
  - " Are you ready to vote?"

# Handling a Motion

There are three steps for *considering a motion*:

- 1. Members debate the motion
  - "The Chair recognizes ...."
  - " Is there any further discussion (or debate)?
- 2. The chair puts the question (puts it to a vote)
  - "All those in favor say yes"
  - "All those opposed say no"
- 3. The chair *announces the result* of the vote
  - "There are \_ in favor and \_ opposed"
  - "The motion is adopted", or" the motion is lost"

### Handling a Motion

### Assigning the floor in debate

- The member who made the motion may speak first if s/he wants to
- A member may speak a second time after others have had the chance to speak their first time.
- 3. Try to alternate between those in favor and those opposed.

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# **Handling a Motion**

#### Other Rules for Debate

- 1. The chair does not participate in debate-remain impartial
- 2. Unless you have a different rule, speakers are limited to two speeches (not bad) and ten minutes per speech (get a different rule)
- A member needs to stick to the merits of the motion
   "The member will please confine their remarks to the merits of the motion"

# Handling a Motion

### **Vote Requirements**

In most cases, a **majority vote** is needed to adopt a motion.

Majority means "more than half".

In some cases, a **2/3 vote** is needed to adopt a motion. Needed to close debate, adopt rules, modify existing rules, etc.

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#### **Classes of Motions**

Main Motions-You may consider one Main Motion at a time!
Subsidiary Motions-Help the group manage the Main Motion
Privileged Motions-Meet the needs of the group during
consideration of the Main Motion
Incidental Motions-Help the group manage it's business
Bring Back Motions- Help the group revisit something it has
seen before

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### **Classes of Motions**

### **More About Motions**

Some motions need a second, and some don't.
Some motions are debatable, and some aren't.
Some motions are amendable, and some aren't.
Some motions need a majority vote, and some a 2/3 vote.
Some don't need a vote; admissibility ruled by the chair.
Some motions are urgent enough to interrupt a speaker.
Some motions can be reconsidered, and some can't.

See the Helpful Handout!!!

**Classes of Motions** 

#### **Main Motion**

Brings business before the group
In order only when no other motion is before the group

### Original Main Motions

Bring a substantively new matter before the group <u>Incidental Main Motions</u>

Deal with a subject already entered into-adopt, ratify

Deal with procedure-adjourn, recess, limit debate etc.

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### **Subsidiary Motions**

Help the Group Manage the Motion (ranked from highest to lowest)

Lay on the Table (set aside to get to something else)

**Previous Question** 

Limit or Extend Limits of Debate

Postpone to a Certain Time

Commit or Refer

Amend

Postpone Indefinitely (Kill)

### **Classes of Motions**

### **Privileged Motions**

Help the group manage its needs while a Main Motion is pending. Have rank over Subsidiary Motions. Ranked from highest to lowest.

Fix the Time to Which to Adjourn

Adjourn

Recess

Raise a Question of Privilege

Call for the Orders of the Day

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### **Classes of Motions**

### **Incidental Motions**

Admissibility depends on the circumstances

Point of Order

Appeal

Suspend the Rules

Object to Consideration of a Question

Division of a Question

Consideration by Paragraph

Division of the Assembly

Open or Close Polls/Other Motions about Voting

Open or Close Nominations

Request to be Excused from a Duty

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# Incidental Motions

(continued)

Requests and Inquiries

Parliamentary Inquiry
Request for Information
Request to Withdraw or Modify a Motion
Request to Read Papers
Request for Any Other Privilege

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### **Classes of Motions**

### **Bring Back Motions**

Help the group revisit something it has seen before:

Take from the Table
Rescind or Amend Something Previously Adopted
Discharge a Committee
Reconsider

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# Other Things to Know

- 1. You can proceed informally if your group is small.
- You can use Unanimous Consent or Common Consent when you have general agreement on things like an agenda, minutes, an amendment, or adjournment. "If there is no objection, we will..."
- 3. The purpose of the rules is to determine the will of the group.

### Resources

- Roberts Rules of Order, Newly Revised, is the current edition. Current Color is Brown. The 12<sup>th</sup> edition is coming out soon (color will change)
- 2. There is a shorter book called Roberts Rules of Order Newly Revised, In Brief. A great book if you are new to presiding. Color is Yellow.
- 3. Feel free to call Duane E. Miller RP at 515-867-1162.

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### Thank you for attending!



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### **CHART OF RANKING MOTIONS**

Name of Motion in Order of Rank	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
Privileged							
Fix the time to which to adjourn	22	NO	YES	NO*	YES	M	YES
Adjourn	21	NO	YES	NO*	NO*	M	NO
Take a recess	20	NO	YES	NO	YES	M	NO
Raise a question of privilege	19	YES	NO	NO	NO	CHAIR*	NO
Call for the orders of the day	18	YES	NO	NO	NO	NO*	NO
Subsidiary							
Lay on the table	17	NO	YES	NO	NO	М	YES(-)
Previous question	16	NO	YES	NO	NO*	2/3	YES*
Limit or extend limits of debate	15	NO	YES	NO	YES	2/3	YES
Postpone to a certain time	14	NO	YES	YES	YES	M*	YES
Commit or refer	13	NO	YES	YES	YES	М	YES*
Amend	12	NO	YES	YES*	YES*(x1)	М	YES
Postpone indefinitely	11	NO	YES	YES	NO	М	YES(+)
Main motion							
Main motion	10	NO	YES	YES	YES	М	YES

### **CHART OF NONRANKING MOTIONS**

Name of Motion	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
Incidental							
Appeal	24	YES	YES	YES	NO	М	YES
Consider by paragraph/seriatim	28	NO	YES	NO	YES	М	NO
Division of the Assembly	29	YES	NO	NO	NO	DEMAND	NO
Division of a question	27	NO	YES	NO	YES	М	NO
Nominations and polls (reopen)	31	NO	YES	NO	YES	M	YES ( - )
Nominations and polls (close)	31	NO	YES	NO	YES	2/3	NO
Objection to consideration of a question	26	YES	NO	NO	NO	2/3	YES ( - )
Parliamentary inquiry	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of information	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of order	10	YES	NO	NO*	NO	NO-CHAIR	NO
Ratify/confirm	10	NO	YES	YES	YES	M	YES
Requests to withdraw a motion, read a paper, etc.	33	YES	NO*	NO	NO	M*	YES*
Suspend the rules	25	NO	YES	NO	NO	2/3*	NO
Voting	30	NO	YES	NO*	YES	M*	YES
Bring Back Motions							
Discharge a committee	36	NO	YES	YES	YES	2/3*	YES(-)
Reconsider	37	YES*	YES	YES	NO	М	NO
Rescind or amend something previously adopted	35	NO	YES	YES	YES	2/3*	YES(-)
Take from the table	34	NO	YES	NO	NO	M	NO