



NGC
Membership
Monday



Meeting Magic



Basic premise of parliamentary procedure is:



Basic premise of parliamentary procedure is:

- The right of the majority to decide



Basic premise of parliamentary procedure is:

- The right of the majority to decide
- The right of the minority to be heard



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- The right of the majority to decide
- The right of the minority to be heard
- The rights of individual members



Basic premise of parliamentary procedure is:

- The right of the majority to decide
- The right of the minority to be heard
- The rights of individual members
- The rights of absentees



Know
Your
Rules



Know your rules & regulations –

Robert's Rules is your default if it is designated as your parliamentary authority

Your bylaws supersede *Robert's*



Quorum



Quorum – allows business to be conducted

Don't confuse with voting strength



Bylaws



Bylaws – foundational rules –
rules that aren't meant to be
changed easily



BYLAWS – NOT BY-LAWS

a hyphen is for in-laws not
bylaws



Don't ignore your bylaws
that are broken – fix them

Generally review at least
every FIVE years



NEVER legislate
for or against an
individual



Standing Rules



Standing Rules are rules that
may need to be suspended or
changed easily



Add standing rules freely –
in a difficult situation you
can stand behind them



Bylaws are foundational

Standing Rules are
administrative



Policy



Policy – sometimes used
interchangeably with
Standing Rules



Policy is not mentioned in *Robert's* but in general, policy is your “motherhood” statements or platforms



For example – ABC Garden Club encourages planting the right tree in the right place.



ABC Garden Club strongly
advocates for the
conservation of our natural
resources.



If your group has policy then
be sure to have “the teeth”
described (how to amend)



Procedures



Procedures are the
“how to” of the job.



Be sure procedures
are NOT
in your bylaws or
standing rules



**And that most
dreaded of all
rules...**



**The hardest to
change...**



**The most
entrenched of
any...**



**The Way
We've
ALWAYS
Done It**



Custom



Review your bylaws and standing rules to ensure they reflect “the way we’ve always done it.”



Custom is allowable even if
it conflicts with your bylaws
UNTIL it is challenged.



Then you must follow your
bylaws.



Another good reason to
review and keep your
bylaws current!