



# Parliamentary Procedure Made Easy .....



# Parliamentary Procedure Made Easy ..... and Fun!



If you take away nothing else today....



The collective noun for a group of owls is



The collective noun for a group of owls is

a



The collective noun for a group of owls is  
a (wait for it)



The collective noun for a group of owls is  
a PARLIAMENT of owls.

# A parliament of owls





Let's start with some basics....





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

## 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

## 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



“Parliamentary stuff is too old-fashioned,  
it takes too long.”

# Parliamentary procedure



Can expedite business

# Parliamentary procedure



Can expedite business



Takes the personality out of presiding

# Parliamentary procedure



Can expedite business



Takes the personality out of presiding



A basic understanding of parliamentary procedure increases  
your comfort level



What is the ultimate duty of the presiding officer ??



What is the ultimate duty of the presiding officer ??

To facilitate what the majority wants to happen.



How can I become more comfortable presiding?



Know the rules of your game –



# Know the rules of your game –

*As long as Robert's Rules is your parliamentary authority then...*



# Know the rules of your game –

*As long as Robert's Rules is your parliamentary authority then...*



*Robert's Rules is the default*



# Know the rules of your game –

*As long as Robert's Rules is your parliamentary authority then...*



*Robert's Rules* is the default



Your bylaws supersede *Robert's Rules*



# Bylaws



# Bylaws



Stable rules



# Bylaws



Stable rules



Not easily changed



# Bylaws



Stable rules



Not easily changed



**Never legislate for or against a person**



# Bylaws



Stable rules



Not easily changed



**Never legislate for or against a person**



Generally review at least every 5 years



**As well as standard articles  
bylaws should include:**



**As well as standard articles  
bylaws should include:**



Authority to hold electronic meetings



# As well as standard articles bylaws should include:



Authority to hold electronic meetings



Allowance for co-officers



# As well as standard articles bylaws should include:



Authority to hold electronic meetings



Allowance for co-officers



Indicate how to fill vacancies



# As well as standard articles bylaws should include:



Authority to hold electronic meetings



Allowance for co-officers



Indicate how to fill vacancies



Indicate how to remove officers/members





**“How should the bylaws read if we have two people in one office?”**





**“How should the bylaws read if we have two people in one office?”**

**“These offices may be held individually or shared.”**



**Can errors in punctuation, spelling and typographical errors be corrected before the document is printed? (Assuming the errors do not affect the meaning.)**



**NO!!!!!!**

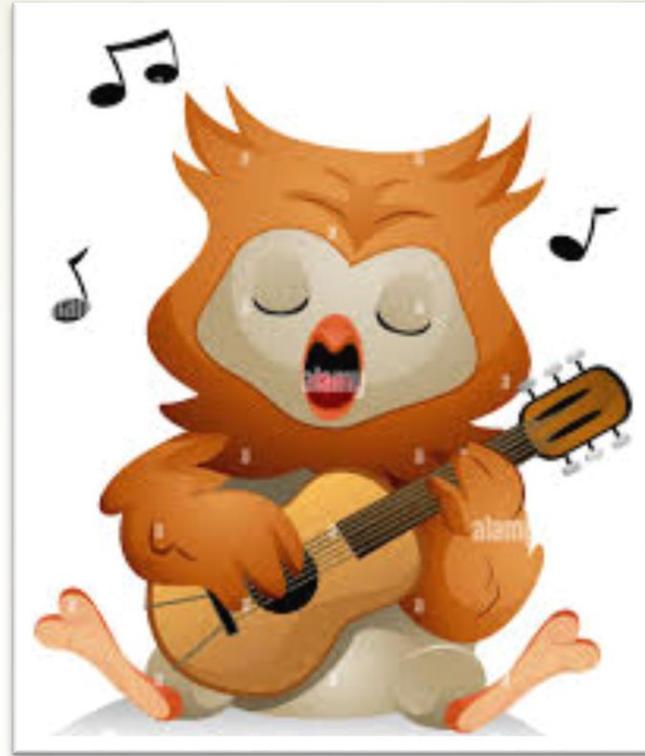


**The panda eats shoots and leaves.**

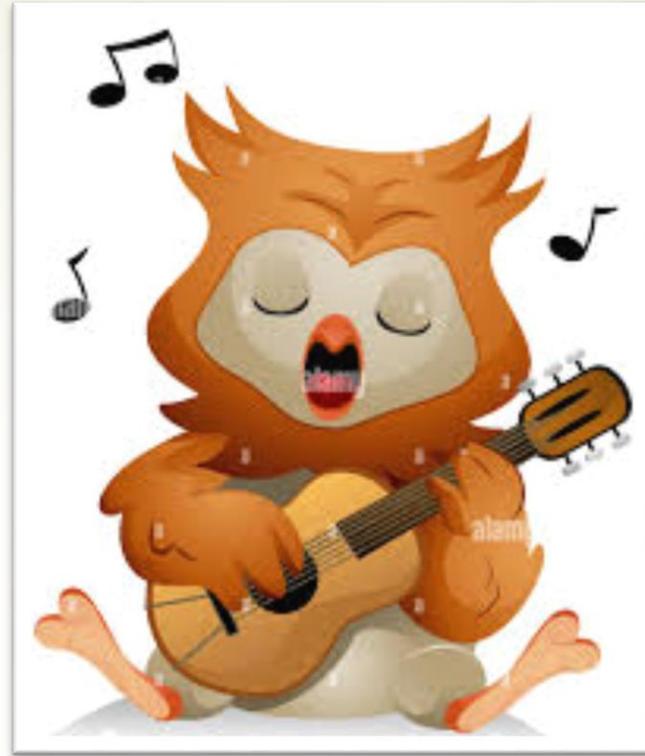


**The panda eats shoots and leaves.**

**The panda eats, shoots, and leaves.**



What do you call an owl with a low voice?



What do you call an owl with a low voice?

**A gr-owl**

# Standing Rules



# Standing Rules



SRs are administrative



# Standing Rules



SRs are administrative



Flexible rules



# Standing Rules



SRs are administrative



Flexible rules



Add SRs freely



# Standing Rules



SRs are administrative



Flexible rules



Add SRs freely



SRs are not the same as Rules of Order



# Standing Rules



SRs are administrative



Flexible rules



Add SRs freely



SRs are not the same as Rules of Order



Needs to include the procedure to amend



# Standing Rules

## **BAD Standing Rule:**

The Arbor Day Chairman shall buy a tree for \$100 and have the tree planted in a local park around Arbor Day each year.



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# Standing Rules

## **BAD Standing Rule:**

The Arbor Day Chairman shall buy a tree for \$100 and have the tree planted in a local park around Arbor Day each year.



## **Good Standing Rule:**

The Arbor Day Chairman shall coordinate the acquisition and installation of a tree in honor of Arbor Day each year.

# Standing Rules

## **BAD Standing Rule:**

The Arbor Day Chairman shall buy a tree for \$100 and have the tree planted in a local park around Arbor Day each year.



## **Good Standing Rule:**

The Arbor Day Chairman shall coordinate the acquisition and installation of a tree in honor of Arbor Day each year.



# Custom



“We’ve always done it *this way*”

# Custom

Custom is fine to follow



# Custom

Custom is fine to follow

**UNTIL**



# Custom

Custom is fine to follow

**UNTIL**

it is challenged.



# Custom

Don't change your club to adhere to your  
bylaws...



# Custom

Don't change your club to adhere to your bylaws...

change your **bylaws** to suit your club's needs.



# Procedure



# Procedure

This is how we do what we do



# Procedure

This is how we do what we do.

Keep procedure **OUT** of bylaws and  
standing rules.



# Policy

Motherhood statements



# Policy

Motherhood statements

“The Rock Island Garden Club advocates  
for water conservation.”



# Policy

Often used interchangeably with standing rules but...



# Policy

Often used interchangeably with standing rules but...

IF you have policy then be sure to state who has the authority to add, change or delete policy.





What do you call an owl magician?



What do you call an owl magician?

Hoo-dini!

# The gavel



# The gavel



Tap once to bring the meeting to order



# The gavel



Tap once to bring the meeting to order



Tap once when the meeting takes a recess



# The gavel



Tap once to bring the meeting to order



Tap once when the meeting takes a recess



Tap once to close the meeting



# The gavel



# The gavel



# The gavel



Use the  
microphone  
effectively!



**How can I make this easier?**



# Unanimous Consent



# Unanimous Consent

Also referred to as

General Consent



# Unanimous Consent

“Are there any corrections to the minutes?”



# Unanimous Consent

“Are there any corrections to the minutes?”

*Pause*



# Unanimous Consent

“Are there any corrections to the minutes?”

*Pause*

“Hearing none, the minutes stand approved as read (or posted or distributed).”



# Unanimous Consent

OR

“Without objection, the minutes stand approved as read (or posted or distributed).”



# Unanimous Consent



Use whenever possible



# Unanimous Consent



Use whenever possible



Precludes taking routine votes



# Unanimous Consent



Use whenever possible



Precludes taking routine votes



If there is debate then can't be used



# Unanimous Consent



# Unanimous Consent

Do NOT use...



# Unanimous Consent



Do NOT use...

When there is debate



# Unanimous Consent



Do NOT use...

When there is debate  
or  
To stifle debate



# Unanimous Consent – Pop Quiz



# Unanimous Consent – Pop Quiz

“Are there any corrections to the minutes?”



## Unanimous Consent – Pop Quiz

“Are there any corrections to the minutes?”

“Madam President, I want to commend our secretary for doing such a wonderful job.”



## Unanimous Consent – Pop Quiz

“Are there any corrections to the minutes?”

“Madam President, I want to commend our secretary for doing such a wonderful job.”



*Can Unanimous Consent be used?*

## Unanimous Consent – Pop Quiz

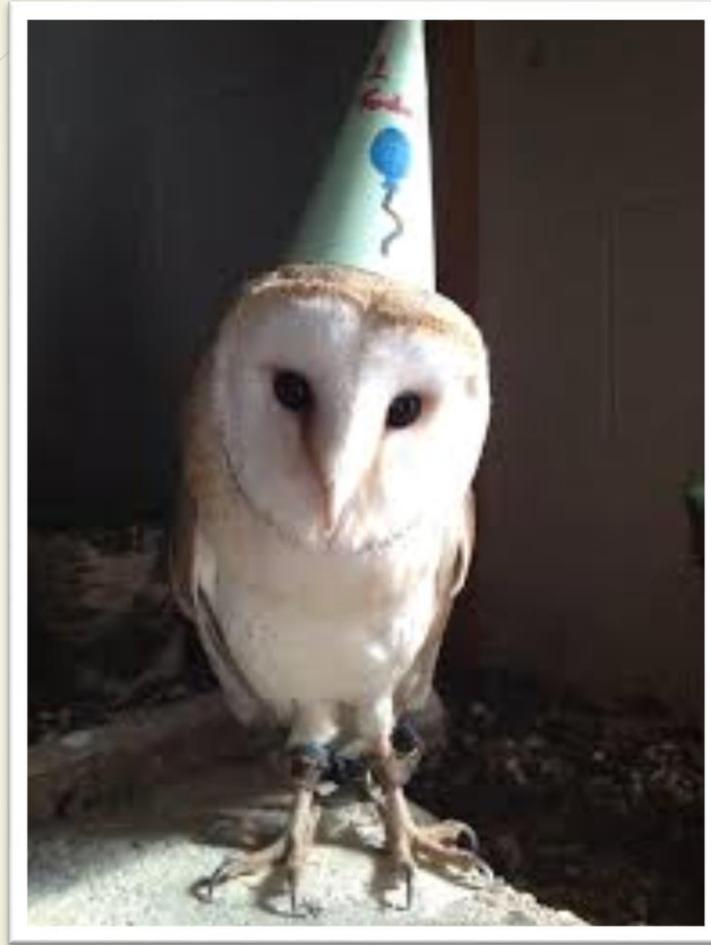
“Are there any corrections to the minutes?”

“Madam President, I want to commend our secretary for doing such a wonderful job.”

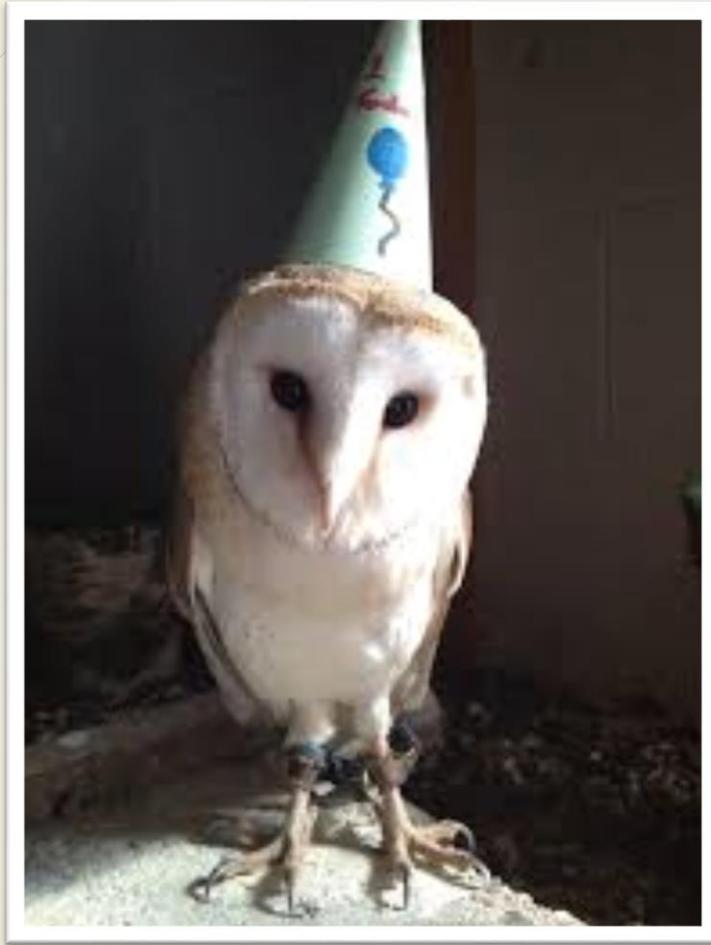


*Can Unanimous Consent be used?*

**YES – because that was not an objection.**



Why is the owl invited to  
all the parties?



Why is the owl invited to  
all the parties?

‘Cuz he’s a hoot!

# Motions and How to Handle Them



# Motions and How to Handle Them

Motion –



# Motions and How to Handle Them

Motion –

a proposal to the organization for action



# Motions and How to Handle Them

Motion –

a proposal to the organization for action



# Motions and How to Handle Them

Motion –

a proposal to the organization for action

**I MOVE THAT.....**



# Motions and How to Handle Them

Motion –

a proposal to the organization for action

**Not used:**



# Motions and How to Handle Them

Motion –

a proposal to the organization for action

**Not used:  
“So moved”**



# Motions and How to Handle Them

Motion –

a proposal to the organization for action

**Not used:**

**“So moved”**

**“I want to make a motion”**



# Motions and How to Handle Them

Motion –

a proposal to the organization for action

**Not used:**

**“So moved”**

**“I want to make a motion”**

**“I’ll make a motion”**



# Motions and How to Handle Them

## I MOVE THAT.....



# Motions and How to Handle Them



# Motions and How to Handle Them



Direct all debate to the motion, not people



# Motions and How to Handle Them



Direct all debate to the motion, not people



Be sure members know what they are voting on



# Motions and How to Handle Them



Direct all debate to the motion, not people



Be sure members know what they are voting on



Remember to take both positive and negative votes



# Motions and How to Handle Them



Direct all debate to the motion, not people



Be sure members know what they are voting on



Remember to take both positive and negative votes



Abstainers vote with the prevailing side



# Motions and How to Handle Them

## I MOVE THAT.....



# Motions and How to Handle Them

Create/use a cheat sheet



# Motions and How to Handle Them

Create/use a cheat sheet

The motion is...

Is there any further discussion?

All in favor, please say “aye”

All opposed, please say “no”



The ayes have it and you have voted to ...

*or*

The noes have it and the motion fails.



What is a medieval owl called?



What is a medieval owl called?

**A knight owl.**

# The Perfect Motion



# The Perfect Motion



Should start with an action verb



# The Perfect Motion



Should start with an action verb



Nothing more can be removed (while retaining the same action)



# The Perfect Motion



Should start with an action verb



Nothing more can be removed (while retaining the same action)



Should contain no adjectives



# The Perfect Motion



Should start with an action verb



Nothing more can be removed (while retaining the same action)



Should contain no adjectives



Can be stated in one breath



## The Perfect Motion - NOT

“Madam President, I want to make a motion that for Arbor Day, we purchase a tree for \$100 if we can and \$150 if we must and that it planted in that lovely park west of town, preferably by the playground equipment if that’s ok with the Parks and Rec Department, sometime in March or April if possible.



# The Perfect Motion

“Madam President, I move that we purchase a tree not to exceed \$150 for Arbor Day.”



# Seconds



# Seconds

Purpose:



# Seconds

Purpose:

To ensure at least

2 people want to

discuss the action



# Seconds

Are **NOT** necessary...



# Seconds

Are **NOT** necessary...



When the motion is presented by ...  
a committee ...



# Seconds

Are **NOT** necessary...



When the motion is presented by ...  
a committee ... of more than 1



# Seconds

Are **NOT** necessary...



When the motion is presented by ...  
a committee ... of more than 1



Once debate has commenced



# Seconds

Are NOT...



Recorded in the minutes





What type of books do owls like?





What type of books do owls like?



*HOO-dunnits*

# Calling for the Question



# Calling for the Question

Also referred to as

“Previous Question”





**What does it mean?**





**What does it mean?**

It's a motion to end debate.

# Calling for the Question



# Calling for the Question



Is NOT in order when hollered out from the back of the room.



# Calling for the Question



Is NOT in order when hollered out from the back of the room



Is NOT in order when debate is productive.



# Calling for the Question



Is NOT in order when hollered out from the back of the room



Is NOT in order when debate is productive



Requires a 2/3 majority to pass.



# Calling for the Question

When a motion calling for the question passes then remember to vote ***immediately*** on the motion under debate.



# Calling for the Question – Example

The motion is that we hold our Flower Show on April 1.



## Calling for the Question – Example

The motion is that we hold our Flower Show on April 1.

There is discussion back and forth whether the date of April 1 is good or April 8 would be better.



# Calling for the Question – Example

The motion is that we hold our Flower Show on April 1.

There is discussion back and forth whether the date of April 1 is good or April 8 would be better.

Finally, Jane hollers out from the back of the room  
“Call for the question!”



# Calling for the Question – Example

The motion is that we hold our Flower Show on April 1.

There is discussion back and forth whether the date of April 1 is good or April 8 would be better.

Finally, Jane hollers out from the back of the room  
“Call for the question!”



The president says, “Does the member wish to make a motion? If so, please wait to be recognized.”

# Calling for the Question – Example

The motion is that we hold our Flower Show on April 1.

There is discussion back and forth whether the date of April 1 is good or April 8 would be better.

Finally, Jane hollers out from the back of the room  
“Call for the question!”



The president says, “Does the member wish to make a motion? If so, please wait to be recognized.”

Jane does so, and correctly and courteously moves the previous question.

# Calling for the Question – Example

“The question has been called. This is a motion to end debate. Those in favor of ending debate, please say ‘aye.’ Thank you. And those opposed to ending debate, please say ‘no.’

Thank you, the ‘ayes’ have it and now the question before you is that we hold our flower show on April 1.”



# Calling for the Question – Example

“Oh wait, Robin, sorry, but what about the parking?  
We need to discuss the parking.”

“I’m sorry but the assembly has voted to end  
debate.”

“The question before you is that we hold our flower  
show on April 1. Those in favor, please say ‘aye.’  
Thank you.....etc.”





**“How do I know if the vote should be a simple majority or a 2/3 vote?”**





**“How do I know if the vote should be a simple majority or a 2/3 vote?”**

Giving – majority

Taking – 2/3





Why shouldn't you tell an owl a secret?



Why shouldn't you tell an owl a secret?

**They talon everyone.**

# Tabling a Motion



# Tabling a Motion

A motion to “lay on the table” sets aside a pending motion to take care of something else urgent.



# Tabling a Motion

A pause in the action,



# Tabling a Motion

A pause in the action,  
after which the discussion may be resumed.



# Tabling a Motion – Example

You are discussing the motion to hold the flower show on April 1...



## Tabling a Motion – Example

You are discussing the motion to hold the flower show on April 1...

And now your scholarship recipient comes in and she can only stay half an hour then must return to campus.



## Tabling a Motion – Example

The presiding officer says, “Without objection we will lay the motion to hold the flower show on April 1 on the table.”



## Tabling a Motion – Example

The presiding officer says, “Without objection we will lay the motion to hold the flower show on April 1 on the table.”

*Pause.*



## Tabling a Motion – Example

The presiding officer says, “Without objection we will lay the motion to hold the flower show on April 1 on the table.”

*Pause.*



“Hearing no objection, the motion to hold our flower show on April 1 is laid on the table.”

## Tabling a Motion – Example

Give the student her check, let her say how much she appreciates the \$15 you are giving her and then she leaves.



## Tabling a Motion – Example

Give the student her check, let her say how much she appreciates the \$15 you are giving her and then she leaves.

Now the presiding officer says, “Without objection we will take from the table the motion to hold our flower show on April 1.”

“Hearing no objection, we will continue debate.”



## Tabling a Motion – Example

Give the student her check, let her say how much she appreciates the \$15 you are giving her and then she leaves.

Now the presiding officer says, “Without objection we will take from the table the motion to hold our flower show on April 1.”

“Hearing no objection, we will continue debate.”

And discussion picks up where it left off.



# Tabling a Motion



Never use to kill a motion



# Tabling a Motion



Never use to kill a motion

Use the motion to Postpone Indefinitely



# Tabling a Motion



Never use to kill a motion  
Use the motion to Postpone Indefinitely



Never use to delay consideration



# Tabling a Motion



Never use to kill a motion

Use the motion to Postpone Indefinitely



Never use to delay consideration

Use the motion to Postpone to a Definite Time (next meeting, after the report of the chairman, etc.)





**“Who can ask the parliamentarian to rule on a topic of business?”**





**Nobody!**



# Nobody!

The parliamentarian is an advisor and makes no rulings.

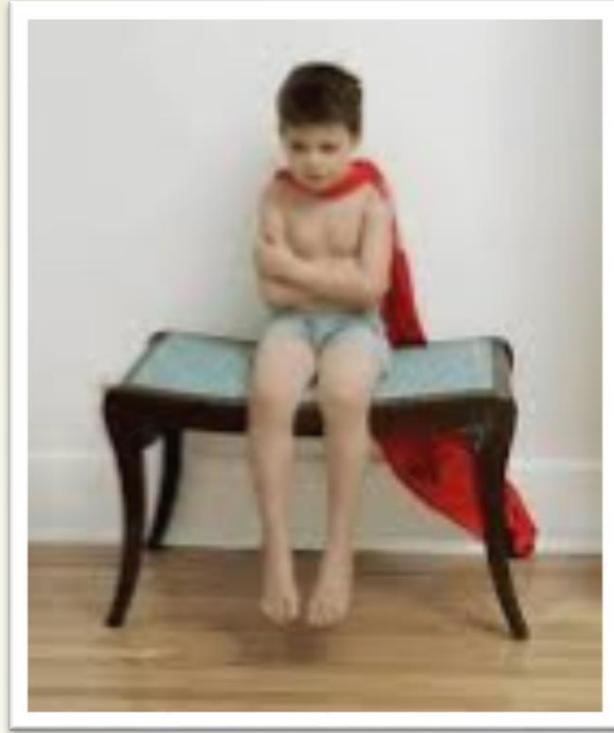


# Nobody!

The parliamentarian is an advisor and makes no rulings.

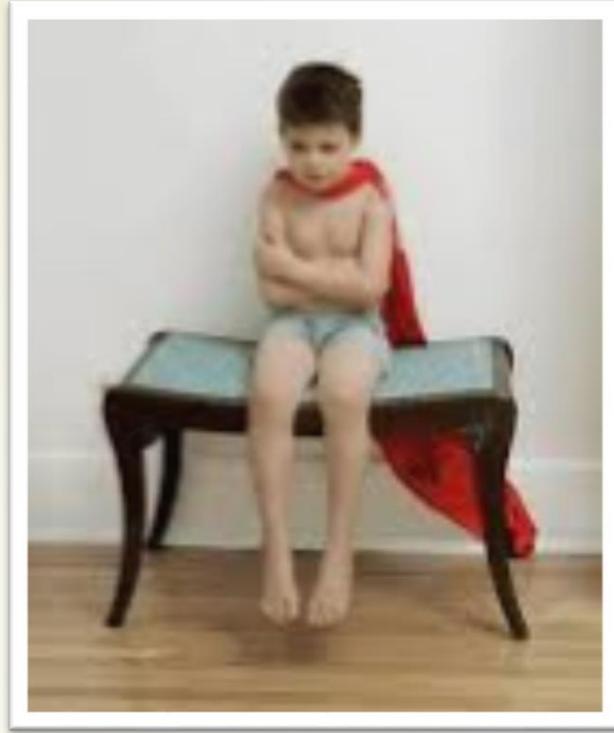
He/she is there to help the meeting run smoothly.





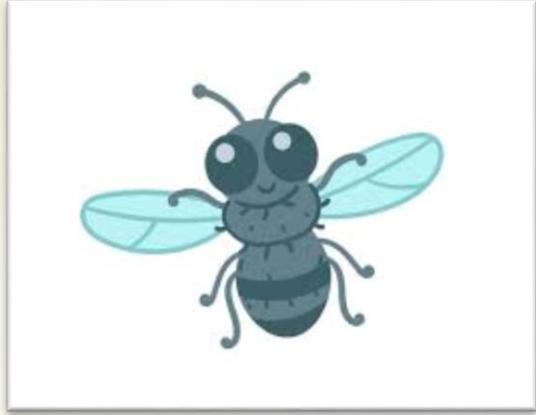
When in trouble

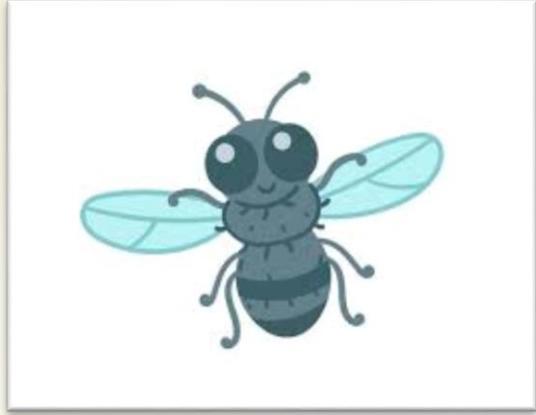


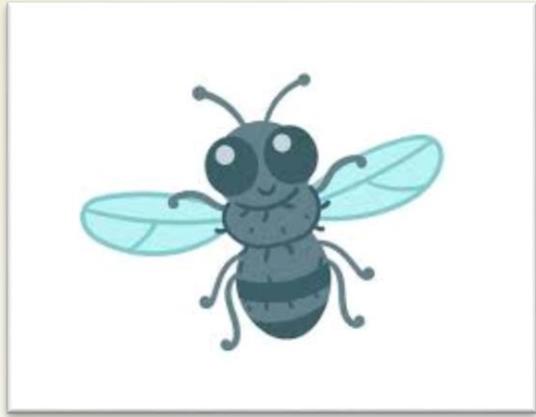


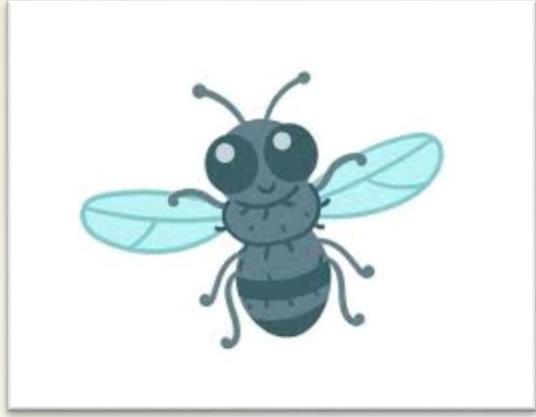
When in trouble

Take a recess











*The moral:* Never fly off the handle when you are full of bologna!

# Temperature charts



# Temperature charts



# Temperature charts



# Temperature charts



**Are you still awake?**



**Are you still awake?**



**WHAT DOES AN OWL SAY  
WHEN SOMEONE KNOCKS  
ON THE DOOR?**



# Are you still awake?



WHAT DOES AN OWL SAY  
WHEN SOMEONE KNOCKS  
ON THE DOOR?



"HOO'S THERE?"



*Stop groaning!*



*Stop groaning!*

*The jokes are a benefit of membership!*



**“What resources are available to me?”**

# Available resources



*Robert's Rules of Order, Newly Revised – 12<sup>th</sup> Edition (RONR)*



# Available resources



*Robert's Rules of Order, Newly Revised – 12<sup>th</sup> Edition (RONR)*



*Robert's Rules of Order In Brief*



# Available resources



*Robert's Rules of Order, Newly Revised – 12<sup>th</sup> Edition (RONR)*



*Robert's Rules of Order In Brief*



Local parliamentary units



# Available resources



*Robert's Rules of Order, Newly Revised – 12<sup>th</sup> Edition (RONR)*



*Robert's Rules of Order In Brief*



Local parliamentary units

And of course....



# Available resources



# Available resources



[CGCIRobin@gmail.com](mailto:CGCIRobin@gmail.com)

**And one more for the road...**





What's an owl's favorite kind of music?



What's an owl's favorite kind of music?

A hoot-enanny!

thank you!



thank you!



# Taking the Hours Out of Minutes



# Taking the Hours Out of Minutes



# Taking the Hours Out of Minutes



Minutes should be less than a page for most of garden club business meetings



# Taking the Hours Out of Minutes



Minutes should be less than a page for most of garden club business meetings



Start with who, when and where the meeting opened



# Taking the Hours Out of Minutes



Minutes should be less than a page for most of garden club business meetings



Start with who, when and where the meeting opened



Report the disposal of the minutes (approved as read, as corrected, as distributed)



# Taking the Hours Out of Minutes



Minutes should be less than a page for most of garden club business meetings



Start with who, when and where the meeting opened



Report the disposal of the minutes (approved as read, as corrected, as distributed)



If minutes are pre-distributed, then there is no need to read them at the meeting



# Taking the Hours Out of Minutes



Minutes should be less than a page for most of garden club business meetings



Start with who, when and where the meeting opened



Report the disposal of the minutes (approved as read, as corrected, as distributed)



If minutes are pre-distributed, then there is no need to read them at the meeting



No formal motion is needed to adopt minutes as presented (it's not wrong to have a motion to adopt but is unnecessary)



# Taking the Hours Out of Minutes



**Report the balances your club members are interested in  
(bank balance, working balance, earmarked funds)**



# Taking the Hours Out of Minutes



Report the balances your club members are interested in (bank balance, working balance, earmarked funds)



Report who made a motion (not who seconded it), what the motion was, and how the motion was disposed (passed, failed, unanimously carried)



# Taking the Hours Out of Minutes



Report the balances your club members are interested in (bank balance, working balance, earmarked funds)



Report who made a motion (not who seconded it), what the motion was, and how the motion was disposed (passed, failed, unanimously carried)



Record motions as ultimately amended – don't include the process to the final motion



# Taking the Hours Out of Minutes



Report the balances your club members are interested in (bank balance, working balance, earmarked funds)



Report who made a motion (not who seconded it), what the motion was, and how the motion was disposed (passed, failed, unanimously carried)



Record motions as ultimately amended – don't include the process to the final motion



Record what was voted on, not your interpretation of the motion



# Taking the Hours Out of Minutes



Report who reported but not what was reported



# Taking the Hours Out of Minutes



**Report who reported but not what was reported**



**Don't include the menu for the Holiday party. Only that the Holiday party was discussed.**



# Taking the Hours Out of Minutes



**Report who reported but not what was reported.**



**Don't include the menu for the Holiday party. Only that the Holiday party was discussed.**



**Report the time of adjournment.**



# Taking the Hours Out of Minutes

Minutes are not your club's history...



# Taking the Hours Out of Minutes

Minutes are not your club's history...

use your newsletter for that!



# Taking the Hours Out of Minutes

## POP QUIZ



# Taking the Hours Out of Minutes

**Minutes should be less than a page for most of our clubs.**



# Taking the Hours Out of Minutes

Minutes should be less than a page for most of our clubs.

**TRUE**



# Taking the Hours Out of Minutes

**Minutes should record the balances your members are interested in (bank balance, working balance, earmarked funds).**



# Taking the Hours Out of Minutes

**Minutes should record the balances your members are interested in (bank balance, working balance, earmarked funds).**

**TRUE**



# Taking the Hours Out of Minutes

**Minutes should reflect the organization name, date, presiding officer and the recording secretary, the time the meeting was called to order, location and the dress color of the treasurer.**



# Taking the Hours Out of Minutes

Minutes should reflect the organization name, date, presiding officer and the recording secretary, the time the meeting was called to order, location and the dress color of the treasurer.

**FALSE**



# Taking the Hours Out of Minutes

**Minutes should reflect most motions  
voted on.**



# Taking the Hours Out of Minutes

**Minutes should reflect most motions  
voted on.**

**TRUE**



# Taking the Hours Out of Minutes

**Minutes should include the names of the maker and seconder of motions.**



# Taking the Hours Out of Minutes

Minutes should include the names of the maker and seconder of motions.

**FALSE**



# Taking the Hours Out of Minutes

**Minutes should include motions as ultimately amended – not the process of getting there.**



# Taking the Hours Out of Minutes

Minutes should include motions as ultimately amended – not the process of getting there.

**TRUE**



# Taking the Hours Out of Minutes

**Minutes should reflect who reported and the highlights of their report.**



# Taking the Hours Out of Minutes

Minutes should reflect who reported and the highlights of their report.

**FALSE**



# Taking the Hours Out of Minutes

**Minutes are a record of your club's history –  
be sure they are complete.**



# Taking the Hours Out of Minutes

Minutes are a record of your club's history –  
be sure they are complete.

**FALSE**



# Taking the Hours Out of Minutes

Minutes should include time of adjournment.



# Taking the Hours Out of Minutes

Minutes should include time of adjournment.

**TRUE**



# Taking the Hours Out of Minutes

The secretary should “fix” the motion in order to reflect what the group meant to vote on.



# Taking the Hours Out of Minutes

The secretary should “fix” the motion in order to reflect what the group meant to vote on.

**FALSE**



# Taking the Hours Out of Minutes

**Minutes can only be corrected at the following meeting.**



# Taking the Hours Out of Minutes

Minutes can only be corrected at the following meeting.

**FALSE**



# Taking the Hours Out of Minutes

**Minutes can only be changed by the assembly at a meeting through the correction process.**



# Taking the Hours Out of Minutes

Minutes can only be changed by the assembly at a meeting through the correction process.

**TRUE**



# Taking the Hours Out of Minutes

**Minutes should be ended with  
“Respectfully submitted.”**



# Taking the Hours Out of Minutes

Minutes should be ended with  
“Respectfully submitted.”

**FALSE**



# Taking the Hours Out of Minutes

**Minutes should reflect complete legal names of bank signers.**



# Taking the Hours Out of Minutes

Minutes should reflect complete legal names of bank signers.

**TRUE**



# Taking the Hours Out of Minutes

**Minutes must be retained for 7 years.**



# Taking the Hours Out of Minutes

Minutes must be retained for 7 years.

**FALSE**



# Taking the Hours Out of Minutes

**Minutes should reflect the most excellent casserole that Nellie served.**



# Taking the Hours Out of Minutes

Minutes should reflect the most excellent casserole that Nellie served.

**FALSE**



# Taking the Hours Out of Minutes

**That's it.®**



**Thank you for your kind attention!**

