



**COMMUNITY
BOARDS**

Effective Meeting Management

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Reference & Disclaimer

Information contained in these slides are as pertained to the current edition of Robert's Rules of Order (Currently on the 12th Edition).

Please refer to your current State Law, Corporate Charter and Bylaws.

Objectives

- ▶ Overview of Parliamentary procedure
- ▶ Blueprint for action
- ▶ Motions
- ▶ Minutes
- ▶ Q&A

Who is Robert and why does he have so many Rules?

Henry Martyn Robert was an engineering officer in the Army.

Active in church and civic organizations

He was asked to preside over a meeting and didn't know how

Prepared a few rules which was about 16 pages

Realized that it didn't suit the needs of ordinary societies

Need for a new kind of parliamentary manual which could also be used for ordinary societies and not just in Congress.

* His father, Dr. Joseph Thomas Robert was the first president of Morehouse College.

What is Parliamentary Procedure? And why is it important?

A set of rules (based on parliamentary law) for conduct at meetings that allows everyone to have a voice and be heard.



To make group decisions without confusion.



Used by many boards, clubs, social, non-profit, civic, community organizations and deliberative assemblies and legislative bodies.

Custom vs RONR

“I Make A Motion” - No, you don't. Proper terminology is “*I Move*”. RONR (12th ed.) 4:4

“So Moved” - A fan favorite, done when the Chair asks for a motion to do _____. This is NOT a motion. I repeat: “So Moved” is NOT a motion. You have to actually say the motion!

Point Of Personal Privilege - Means that there is something causing a disruption, like noise, loud talking near the meeting, or you must depart, so are respectfully informing the chair; not you have Deference or a Title, take exception to the topic, so are going to stand and speak, because you have a Title or seniority. RONR(12th ed.)19:4

Point Of Information! - Does NOT mean you can offer your opinion on a topic. It's actually a *request*” for information. It means that you are looking for information, not straightening people out. RONR(12th ed.) 33:2

Orders Of The Day! - is actually a *motion* and is only in order if the Presiding Officer is off track with the adopted agenda or current business before the assembly, not ‘the debate on a pending motion is taking too long and you're ready to go’. RONR (12th ed.) 18:1-11

Speaking Without Recognition - If you are not recognized, you should not speak! *Unless you have an Interrupting Motion* (Motion to suspend the rules, for example) or a Point Of Order, Parliamentary Inquiry, or your motion is in Order and the Chair refuses to recognize said motion, in which case the Rules, as are laid out in Roberts dictate the process for a member Putting The Question”.

Custom vs RONR



Addressing Members Directly In Debate - **NO**. All QUESTIONS ARE ADDRESSED TO & DIRECTED THROUGH THE CHAIR.



Moving To Table - Many people think tabling a motion means postponing the discussion to a future meeting. It does not. Tabling is used to set a pending motion aside temporarily in order to take up something else more pressing, such as a dignitary entering the room, whom protocol requires recognition. The matter is immediately taken *off* the table once that matter is dispensed with. A motion to Postpone to a Certain Time or Postpone Definitely is what you want here.



If It's Not On The Agenda, It Cannot Be Brought Up Or Discussed - Inaccurate. After all New Business is exhausted, unless there is a set time for the meeting to finish, as adopted by the body, or set forth in the bylaws, any new topic can be brought up by a member of the assembly under New Business.

****Calling For Abstentions - One of the most common mistakes made. There is no need to call for abstentions. You either vote Yes, No, or not at all. This is often used when people want it to be known that they didn't take a stand either way, but rather remained neutral; not voting means you didn't take a stand either way but remained neutral. The vote will rise or fall on the members who voted. Abstentions are not counted in the vote according to RONR.**



**** For Community Boards, the Charter supercedes this rule in RONR and requires that abstentions be counted and recorded.**

Custom vs RONR

- ▶ Nay”- is for horses. It’s “No”.
- ▶ Voting On Minutes – Minutes are adopted and approved, with corrections. It’s a statement, not a vote. RONR (12th ed.) 41:11
- ▶ Voting On The Treasurer’s Report – Unless there is an action item, for example a request for the body to approve an expenditure, treasurer’s reports are accepted for information purposes only. A formal vote on an annual financial report that has been referred to an auditor is in order; but it is the *auditor’s report* that is adopted.
- ▶ Voting On Reports – Unless there is an action item, reports are accepted for information purposes **ONLY**. **And if there is an action item, the Presiding Officer puts the question on THAT ITEM. No second is required, as it came out of committee, whereby a second is inferred.**
- ▶ **THIS IS THE WAY WE HAVE ALWAYS DONE IT/THIS IS HOW WE DO IT IN _____.** - This is a custom and falls by the wayside if contradicts an organizations bylaws, corporate charter or state law.

Blueprint for Action

- ▶ **Prepare to Preside**
- ▶ Understanding the roles people play in a meeting
 - ▶ Chairman is responsible for maintaining procedures that allow all to participate fairly.
 - ▶ Secretary must be present for the meeting to take necessary notes that will be formulated into minutes.
 - ▶ The treasurer prepares a financial report that assists members in determining action.
 - ▶ Members are the decision makers. They are responsible for making decisions in a meeting.

Blueprint for Action- Preparation

- ▶ Knowing and using the rules that govern your organization makes the difference between success and failure of your meetings.
- ▶ Review and analyze minutes of past meetings; Distribute to members BEFORE the meeting.
 - ▶ Action take at the previous meeting (s)
 - ▶ Items of business:
 - ▶ Referred to a special committee to investigate and report with a recommendation at the next meeting
 - ▶ Postponed to the next meeting and made a special order
 - ▶ Postponed to the next meeting to be taken up at a specific time

Agenda

- ▶ Organizations using parliamentary procedure usually follow a fixed order of business called the agenda.

Example

- ▶ Call to order
- ▶ Roll call of members
- ▶ Reading and approval of minutes (previous meeting)
- ▶ Report of Officers
- ▶ Committee Reports
- ▶ Special orders
- ▶ Unfinished Business
- ▶ New Business
- ▶ Announcements
- ▶ Adjournment

Minutes

- ▶ Are an official record of your meeting.
- ▶ Should contain what was done at the meeting not what was said.
- ▶ Should not reflect the opinion of the Secretary

Minutes Template

First Paragraph:

- ▶ Should contain the type of meeting (regular, special, adjourned regular or adjourned special)
- ▶ Name of the society
- ▶ Date, time of the meeting
- ▶ Notation that the regular chairman and secretary were present and/or substitutes
- ▶ Whether the minutes of the previous meeting were approved (as read, or as corrected) and the date of the meeting if it was other than a regular business meeting.

The Body Of The Minutes

- ▶ All main motions or motions to bring a main question again before the assembly that were made or taken up - except, normally, any that were withdrawn.
- ▶ Secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity.
- ▶ The complete substance of oral committee reports that are permitted to be given in small assemblies in particular cases.
- ▶ All notices of motions; and
- ▶ All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling.

Last Paragraph

- ▶ Hour of adjournment
- ▶ The signature (by Secretary and if the assembly wishes, the President)

Minutes

Notes:

- ▶ **Amendment before approval:** corrections are usually handled by unanimous consent, but if someone objects to the correction, it is treated as a subsidiary motion to amend (amendment to a main motion).
- ▶ **Amendment after approval:** when there is an error or material omission discovered after approval, they can be corrected by making a motion to amend something previously adopted, which requires a 2/3 vote or majority vote with notice, or a majority of the entire membership, or unanimous consent.
- ▶ **Absence:** a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval.
- ▶ When the minutes are approved, the word approved with the secretary's signature and date are written below.
- ▶ Minutes are approved by unanimous consent
- ▶ Chair calls the reading of the minutes, asks for corrections then declares the minutes are approved or approved as corrected

I have an idea... How do I have my say?



Motions



A means to bring
business before
assembly



Formal proposal

Six Steps in Handling a Motion

After obtaining and being assigned the floor, there are six steps to handling a motion:

1. A member makes a motion by saying “ I move...”
2. Another member seconds (EXCEPT if it comes from a committee report)
3. The Chair states the question (motion)
4. The members debate the motion
5. The Chair puts the question (motion) to a vote
6. The Chair announces the results and the effect of the vote

Governing Documents

Ranking Order of Rules

- ▶ Law
- ▶ Corporate Charter
- ▶ Bylaws or Constitution
- ▶ Rules of Order
 - ▶ Special Rules
 - ▶ Parliamentary Authority
- ▶ Standing Rules
- ▶ Custom

Bylaws

- The most important and basic rules of an organization
- Contains the rights and duties of members within the organization
- Prescribes how a society functions
- Cannot be changed without previous notice to the members and the vote of a specified large majority (two-thirds vote)
- Cannot be suspended

Methods of Amendments

- ▶ To insert, or to add
 - ▶ Insert words, or add words at the end of sentence being amended; or
 - ▶ Insert a paragraph, or add a paragraph at the end
- ▶ To strike out
 - ▶ Strike out words; or
 - ▶ Strike out a paragraph
- ▶ A combination of process (1) and (2)
 - ▶ Strike out and insert (words)
 - ▶ Substitute

Standing Rules

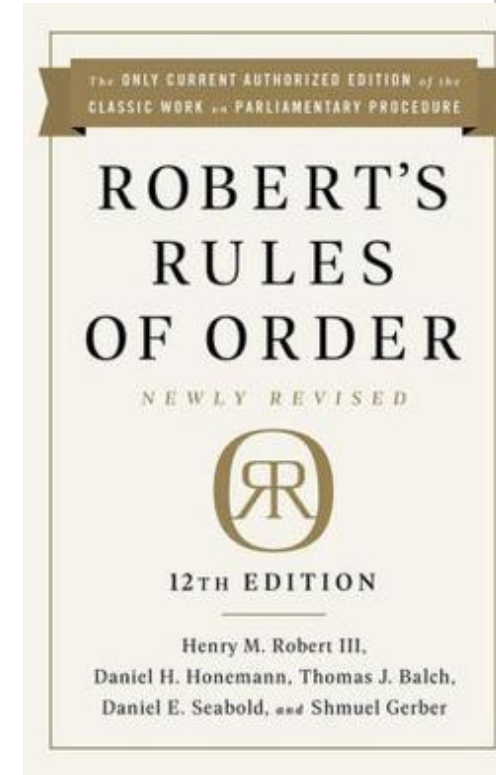
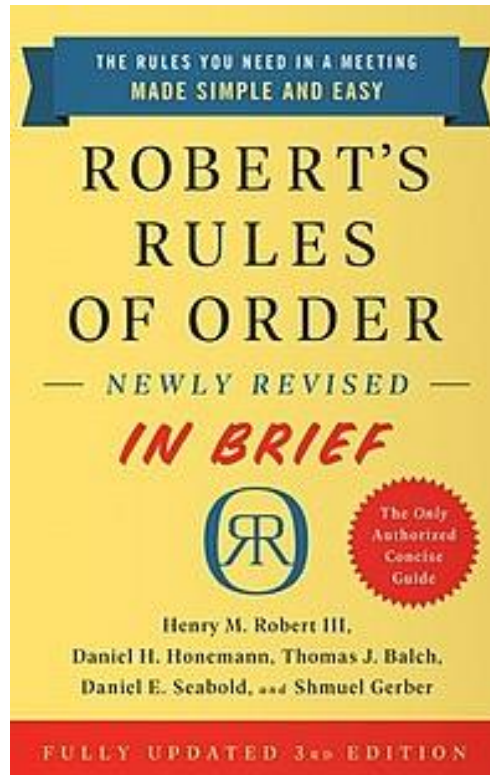
- ▶ Relates to the details of the administration of the society rather than parliamentary procedure.
- ▶ Can be adopted or changed upon the same conditions as any ordinary act of the society.
- ▶ Not usually adopted at the same time as the society is organized. Usually individually or as the need arises.
- ▶ Can be adopted by a majority vote without previous notice provided that it does not conflict with or amend an existing rule of the society.
- ▶ Remains in effect until rescinded or amended
- ▶ Maybe suspended by majority vote

RONR (12th ed.) 2:23 (page 16-17)

Handling Members that are dilatory

- ▶ Set speaking limits in your standing rules.
- ▶ Refer to your code of ethics or have language set forth in your bylaws by which you may remove members
- ▶ Refer to Chapter XX in RONR 12th edition

Resources



NATIONAL ASSOCIATION OF PARLIAMENTARIANS ® WWW.PARLIAMENTARIANS.ORG

PARLIAMENTARIANS OF BROOKLYN NEW YORK e-mail dduncanpbny@gmail.com or pbnybk@gmail.com

Glossary

- ▶ Chair (or variations Chairman/Chairperson)- is the person presiding at the meeting. Often the President. Refer to RONR 47:5
- ▶ Chairman pro tem- If the president vacates their seat during a meeting and no vice president is available, he/she can, subject to the approval of the assembly (see RONR 43:29(b), can appoint a temporary chairman. The return of the President , the arrival of the Vice President, or the first adjournment puts an end to this appointment. (RONR 47:12)
- ▶ An elected Chairman pro tem- if neither the president nor any of the vice president is present, the secretary (or in the secretary's absence, may call the meeting to order and the assembly immediately elects a chairman pro tem. Such office is terminated by the entrance of the president or vice president. (RONR 47:12)
- ▶ President- Regular presiding officer of a society. Please refer to your bylaws for specific duties of the President.

Biography

Diana Duncan is a Professional Registered Parliamentarian with the National Association of Parliamentarians®.

Ms. Duncan became interested in parliamentary procedure when she became a member of her son's Head Start Policy Council. Ms. Duncan conducts trainings with parent led and community-based organizations on running effective meeting management through the usage of parliamentary procedure. Ms. Duncan serves on local community boards and is a charter member and Vice President of the Parliamentarians of Brooklyn New York, a unit of the National Association of Parliamentarians® ; a member of the American Institute of Parliamentarians. She is also a member of Alpha Kappa Alpha Sorority, Incorporated®

For more information about running effective meetings through the usage of parliamentary procedure, Ms. Duncan may be contacted by email DDuncanPBNY@gmail.com and by telephone (347)786-1751.



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