



Great Lakes Center for Youth Development

Conducting a Meeting

Introduction to Parliamentary Procedure

May 24, 2016

Your GLCYD Staff for Today



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About GLCYD

Community based, 501(c)3 organization serving entire U.P.

- Vision: All U.P. youth thrive & transition into successful adults.
- Mission: Serve nonprofit and youth-serving organizations so all U.P. youth can thrive.
- Core Drivers:
 - Be the U.P.'s "go-to" resource for advancing nonprofit missions and constructive youth development
 - Motivate all communities to be nurturing and healthy communities for youth
 - Support GLCYD members to help them prosper and contribute to strong communities

Have You Ever Experienced...

- meetings that drag and the business could have been completed hours ago?
- confusion as to what exactly is being discussed and voted on?
- one person or a small group of people dominate a meeting?
- decisions made that do not reflect the feelings of the majority of the group?



Who is Robert?

- General Henry Martyn Robert
- Robert's Rules of Order, 1876
 - A predetermined set of "rules"
 - A system that allows an organization to effectively conduct official business in a fair and democratic manner
 - Consistent across states and organizations and states

Purpose

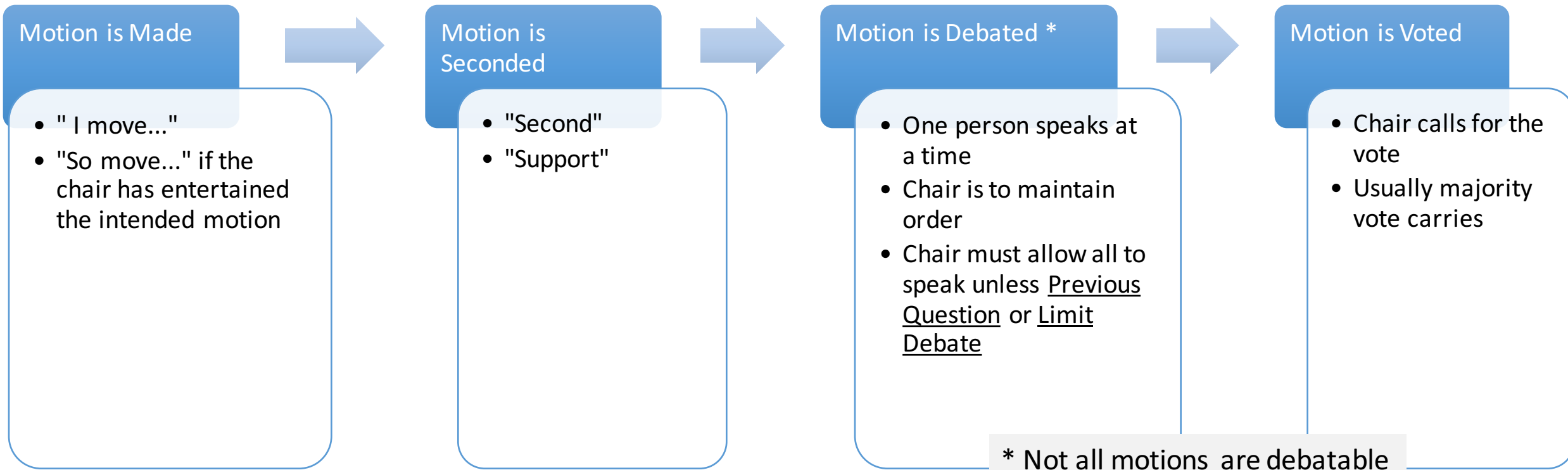
- Focus on one item at a time
 - No more than one issue will be discussed
- Extend courtesy to everyone
 - All members have an opportunity to participate
- Observe the rule of the majority
 - No group decision is granted without majority
- Ensure the rights of the minority
 - All members have equal access to decision-making

Common Terms

- By-laws
- Agenda
- Quorum
- Chair
- Motion, can also be referred to as Question
- Vote
- Abstain
- Carried or Passes
- Executive Session

Conducting Business

- Based on motions



Example of a Basic Motion

- One agenda item for the Impactful Organization's meeting is the budget for the new fiscal year.
- The budget was included in the board packet sent a week prior to the meeting.
- Chair says...
- Voting members say...

Common Motions & Useful Motions

- Adjourn
- Parliamentary Inquiry
- Postpone
- Amend
- Main
- Call for the Orders of the Day
- Previous Question
- Refer to Committee
- Reconsider

Common Motions

Motion	2 nd Needed?	Debatable?	Vote	Notes
Adjourn	yes	no	majority	
Parliamentary Inquiry	no	no	none	Chair or parliamentary answers
Postpone	yes	yes	majority	
Amend	yes	yes	majority	Can have 2 amendments
Main	yes	yes	majority	

Useful Motions

Motion	2 nd Needed?	Debatable?	Vote	Notes
Call for the Orders of the Day	no	no	2/3 *	Can interrupt speaker * To object following orders
Previous Question	yes	no	2/3	Can not interrupt speaker
Refer to Committee	yes	yes	majority	Specify what is expected of committee
Reconsider	yes	yes *	majority	Must come from winning side * If motion being considered was

Final Thoughts...

- Focus on purpose more than procedure while learning
 - The rights of the organization supersedes the rights of individual members
 - Respect the wishes of the majority
 - Respect the minority's right to be heard
 - Do what seems fair and equitable – all members are equal in vote and rights
- Many parts can be “modified” to fit the needs of an individual group
 - Work together to educate group to ensure effective meetings
- By-laws take precedent
- Motions have ranks
- Chairs do not make motions or debate

References Used

- *Robert's Rules in Plain English* by Doris P. Zimmerman
- *Simplified Parliamentary Procedure* by League of Women Voters, Minnesota
- *Parliamentary Procedure, The Basics* presentation by Jamestown FFA Chapter

Thank you!

- Stay tuned for a webinar educating Board Chairs
- Would you like a webinar on meeting effectiveness for participants as well as officers? Please let us know!
- [Please complete your evaluation](#).... Look for link in the follow-up e-mail from Victoria