

# **MEETING PROCEDURES**

**Mary Remson, PRP, CPP-T**  
**State Teachers Retirement System**  
**September 21, 2023**

# Who is Mary Remson, PRP, CPP-T?



She is a Professional Registered Parliamentarian through National Association of Parliamentarians (NAP) and a Certified Professional Parliamentarian and Teacher through American Institute of Parliamentarians (AIP).

One who appreciates meetings that are handled properly, and the business gets completed before midnight.

Mary is a working parliamentarian who serves clients nationwide. She has a Master of Business Administration (MBA) degree from The Ohio State University.

# **Why do we have meetings?**

To get the business done!

# **Why do we use parliamentary procedure?**

To reach informed decisions in an effective, efficient, orderly, courteous and fair manner.

# What is Parliamentary Procedure?

Meeting process:

- that allow members making the decisions to work together
- as a cohesive group,
- respectful of each other and to
- reach decisions through **debate** and majority **vote**.

# Motions and/or Resolutions

**Main Motion:** Item of New Business

**Resolution:** Same as a Main Motion but includes “whereas” clauses that explain or provide important information regarding the main motion or the “resolved” clause(s).

# Purpose of a “Second”

The “second” only means that more than one member wants to consider the motion/resolution.

If discussion has begun, the purpose of the “second” is achieved.

**NOTE:** The requirement of a “**second**” occurs before discussion, if discussion has begun, a ‘*Point of Order*’ raised for the lack of a second is immaterial and dilatory.

(RONR 12<sup>th</sup> ed. 4:13 or 11<sup>th</sup> ed. pg. 37)

# Voting & Voting Terms

## WHAT IS . . . ?

- **Aye** (yes) Vote – in favor or for the pending question
- **No** (nay) Vote – opposed to the pending question
- **Abstain** – is **NOT** a vote. It means the member prefers those voting to make the decision. Normally this ‘non - voting’ action is NOT included in determining the outcome. The best use of ‘abstain’ is when there is a “conflict of interest”.

# Voting & Voting Terms

**SIMPLE MAJORITY:** **Majority** of those voting.

**VOICE VOTE:** “The ‘ayes’ have it and the motion is adopted.”  
OR “The ‘nos’ have it and the motion is lost.”

**TWO-THIRDS MAJORITY:** Twice as many in favor as against. **QUICK TIP:** If you double the ‘no’ votes, the ‘aye’ votes must equal or exceed the ‘no’ votes to be adopted.

**NOTE:** 2/3 vote is a visual vote **NOT** a voice vote.



# Amendments

- Amendments are used to **change** the motion into a more acceptable motion for adoption.
- Discussion is on the amendment, NOT the main motion.
- A **vote** is taken **on the amendment** (general consent, voice vote, roll call vote).
- If the amendment is adopted, discussion is on the main resolution as amended. (additional amendments are in order)  
**Friendly amendments must be debated & voted on.**
- The amended resolution requires a **FINAL** vote for adoption.

# MAIN MOTION

MAIN MOTION: I move that we hold a new member orientation session on Monday October 9, 2023.

# MAIN MOTION & Amendment

Second, debate amendment only, amend further or take the 1<sup>st</sup> vote on the amendment.



**Primary Amendment:** I move to amend by ADDING “at 3:00 p.m.”

MAIN MOTION: I move that we hold a new member orientation session on Monday October 9, 2023.

# MAIN MOTION & 2<sup>nd</sup> Amendment

Second, debate 2<sup>nd</sup> amendment only,  
1<sup>st</sup> vote on the pending amendment.

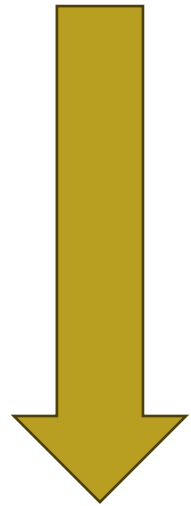


**Secondary Amendment:** I move to amend  
by striking out “3:00” and inserting “1:00.”

**Primary Amendment:** I move to amend by  
ADDING “at 3:00 p.m.”

**MAIN MOTION:** I move that we hold a new member  
orientation session on Monday October 9, 2023.

# MAIN MOTION & Amendment



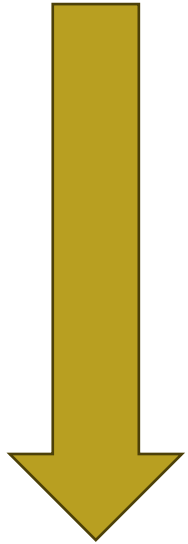
**ADOPT the  
time change.**

**Secondary Amendment:** I move to amend by striking out “3:00” and inserting “1:00.”

**Primary Amendment:** I move to amend by ADDING “at 3:00 p.m.”

**MAIN MOTION:** I move that we hold a new member orientation session on Monday October 9, 2023.

# MAIN MOTION & Amendment



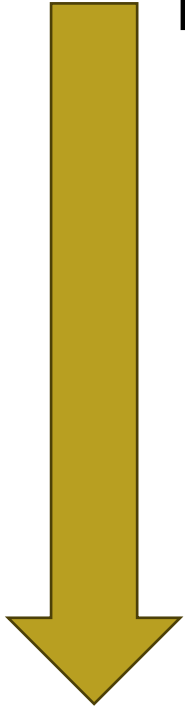
**DEBATE**  
adding the  
time.

**ADOPT**

**Primary Amendment as Amended:** Pending amendment is to ADD “at 1:00 p.m.”

MAIN MOTION: I move that we hold a new member orientation session on Monday October 9, 2023.

# MAIN MOTION as Amended



**DEBATE** the motion as amended & vote on the motion as amended.

**DEFEAT**

MAIN MOTION as Amended: Pending motion is to "hold a new member orientation session on Monday October 9, 2023, at 1:00 pm."

# EXPEDITE BUSINESS

- **UNANIMOUS / GENERAL CONSENT**

**vote**

“Are there any corrections to the minutes of Aug. 18?”

[PAUSE]

There being no corrections, the minutes of Aug. 18 is adopted. The next item of business is the report of the finance committee.



# TABLE or POSTPONE

MEMBER A: I move to table the question. (Second)

CHAIR: “Is there an emergency?” or “Does the member wish to postpone the question until the next monthly meeting?”

MEMBER A: Yes, I wish to postpone until the next monthly meeting.

CHAIR: Is there any debate on the motion to postpone until the next meeting?

*Debate can only go into the reasons for postponement.*

**LAY ON THE TABLE** is **not** debatable which does not allow the members to explore reasons to delay or not delay consideration of the pending motion. This is why this motion is used in cases of an emergency.

**POSTPONE TO A CERTAIN TIME** is debatable and will allow members to debate the reasons to delay or not delay consideration of the pending motion.

# POINT OF ORDER

- Used when a “Rule of Order” has been **violated**.
- A different point of view is **not** a violation of the rules.
- The **ACTION** of the chair or INDECORUM of a member IS a cause for a POINT OF ORDER.
- **“What rule has been broken?”**

# PARLIAMENTARY INQUIRY

**This is a motion that asks the Chair a question on procedure.**

**Examples:**

- “Does this motion require a second?”
- “What is the motion that we will be considering?”
- “What vote is required for adoption of this motion?”
- “At what point can I call for the Previous Question?”

# **REQUEST FOR INFORMATION**

**This motion requests information that is needed to assist in deciding the pending question.**

**Must start with a question; such as “Who, What, When, Why, Where or How?”**

# REQUEST FOR INFORMATION

## Examples:

- ‘What will be the implementation period if this motion is adopted?’
- “Who will be manager of this project?”
- “How will the manager of this project be chosen?”
- “When must this decision be made?”
- “Why is this action tied to attending the conference in Reno?”

# MEETING ISSUES

- Speaking without recognition is a lack of decorum.
- “Request for Information” requires a question.
- “Friendly Amendments” has specific requirements.
- Move to “Table” requires an urgency.
- “Reconsider” has specific requirements.
- “Call the Question” requires recognition.
- “Point of Order” requires a rule to be broken.

# **SMALL BOARD PROCEDURES**

- **Are designed for boards with not more than a dozen members.**
- **Not automatic, must be agreed upon (adopted).**
- **Board should only adopt those small board rules that will provide fair, effective, orderly and efficient transaction of business.**

# SMALL BOARD PROCEDURES

- Remain seated when seeking recognition or making a motion.
- Raise hand option is used for recognition.
- Motions do not need a second.
- No limit to the number of times a member can speak.
- Informal discussion is permitted (no motion is pending).
- When the proposal is clear, a vote can be taken without a motion.
- The chair may speak without leaving the chair.



# QUESTIONS

