MEETING PROCEDURES

Mary Remson, PRP, CPP-T
State Teachers Retirement System
August 17, 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 began, the purpose of the second has been achieved.

NOTE: If a motion requires a *"second"* before being discussed, however discussion has already started, a '*Point of Order'* raised on the lack of a second is immaterial and dilatory.

(RONR 12th ed. 4:13 or 11th ed. pg. 37)

Voting & Voting Terms

WHAT IS . . . ?

- **Aye** (yes) Vote – in favor or for the pending question
- **No** (nay) Vote – against 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 Aye or No.

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.

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 September 18, 2023.

MAIN MOTION & Amendment

Second, debate amendment <u>only</u>, amend further or take the 1st 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 September 18, 2023.

MAIN MOTION & 2nd Amendment

Second, debate 2nd amendment only,
1st vote on the pending amendment.
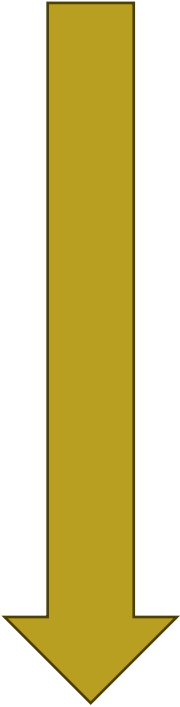
Secondary Amendment: I move to amend by striking out "3:00" and inserting "1:00."

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 September 18, 2023.

MAIN MOTION & Amendment

ADOPT the new time.

Secondary Amendment: I move to amend by striking out "3:00" and inserting "1:00."
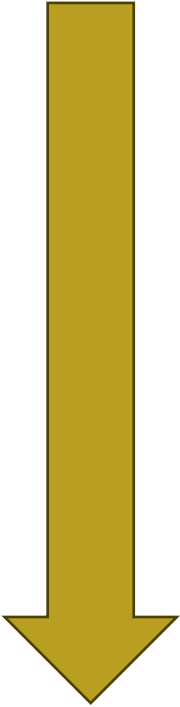
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MAIN MOTION & Amendment
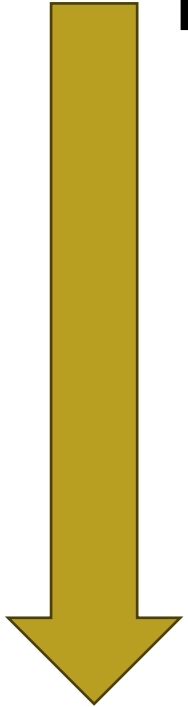
DEBATE adding the specific time.

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 September 18, 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 September 18, 2023, at 1:00 pm."

EXPEDITE BUSINESS

- UNANIMOUS / GENERAL CONSENT vote

"Are there any corrections to the minutes of July 18? [PAUSE]

There being no corrections, the minutes of July 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 needed to assist in deciding the pending question. Must start with a question; such as "Who, What, When, Why, Where or How?"

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.

QUESTIONS