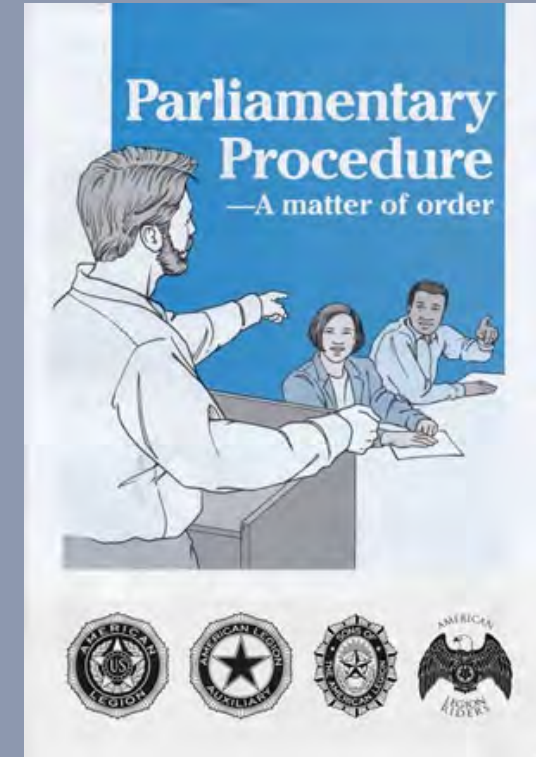




Parliamentary Procedure Enabling Meeting Success

Class Description

- DEC Level
- Booklet Text
- Audience Participation



Why Parliamentary Procedure

- Democratic Rule
- Flexibility
- Fair Hearing
- Protection of Rights

Governing Documents Needed

- Constitution
- Bylaws
- Rules of Procedure
- Roberts Rules of Order

Meetings of the DEC

- Regularly scheduled meetings (immediately after department convention, legislative meeting – normally October or November, immediately prior to Midwinter Conference, budget meeting - prior to end of fiscal year)
- Special meetings (at call of Commander, written request by DEC majority)

Creating the Agenda

- Commander & Adjutant – Determine reports to be given and issues to be discussed
- Chairmen – Contact Commander to have items placed on agenda
- Members – Alert Commander of items to be discussed

Opening the Meeting

Iowa Department Leadership School – June 1, 2024



Determining if Quorum is Present

- What is needed for Quorum – set by Operating Structure or Constitution and Bylaws
- What happens if no quorum – Wikipedia says meeting may continue but any action taken must be ratified in next succeeding meeting.

Formalizing the Agenda

- Normal Agenda items – Minutes of previous meeting(s), Officer and Committee Reports, Special Committee Reports (if any), Special Orders (if any), Unfinished Business, New Business, Announcements (Includes Sick Call, Upcoming Events, Items with no Action to be Taken), Adjournment
- Can the Published Agenda be Changed? In general , Yes but special meetings may be restricted
- Need Motion to Accept Agenda

Wording of Motions

- Accept (Adopt, Approve)
- Receive and File (Receive and Record)
- Reject
- Refer for Further study (standing committee)
- Dispose Administratively (recommends action for which authority already exists)

Understanding Rules of Operation

- Participation by Chair (organization rules prevail, below is RRO interpretation)
- Chair has full rights of any member but must be seen as impartial
 - Can step down to speak on an item of business
- Should they resume chair after speaking?
- Can vote on any issue
 - Best to vote only to affect decision

Votes and Voting Methods

- General Consent
- Voice
- Show of Hands
- Roll Call
- Ballot

- What is required for passage

Must an Issue be Discussed?

- Issue can die for lack of motion or second
- Body does NOT have to act just because an issue is brought up

Everything So Far is Preparation

- Preparation is KEY to having an effective, productive meeting so that members understand the actions taken and why

Dealing with Minutes of Previous Meeting

- Must be approved (made part of legal record)

Receiving Officers Reports and Acting on Them

- Receive and File (Only if information only, no action)
- Dispose Administratively (Action is already authorized)
- Accept/Reject (if action is recommended by officer)
- Handle as a Group? – Only if all receive the same action

Receiving Committee Reports and Acting on Them

- Receive and File (Only if information only, no action)
- Dispose Administratively (Any action is already authorized)
- Accept/Reject (if action is recommended in report)
- Handle as a Group? (Only if all receive the same action)

Receiving Special Committee Reports and Acting on Them

- Receive and File (Only if information only, no action)
- Dispose Administratively (Any action is already authorized)
- Accept/Reject (if action is recommended in report)
- Handle as a Group? (Only if all receive the same action)

Special Orders – What are Special Orders

- Example – Constitution or Bylaw changes referred to convention by DEC
- Action Types
 - Accept (Adopt, Approve)
 - Reject
 - Refer for Further study (standing committee)

Unfinished Business

- Left over from previous meeting
- Types of unfinished business (postponed for decision, postponed for further information, discussed but no decision)
- Action Types - Accept (Adopt, Approve), Reject, Refer for Further study (standing committee), Dispose Administratively

New Business

- Strictly deals with new topics
- Should begin with a motion and second
- Improper motion – I move because
- Everything beginning with because is discussion and not part of the motion.
- Maker of the motion should be first and last to speak
- Action Types - Accept (Adopt, Approve), Reject, Refer for Further study (standing committee), Dispose Administratively

Appointing Committee Personnel

- Chair Recommends, Body Ratifies
- Fill Standing Committee Vacancies
- Fill any New Ad-Hoc Committees Authorized

Announcements

- Information ONLY
- No Action Needed

Adjourn

Special Circumstances Amendments

- Discussion suspended to allow consideration of amendment
- Proposed amendment must say “I move to amend by...”
- Proposed amendment may change or add to original motion
- Motion to amend must state portion of original motion to amend

Special Circumstances Amendments

- Motion to amend must be seconded and opened for discussion
- Discussion held on amendment only
- Vote taken on amendment

Special Circumstances Amendments

- Discussion on main (or amended main) motion resumed
- Vote taken on main motion

Special Circumstances Executive Session

- Be aware of any state laws governing executive sessions
- Motion for executive session must be made, seconded, discussed and passed
- Reason for executive session should be stated in motion

Special Circumstances Executive Session

- Attendance limited to DEC members and other invitees
- Invitees must have special knowledge of the issues to be discussed
- Executive session held
- Regular meeting rules apply but everything is confidential

Special Circumstances Executive Session

- Return to regular meeting status at conclusion
- Confirm decision(s) made in Executive Session – Must be Specific
- Decisions **MUST** be made part of public minutes

Special Circumstances Executive Session

- Regular meeting minutes should include
- Motion to begin executive session
- Time that executive session began
- Time returned to regular meeting
- Actions taken in regular meeting (motions, etc.) to confirm ratify decisions

Special Circumstances

Reconsider Past Action

- Reconsidering brings issue back to meeting for discussion
- Used If DEC may wish to change their previous decision
- Motion to reconsider must be made by member of winning side previously in the same meeting as the original vote was taken
- If motion to reconsider is successful, issue returns for further discussion and new vote

Special Circumstances Rescinding Past Action

- Rescinding revokes the past action entirely
- Most Often Used to remove outdated policies or resolutions but can change past actions
- If motion to rescind is successful, no further action needed unless motion is made to bring back original issue for consideration

Special Circumstances Appeal Ruling from the Chair

- Requires motion and second, discussion allowed, chair speaks first and last, majority decision
- If successful, ruling by the chair is overturned and appropriate action continues
- CANNOT be used in voting
- In case of voice vote, request must be made to use another method of voting, show of hands, roll, call, ballot, etc

Special Circumstances Calling the Question

- Ends debate and forces vote
- Needs a second, cannot be debated, requires 2/3 majority decision
- May be declared out of order if chair believes further discussion is valuable

Special Circumstances Suspend the Rules

- Most often used during uncontested elections
- Needs motion and second, no discussion, requires 2/3 majority
- Should be used to cover a specific item of business only
- If too broad, would require motion to reinstate rules

Special Circumstances

Tabling or Postponing – Which Way to Go

Motions can be tabled, discussion should be postponed

Motion

- Wording should be to lay the motion on the table
- Wording may include time to remove motion from table
- May be certain time, may be next meeting
- If no time stated, motion is tabled indefinitely
- Requires a second, no debate, requires majority
- If tabled indefinitely, will require motion to remove from table

Special Circumstances

Tabling or Postponing – Which Way to Go

Motions can be tabled, discussion should be postponed
Discussion

- Wording should be to postpone discussion
- Should include time to resume discussion
- Requires a second, debatable, can be amended, requires majority

Special Circumstances

Question of Privilege and Point of Order

Question of privilege

- Used to protest physical conditions
- No Vote Taken

Point of Order

- Used to protest claimed breach of rules or inappropriate conduct
- No Vote Taken



QUESTIONS?