

Business Meetings

- A. How to prepare for a business meeting
 - 1. Identify objectives
 - 2. Prepare a concise agenda
 - 3. Meeting room equipped
 - 4. An accessible site
 - 5. Convenient time

- B. Successful Chairperson
 - 1. Keep control of discussion
 - 2. Talk only to group
 - 3. Involve all members in discussion
 - 4. Ensure speakers are heard by all
 - 5. Clarify all issues
 - 6. Use parliamentary procedures
 - 7. Keep conflicts at minimum
 - 8. Remain neutral, but positive
 - 9. Stress areas of agreement
 - 10. Review progress made
 - 11. Close discussion when:
 - a. More facts are needed
 - b. More members are needed
 - c. Need more time
 - d. Insufficient time
 - e. Do homework - outside
 - 12. End meeting effectively
 - a. Summarize meeting accomplishments
 - b. Summarize assignments
 - c. Summarize decisions
 - d. Verbal commitment from each
 - e. Follow-up

- C. Committees:
 - 1. Stand and ad hoc committees
 - 2. Size 3 to 5 people
 - 3. Elect a chair (may elect a vice-chair)

- D. The effective manager will deal with the board as a peer, providing and accepting advice.

Parliamentary Procedures

What? Rules of group discussion and action

Guides? The most popular book on parliamentary procedure, *Robert's Rule of Order*, was written by Major Henry M. Robert, an Army Engineer, in 1876. After he had served the presiding officer of several church business meetings, Robert adopted rules used by law makers for use by any organization. Many organizations today specify in their bylaws that all official discussion and action be conducted according to Robert's Rules of Order.

Many books and guides have been published to explain Robert's Rules... *Parliamentary Procedure at a Glance* by O. Garfield Jones, *Rules of Proceeding and Debate in Deliberative Assemblies*, *Manual of General Parliamentary Law*, and *Sturgis Standard Code of Parliamentary Procedure*, to name a few.

Why?

- A. Majority rules
- B. Minority is heard
- C. Efficient - Effective
- D. Avoid Conflicts
- E. Justice and Courtesy to All

Who? Any group that desires the benefits listed above.

How?

- A. A competent membership
- B. A Good Chairperson
 - 1. Confident, Strong Voice
 - 2. Prepared
 - 3. Informative
 - 4. Competent (not perfect)
 - 5. Impartial on Issues
- C. Proper Use of Motions
 - 1. A member rises and addresses chairperson
 - 2. Chairperson recognizes a member
 - 3. A member proposes a motion
 - 4. Another member seconds the motion
 - 5. Chairperson states the motion
 - 6. Assembly debates, or discusses, the motion
 - 7. Chairperson calls for a vote
 - 8. Chairperson announces the results

Order of Business

- A. Call to Order
- B. Reading and Approval of Minutes
- C. Reports of Officers and Standing Committees
- D. Reports of Special Committees
- E. Unfinished business
- F. New Business
- G. Adjournment

What is a Motion?

A form of procedure which parliamentary law requires for transaction of business in a deliberative assembly.

Types of Motions

- A. Main Motion (General) - the central idea or resolution under consideration
- B. Privileged Motion - there is a need for action at once.
 - 1. To fix an item of next meeting
 - 2. To adjourn
 - 3. Question of privilege
 - 4. To call for orders of the day
- C. Incidental Motions - Unclassified Motions
 - 1. To rise to a point of order (information)
 - 2. To appeal
 - 3. To suspend the rules
 - 4. To withdraw
 - 5. To call for division of the assembly
 - 6. Objection for consideration
- D. Subsidiary Motion - modify or dispose main motion being considered
 - 1. To lay on (taken from) table
 - 2. Close (or limit) debate
 - 3. Postpone to certain day
 - 4. To refer to committee
 - 5. To amend
 - 6. To postpone indefinitely
- E. Specific Main Motions - a special purpose is served
 - 1. To reconsider
 - 2. To rescind (or repeal)

SITUATION

You can't hear speaker
You desire a secret ballot
You wish to avoid a motion
Restore order
You wish to stop debate and vote
Delay action on a question
End meeting (at any time)
Unsure of procedure

MOTION

B-3. Rise to question of privilege
A. Move to vote by ballot
C-6. Object to consideration
C-1. Rise to a point of order
D-2. Close or limit debate
D-1. Lay on the table
B-2. Adjourn
C-1. To rise to a point of
parliamentary procedures

MORE PARLIAMENTARY PROCEDURES

Four basic principles are:

1. **Majority rules.** We agree to abide by the decision of more than half of those voting.
2. **Protection of the Rights of the Minority.** No one may be denied the right to participate, to have motions considered or to debate without careful due process by the body.
3. **Freedom of Discussion.** The right to be heard and to hear what others have to say about an action before voting on it is basic to wise group decision-making and is protected by rules requiring a 2/3 vote for closing debate.
4. **Decorum.** Members are expected to exhibit just and orderly behavior, in keeping with the importance of the body and with Christian principles. Members will exercise courtesy toward others, be restrained in language and action and refrain from discrediting individuals when they should be attacking arguments. This is one of the oldest principles.