

Who Needs a Parliamentarian, Anyway?

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Parliamentary Procedure

- * What is it?
- * Does our League need it?
- * Who benefits?

What does it mean to use Parliamentary Procedure?

- * democratic rule
- * flexibility
- * protection of rights
- * a fair hearing for everyone

What does it bring to a meeting?

- ✱Justice to All
- ✱Courtesy to All
- ✱One thing at a time
- ✱Rule of the Majority
- ✱Right of the Minority to be heard

Role of the Parliamentarian

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When/How do League Presidents Use Parliamentary Procedure?

- Always: President must be familiar with
 - ✳ Corporate charter and non-profit corporation laws
 - ✳ Bylaws
 - ✳ Board policies, voter service policy, etc.
 - ✳ Robert's Rules of Order
 - ✳ General principles of parliamentary law

What are the steps in making a motion?

1. Rise and address the chair
2. Be recognized by the chair
3. State the Motion
4. Second the Motion
5. Chair restates the Motion
6. Chair calls for discussion
7. Chair restates the motion and takes the vote
8. Chair announces the vote and the effect of the decision.

Commonly Used Motions

- * Main Motion
 - * Amend Motion
 - * Limit or extend limits of debate
 - * Close Debate - Previous Question
- Refer to pp 16-18 in your Convention Workbook for a complete list

Established Rules and Customs

- ✳️ One Question considered at a time
- ✳️ Speaker must obtain floor properly
- ✳️ No second time to speak unless permission is granted and others who wish to speak have spoken
- ✳️ Must address remarks to presiding officer, not to members
- ✳️ Questions must be properly dealt with

Annual Meeting (see sample agenda and procedures)

- ✱ Most formal meeting of the year for most Leagues
- ✱ Determine deadlines and activate committees
- ✱ Establish procedures and rules for the day (from bylaws and custom)
- ✱ Procedure for motions on budget, bylaws, amendments, program
- ✱ Procedure for nominations and elections

Board Meetings: (see “Board Meeting” handout)

- ✱ Formality depends on the size of the board
- ✱ Large board(over 12 members) uses more formal parliamentary rules
- ✱ All proposed action should be approved by vote recorded in the minutes
- ✱ Minutes are “approved” as submitted or as amended
- ✱ Treasurer’s reports are not “approved” or “accepted”. They are “filed for financial review (or audit, if applicable)”

Committee Meetings

- ✳ President is usually the ex officio member of all committees except nominating committee.
- ✳ Committee chair conducts meeting.
- ✳ President has the right but not the obligation to participate. Can vote but is not counted in quorum.

Outside the Board Meeting

- ✱ Approvals, such as at executive committee meetings, even if unanimous, are not actions of the board. They need ratification at the next board meeting.

Study and Consensus Meetings

***Members express opinions, discuss and come to decisions.**

Electronic meetings/decisions

- ✱ Teleconference/videoconference is fine if all members hear each other simultaneously.
- ✱ Your bylaws should authorize electronic meetings.
- ✱ Decisions made by E-mail are subject to specific legal requirements.

Resources: *Robert's Rules of Order*
Newly Revised in Brief

Posted materials at [<https://lwvc.wordpress.com/>]

Questions?