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Hello Minnesota Women of Today;

Welcome to 2<sup>nd</sup> Trimester! By now you are well into the new year. It is a good time to take a look at your bylaws and policies to make sure everything is up-to-date. That is where I come in. You can send me your bylaws and policies via email and I can take a peek and send you suggestions or give you updates of bylaws or policies that were voted on at the state level. I am putting all chapters and districts who submit their bylaws and policies to me for review in a drawing for a very nice basket to be drawn for at Annual Convention.

State Bylaw and Policy review will be held at Billy’s Bar and Grill in the upstairs meeting room in Anoka at 12 p.m. on October 22, 2016. I am asking that all proposed state bylaw and policy changes be emailed to me by October 18, 2016. All members are welcome to attend. Please let me know if you will be attending via email. A GoToMeeting can be set up if you would like to attend VIA phone. Let me know at [Parli@mnwt.org](mailto:Parli@mnwt.org) if you will be attending.

“Pencil In” your Parli this year to review your bylaws and policies.

In Friendship,  
Joanne

**Dates to Remember**

- Women of Today Week 9/18-24/16
- 990N filing due to IRS 10/1/16
- Mid-Year National Convention 10/6-9/16
- MN State Bylaw & Policy Review, Billy’s in Anoka, 12:00 p.m. 10/22/16
- Women Who Impact, Outstanding, Young Adult, and People with Developmental Challenges nominations due 11/1/16
- Bids for next 3-Year Priority Area due to due to EVP 11/15/16
- State Committee Meetings (Eden Prairie) 12/10/16

**Membership Rebates 2<sup>nd</sup> Trimester**

**Membership Rebates for 2<sup>nd</sup> Trimester**

- Sign 3 New members and receive a \$25 Membership rebate.
- Sign 4 new members and retain 80% retention to receive \$50 rebate.

**Extension Rebate for 2<sup>nd</sup> Trimester**

- Complete an extension by October 1 and receive \$200.
- Complete an extension by November 15 and receive \$100.

**Thank you to the Minnesota Women of Today FOUNDATION for providing us with these rebates for our chapters**

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## Orders of the Day

For Chapter Meetings

1. Please have all cellular phones turned off or in silent mode during the business meeting.
2. As a matter of courtesy, please do not enter or leave the room when a speaker has the floor.
3. A motion slip must be prepared and given to the secretary.
4. Any member in good standing may present a motion, enter into discussion, and vote. Please keep all motions in the positive.
5. If you disagree with a motion, do not hesitate to vote no or abstain.
6. Please be ready to second a motion to help expedite the business. Seconding simply means you would like to discuss the motion.

You should then state that “A quorum (has or has not) been established with X number of X members present.” This is part of your responsibilities as your chapter or district parliamentarian.

### SUCCESS BONUS POINTS 2<sup>nd</sup> Trimester

Submit a nomination for the Outstanding Young Adult, Outstanding Person with Developmental Challenges, or Lois M. Christensen Women Who Impact Award. {50 Points}

and/or

Sell two boxes of the World’s Finest Chocolate OR sell two books of Raffle Tickets (\$100 for the MNWT State Ways & Means fundraisers. {50 Points}

and/or

Have at least one chapter member attend the MNWT Foundation Retreat. {50 Points}

and/or

Sign at least two members the week of October 24-31 for the October IMPACT Monday (October 31). {50 Points}

**MAXIMUM of 100 Bonus Points**



## “Parli Pencil Tips”



### ***Parliamentarian “Pencil Tips”***

“Pencil Tips” that should be helpful to you and your chapter.

#### **Pencil Tip 1**

A meeting by a nonprofit organization will run smoother when parliamentary procedure is followed. According to Robert’s Rules of Order, parliamentary procedure is simply a standard set of rules used to conduct business meetings. When using set rules for each meeting, participants know what is expected and have a chance to voice their opinions and vote in an orderly manner. While organizations do not have to follow Robert’s Rules of Order, it is smart to put parliamentary procedures into place and abide by them during meetings.

#### **Pencil Tip 2**

When debating your motions

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

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Parli Etiquette: It is a good parliamentarian etiquette to inform the parliamentarian, President, or Chair ahead of time of a motion being presented. This will give them time to prepare for questions or comments during discussion.

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#### Types of Votes

1. Majority\* - More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the membership is taken, it shall mean of the quorum present.
2. Two-Thirds – two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the membership is required, it shall mean of the entire membership whether voting or not.
3. Majority of Entire Membership – a majority of the total number of those who are members of the voting body at the time of the vote.

\*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert’s Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

#### Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

**MINNESOTA WOMEN OF TODAY  
MOTION SLIP**

**NAME:** \_\_\_\_\_

**CHAPTER/POSITION:** \_\_\_\_\_

**I move that** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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For Parliamentarian's Use Only

Meeting \_\_\_\_\_

Second \_\_\_\_\_

Report \_\_\_\_\_

Passed/Defeat \_\_\_\_\_

Date: \_\_\_\_\_

**WHAT IS A QUORUM?**

A quorum is the minimum number of members who must be present for the meeting to be conducted. This percentage or number can be found in your bylaws or policies. The quorum is usually based on a percentage or fraction of board members or overall members, for example 1/3. A quorum is/is not met should always be indicated in your meeting minutes.

**MAKE A MOTION**

Members may make a motion, which is simply a way to bring new business up in the meeting. An example of the process to make a motion and put into action could begin, "I move that ABC Chapter donates \$2000 to the local food shelf." The President or Chair then recognizes the motion and calls for a second. If no one seconds the motion, it dies. If someone does second, the motion then goes into discussion.

**DISCUSSION**

Motions that are seconded are considered active. The President or Chair of the meeting will open the floor for discussion. Participants should indicate they want to be recognized and wait for the President or Chair to call on them. This keeps discussion orderly and reduces members interrupting and talking over one another. Discussion can continue as long as necessary. The motion can also be tabled if more research is needed. To table the motion until the next meeting, the President or Chair needs a motion to table, a second and a majority vote of yes votes.

**VOTING**

The organization should also set rules about voting procedures. Some organization take verbal votes or a show of hand on minor issues. More important or controversial issues may be voted on by ballot. You can also write rules that state a ballot vote can be called for m=by a member. Include how many members must agree to ballot vote before taking count by paper ballot.

**WHO CAN PARTICIPATE?**

Clearly lay out who can participate in meetings in your organization's bylaws or policies. You may want to specify who can participate in the motion-making and voting process. Example: members in good standing can make a motion and vote.