



Minnesota Women of Today  
Fall State CIP  
Parliamentarian  
Through the Looking Glasses

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Thank you to the chapters that have already sent in their bylaws and policies for me to review. I am having a great time reading through them and seeing how each chapter does things differently.

I am looking to possibly visit YOUR chapters and districts for reviews, training on parliamentary procedure, how to run an efficient meeting or anything else that I can help with in the fall. I am open to doing a zoom call meeting. I am here to help your chapters make sure they are using proper procedure to the fullest.

Please don't forget to like the MNWT Administration Facebook page for special challenges from staff and updates throughout the year. I am also looking for contact information for your chapter's parliamentarian so I can keep them up to date on information that way as well.

Keep up the great work all of you are doing in your communities!

*Melissa Redzuan*

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Policy and Bylaw Review

SAVE THE DATE!

October 23, 2020 via ZOOM  
Meeting

Details coming soon!

## Online orders of Today

This will be a new format for all of us. All participants should behave in the same way they would at any in person meeting. It will be especially important to not talk over one another, which is why you need to mute yourself. The moderator will monitor questions and comments and call on members in order. To accomplish this, we ask all attendees to abide by the following orders of the day for online meetings:

- Please mute yourself to help minimize background noise
- Please have radios, televisions, etc. turned off to keep background noise to a minimum
- Where possible, be in a quiet location with minimal distractions
- To ask a question, please state your name and chapter in the chat; the moderator will make sure that questions are taken in order
- To ask your question when you are “called” on, please unmute yourself, state your question and then mute yourself again
- The moderator will share all documents, videos, etc. on the screen for all to see

The following are our usual orders of the day modified for our online format:

- Please have all cellular phones and pagers turned off or in silent mode during the business meeting.
- A motion must be prepared and stated in the chat to be documented. • Any member in good standing may present a motion, enter into discussion and vote. Please keep all motions in the positive.
- If you disagree with a motion, do not hesitate to vote no or abstain. • Please be ready to second a motion to help expedite the business. Seconding simply means you would like to discuss the motion.
- A quorum has (not) been established. (A quorum is the number of voting members who must be present in order that business can be legally transacted. This should be stated in your bylaws and can vary from chapter to chapter)

## 2nd Trimester Presidential Bonus Points

Sign at least ONE new member during Membership Week (November 29-December 5)  
25 points

AND/OR

Have at least 2 chapter members attend Trimester 2 Webinar on 10/28  
25 points

AND/OR

Hold a Public Membership event during Women of Today week (September 20-26)  
Invite the Membership VP to get credit  
25 points

AND/OR

Submit Program Manager Trimester Report by January 2nd deadline  
25 points

AND/OR

Submit a nomination for Outstanding Young Adult, Women Who Impact and/or Person with Determination  
Award(s) by November 1st deadline  
50 points

Maximum of 100 points

## What's the point of a motion??



In parliamentary procedure, a motion is a formal proposal by a member of a deliberative assembly that the assembly take certain action. Motions are used in conducting business in almost all legislative bodies worldwide, and are used in meetings of many church vestries, corporate boards, and fraternal organizations.

Motions can bring new business before the assembly or consist of numerous other proposals to take procedural steps or carry out other actions relating to a pending proposal (such as postponing it to another time) or to the assembly itself (such as taking a recess).

In a parliament, it may also be called a **parliamentary motion** and may include legislative motions, budgetary motions, supplementary budgetary motions, and petitionary motions.

## 8 Steps To Properly Present and Dispose of a Motion

### STEP 1 - Member obtains the right to speak (obtains the floor).

1. When no one else has the floor, members are to rise, or raise hand, or stand at a microphone and await recognition.
2. Address the chair - rise if desired by the chair.

**Common Mistake:** Members do not stand up, do not wait to be recognized, and typically start to discuss their motion before completing the prescribed order.

### STEP 2 - Be recognized by the chair.

1. Chair calls member's name, points or nods to the member, or identifies microphone giving permission to speak, hence chair, "recognizes" member.

### STEP 3 - State your motion.

1. Member says, "I move that..." or "I move to..." NOT "I make the motion that..." or "I so move." "I move" is the key.

### STEP 4 - Motion needs a second by another member.

1. Another member seconds the motion; a.
  - a. Recognition is not required.
  - b. A member calls out "Second." Seconding merely means you want to discuss the topic – it does not mean you are in favor of it – in fact, you may have reasons why not to vote for the subject matter.

**Common Mistake:** The person seconding the motion dives into the merits of the motion, instead of waiting for the question to be placed in front of the group and/or before the person making the motion has spoken (they have first right to speak).

### STEP 5 - Chair states motion.

1. The presiding officer restates the motion to the assembly.
  - a. The chair says "It is moved and seconded that...is there any discussion." (Some motions cannot be discussed. Consult your parliamentary authority.)

**Common Mistake:** Motion is restated differently from the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.

### STEP 6 - Debate is held.

1. The members debate the motion.
2. Maker of the motion has the first chance to speak.
  - a. Note: Members should not talk against their own motions, even though they may have changed their minds. They may, however, vote against their own motions or withdraw them.
3. Debate should alternate the pros and cons to the issue.
4. Members wishing to speak must first obtain the floor (steps 1 and 2 above).
5. Remarks must be addressed to the chair and confined to the motion being discussed. Members are to talk through the presiding officer and not at each other across the room. Refrain from using member's names--use title or "the previous speaker" or "the speaker who..."
6. Observe time limits. Sometimes these are previously established. If not: Ten minutes per speech. (If RONR, (10th ed.) is the Parliamentary Authority)
7. No more than two speeches per member per motion on the same day.
8. No second speech if another is seeking to make a first one.

**Common Mistake:** Debate gets out of control in temper, in duration, in relevance!

### STEP 7 - Vote is taken.

1. Presiding officer asks for the affirmative votes and the negative votes.
  - a. When discussion has concluded the chair calls for the vote. “Are you ready to vote? The question is on the adoption of the motion that ... (repeat the motion). Those in favor say ‘Aye’ (pause). Those opposed say ‘No’.”

**Common Mistakes:** The presiding officer states 'All in favor' instead of 'Those in favor'; Presiding officer fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.); Presiding officer states those in favor same sign (if ayes and nays are the same sign how do you know which side wins?); The negative vote is never requested or counted!

**STEP 8 - Presiding officer announces result of vote and action to be taken.**

1. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.
  - a. “The ayes (noes) have it, the motion is adopted (lost), and ... (state the outcome-what has been decided).”

**Process of Handling Motions**

The process of handling motions generally involves the following steps, depending on the motion and the rules of order in use:

1. A member obtains the floor and makes a motion.
2. Another member seconds the motion.
3. The chair states the motion.
4. Members debate the motion.
5. The chair puts the motion to a vote.
6. The chair announces the results of the vote and what happens with the motion.

**SAMPLE MOTION SLIP**

Have two copies to ensure that  
 Before Meeting – Provide copy to President  
 After Vote: Provide to Secretary for official meeting minutes

I Move that:

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With a budget of: \$ \_\_\_\_\_ From Budget Line# \_\_\_\_\_

Motion Made By: \_\_\_\_\_ Motion 2<sup>nd</sup>: \_\_\_\_\_ Pass / Fail

## Parliamentary Procedure Quick Reference Guide

	<b>Action by Board Member/Member</b>	<b>Then the President Says:</b>
<b>To call the meeting to order</b>		One tap of the gavel and say, <i>"This meeting is called to order at (state time) "</i>
<b>Approval of minutes</b>	Secretary should first state in what manner the minutes were presented (newsletter, direct mailing, at the door)	<i>"Are there any corrections to the minutes? (Pause) "Hearing none the minutes stand approved as printed"</i> If there are corrections then say: <i>"The minutes stand approved as corrected."</i> (NOTE: A motion does not need to be made to approve the minutes.)
<b>Approval of Treasurer's Report</b>	The Treasurer's report is presented but does not need approval.	<i>"The treasurers ' report is filed for audit."</i> (NOTE: No motion is needed to approve.)
<b>Announce the next piece of business</b>		<i>"The next item of business is . . . ."</i> (NEVER say "The next order of business.")
<b>Processing unfinished business</b>		<i>"Is there any unfinished business?"</i> Unfinished business (sometimes incorrectly referred to as "old business") refers to questions that have carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business.
<b>Processing new business</b>		<i>"Is there is any new business?"</i> (Members may introduce new items of business at this time.)
<b>To adjourn the meeting</b>		<i>"There being no further business, the meeting is adjourned at (state time)."</i> (NOTE: No motion is needed unless someone wishes to adjourn the meeting before all business is conducted.)
<b>Motion Etiquette</b>	<ul style="list-style-type: none"> <li>• Motions may only be positive.</li> <li>• Stand when giving motion.</li> <li>• Write motions on motion slips.</li> <li>• State your name when giving a second.</li> <li>• Listen carefully to each motion, Ask for clarification if unsure.</li> </ul>	
<b>What needs a motion?</b>	Any new proposal to the group – anything that would require action by the chapter members. If a project was included on your yearly calendar and the calendar was voted on and approved as a whole then you do not need to vote on the project.	
<b>Steps in processing a motion</b>		
A member makes the motion <i>"I move that ..."</i>	Another member seconds the motion, Secunder does not need to be recognized	If a motion fails to get a second, the chair states: <i>"Since there is no second, the motion is not before the meeting. "</i>
	The chair states the question: <i>"It is moved and seconded that (restate the motion)"</i>	
	Debate is held – the chair states: <i>"Is there any discussion?"</i> (NOTE: Member who made motion has the right to speak first – alternate for and against.)	
	<i>"Is there any further discussion? "</i>	

	<p>The chair puts the question to a vote – Restates the motion.          "A motion has been made and seconded that we (restate the motion)"          The chair states: "Those in favor of the motion, say aye."          "Those opposed, say no."          (Voice vote – Most common)</p>	
	<p>Chair announces result of vote          "The ayes have it and the motion is adopted." (or)          "The nos have it and the motion is lost."</p>	
<b>Process for Amending a Motion</b>		
A member makes motion A		
Another member amends that motion by saying: "I move to amend motion A by (inserting, striking out, striking out and inserting) as follows:	Another member seconds the motion to amend	<p>The chair then says:          "It is moved and seconded that we amend "Motion A" by (inserting, striking out, striking out and inserting) as follows . If the amendment is adopted the main motion would then read          ."</p>
Debate is held	<p>the chair states:          "Is there any discussion?" (NOTE: Member who made the motion has the right to speak first – alternate for and against.) "Is there any further discussion?"</p>	
	<p>The chair puts the motion to a vote and says:          "The motion on the floor is whether or not to amend the main motion. If the amendment is adopted, <u>main motion would then read</u> . (Be the sure the members <u>that they are voting on the amendment only and not realize the main motion.</u>)</p>	
	<p>those in favor, say "Aye"response)          (Pause for All those opposed, Say "No"          The affirmative has it, the . "Motion A" is amended and now reads          Is there any discussion on "Motion A" as amended?          Or          The negative has it, the motion islost and "Motion A" is not amended. The before you is "Motion A." Is theremotion any further discussion?</p>	
<b>Withdrawal of a Motion</b>		
A member who made a motion now wishes to withdraw it	<p>The President says, "(Name of the person) asks to withdraw her motion. If there is no objection, the motion will be withdrawn. Is there any other business?" Note: This can be done only without the final vote having been taken. If there is an objection to having the motion withdrawn then you need to vote on it like any other motion.</p>	
<b>Reconsider a Motion</b>		
To vote on a previous motion passed at the same meeting, can only be made by a member who voted on the winning side.	<p>The President says, "It is moved and seconded that we reconsider the vote on the motion (state the motion to be reconsidered). Is there any discussion?"</p> <ul style="list-style-type: none"> <li>"Those in favor say aye. Those opposed say nay. "</li> </ul> <p>Aye vote: "The ayes have it and the motion to reconsider the motion is carried. You now have before you the motion to (state the motion). Is there any discussion on this motion?"</p> <p>Nay vote: "The nays have it and the motion to reconsider is lost. "</p>	
<b>Close Debate</b>		
	A member says, "I move the previous question. It must be seconded and there is no debate.	<p>The president says, "It has been moved and seconded that we close debate on the pending question. Those in favor say 'aye,' those opposed say 'nay. '</p> <p>If 2/3 vote aye, then go on and vote on the question.</p>

<b>Voting</b>	The determination of what kind of vote is needed (majority, two-thirds) is based on members' rights. If an action gives rights to the members, it requires a majority vote to pass. If an action takes away rights from members, it requires a two-thirds vote to pass.
Voice Vote	Most common. The chair asks those in favor say "aye" opposed say "no."
Show of Hands Vote	This method is typically used in small groups
Ballot Vote	method is used when secrecy is desired. Members write their vote on a piece of paper
Roll Call Vote	This is the exact opposite of the ballot vote. The purpose of the roll call vote is to make official as part of the record how each member voted
General Consent	A method of voting without taking a formal vote. The presiding officer asks if there are any objections. If just one member objects then the matter must be put to a vote

## 2<sup>nd</sup> Trimester Challenge- Making Motion at Meeting

We have all been there: attending chapters or district meetings and perhaps have had to make a motion or vote on a motion. But did you know making a motion has its own parliamentary procedure?

For my 2<sup>nd</sup> trimester 'Through the Looking Glasses' challenge, chapters and districts that complete my parliamentary checklist **and** email me a written motion based on the checklist below to [parli@mnwt.org](mailto:parli@mnwt.org) for comment and recommendations will receive an incentive!

1. What is the motion regarding? (provide a short description of the purpose of the motion)
  
2. How was the motion presented? (e-mail, at meeting, zoom, etc)
  
3. What is the motion? (provide what was said to initiate the motion)
  
3. What steps were taken when presenting a motion?
  
4. Was there a second? Yes No
  
5. Was there a discussion? What was the discussion? (you do not need to provide all discussion, just a short wrap up about it)
  
6. Was there a time limit to open the discussions? Yes – Time Allotted: \_\_\_\_\_ No
  
7. Are there amendments to the motion?
  
8. How was the motion being voted? Voice Vote, Show of Hands Vote, Ballot Vote or Roll Call Vote?
  
9. How did you call for the motion? (please write out exactly how this part was done. "All in favor.....")



<b>Here are some motions you might make, how to make them, and what to expect of the rules.</b>							
To Do This...	You Say This...	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it be Amended?	What Vote is Needed?	Can it be Reconsidered?
Adjourn Meeting	"I move that we adjourn."	No	Yes	No	No	Majority	No
Call an Intermission	"I move that we recess for..."	No	Yes	No	Yes	Majority	No
Complain about noise, heat, etc	"I rise to a question of privilege..."	Yes	No	No	No	No Vote	No (usually)
Temporarily Suspend Consideration of an Issue	"I move to table the motion."	No	Yes	No	No	Majority	No
End Debate and Amendments	"I move the previous question."	No	Yes	No	No	2/3	No *1
Postpone Discussion for a Certain Time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give Closer Study to Something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes *2
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes *3	Yes	Majority	Yes
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
Protest Breach of Rules or Conduct	"I rise to a point of order."	Yes	No	No	No	No Vote *4	No
Vote on a Ruling of the Chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority *5	Yes
Suspend Rules Temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid Considering an Improper Matter	"I object to consideration of this motion."	Yes	No	No	No	2/3 *6	*7
Verify a voice Vote by Having Members Stand	"I call for a division" or "Division!"	Yes	No	No	No	No Vote	No
Request Information	"Point of information."	Yes	No	No	No	No Vote	No
Take up a Matter Previously Tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a Hasty Action	"I move to reconsider the vote on..."	Yes	Yes	*8	No	Majority	No

Notes: \*1 = Unless vote on question is not yet taken \*5 = A majority vote in negative needed to revert ruling of chair \*2 = Unless the committee has already taken up the subject \*6 = A 2/3 vote in negative needed to prevent consideration of main motion. \*3 = Only if the motion to be amended is debatable \*7 = Only if the main question or motion was not, in fact, considered \*4 = Except in doubtful cases. \*8 = Only if motion to be reconsidered is debatable.