

Hello Minnesota Women of Today;

My name is Joanne Larson and I will represent Minnesota as your State Parliamentarian this year. A big transition for me this year. I moved from Shoreview (Fridley Chapter of 13 years) to Brainerd. I will be a member of the Brainerd Lakes Area Women of Today as of June 1. I have held several positions on the chapter, district and state level. I have also served on all state committees in different capacities. This position will be new and challenging. I can't wait! Kit Kat (my cat) and I have adjusted well with the move from a home to an apartment. I love being back in Brainerd with all my family. My daughter, Stephanie and her puppy Helen, live in town here so I enjoy visiting with them often.

I look forward to assisting members with their Parliamentarian needs this year. "Pencil In" your Parli this year to review your bylaws and policies.

In Friendship,  
Joanne



**Joanne Larson  
MNWT State  
Parliamentarian**

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**Dates to Remember**

- Founders Day 07/01/16
- President / State Delegate Retreat 07/23/16  
Rice, Minnesota
- Committee Meetings 07/30/16
- Programming Evaluations Due 08/01/16
- MNWT Foundation Retreat 10/15-16/16
- MN State Bylaw & Policy Review  
Location TBD 10/28/16

**Membership Rebates 1<sup>st</sup> Trimester**

**Membership Rebates for 1<sup>st</sup> Trimester**

Growth plus 3 – rebate of \$20

Growth plus 5 – rebate of \$50

**Extension Rebate for 1<sup>st</sup> Trimester**

Complete an extension before August 15 and the new chapter receives \$100.

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

**IN THIS ISSUE**

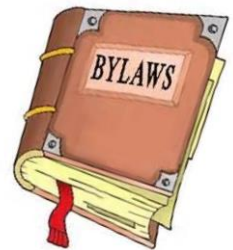
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## Orders of the Day

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 1<sup>st</sup> Trimester**

\$50 donation to the State Plan of Action (POA) {50 Points}

and/or

Hold an M-event between Kids Week (August 14-20) and IMPACT Monday (August 29), post event on Facebook, tagging State MVP Julie Marchand, along with adding two new members during the month of August. {50 Points}

and/or

Celebrate Founder's Day by holding an M-event (utilizing PR) and submit the USWT Four form found in the PR CIP {50 Points}

and/or

Submit a completed first trimester LPM report in all eight (MNWT) programming areas. {100 points}

**MAXIMUM of 100 Bonus Points**

There will be an **additional 100 Bonanza Bonus Points** awarded **IF ALL FIVE** copies of the following are included:

1. Sales and Use Tax Permit
2. Articles of Incorporation
3. Proof of Annual Registration filing for 2015 (copy of email confirmation from the MN Secretary of State)
4. Proof of insurance for the current year
5. Proof of 990 filing for fiscal year June 1, 2015 - May 31, 2016 (copy of email confirmation from IRS dated after June 1, 2016).

## “Parli Pencil Tips”



### *Parliamentarian “Pencil Tips”*

I will be utilizing CIPs and the Parliamentarian Facebook page to post “Pencil Tips” that should be helpful to you and your chapter.

#### Pencil Tip 1

Having a typed, printed agenda for your meetings helps you stay on task better and your members can follow along easier. Before each meeting you can quickly update the agenda without having to start over or forgetting an important item of business.

#### Pencil Tip 2

When completing SUCCESS, in order to receive points, you need to have in your minutes that a quorum has been established.

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Would your chapter or district like to win a basket? If so, just send me your chapter or district bylaws and policies for review. I will then add your chapter or district’s name into a drawing for a really nice basket at Annual Convention!

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### **WHAT IS A MOTION?**

A motion is any proposal that introduces business to a group.

### **HOW TO PRESENT A MOTION**

1. Rise and address the chair – “Madam President...” for example.
2. Be recognized by the presiding officer.
3. State your motion – “I move....”
4. The motion needs a second by another member of the group.
5. The presiding officer states the motion as presented – “It has been moved and seconded that...”
6. Discussion is held, and the person who made the motion has the chance to speak first and present his/her reasons for the motion.
7. A vote is taken.
8. The presiding officer announces the result of the vote and action is taken.

### **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: \_\_\_\_\_



