



**2019-2020
MNJOTS CIP**

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CLICK! CLICK! CLICK!

You look gorgeous! Welcome to a year with me and the Picture Perfect Parli. I am really excited to be re-entering the active world of the Minnesota Women of Today and being the Parliamentarian for the year. It's been a few minutes since I attended a state event, and life has hopefully shifted a bit to allow for opportunities to be active again. (I've missed you all!)

In this year, I hope to help you navigate your way through smooth meetings, easy amendments, and motions, for your chapter and district meetings, by offering incentives, challenges, and more! Be sure to like the Parliamentarian Facebook page so you can follow along with any notifications and flash (Get it?? Like a camera?? Flash??) challenges that will pop up there!

I look forward to a fun year... I'm ready for my close-up! ☺

Robert ('s Rules): The Man, the Myth....

Thousands of meetings occur every day, many following *Robert's Rules of Order* when transacting business. Here are a few myths about *Robert's Rules of Order*.

Myth #1: Parliamentary Procedure Doesn't Matter

Most organizations dictate that a certain parliamentary book will be followed when transacting business. State laws often require that certain groups follow specific rules or even *Robert's Rules* during meetings. Incorrectly applying these procedures can lead to embarrassment, hard feelings, and even lawsuits.

Myth #2: Rules Are the Same for All Meetings

Rules aren't one-size-fits all. Problems are common when large meetings behave too informally or small meetings behave too formally. Rules should be like clothes—they should fit the organization they are meant to serve. Most parliamentary manuals provide that board meetings and membership meetings are conducted differently.

1st Trimester Film Challenge

- Submit your answer to the first trimester film challenge, you must do the following:
1. Like the Parliamentarian Facebook Page.
 2. Answer questions that are asked on the Facebook Page.
 3. Submit your answers on Facebook to the questions during the trimester and you will be entered into a drawing for a basket to be awarded at Fall State.

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SAMPLE MOTION SLIP
BEFORE meeting
top ½ goes to PRESIDENT

I move that _____

With a budget of \$ _____ From BUDGET LINE # _____ (MUST FILL IN ~ if applicable)

Moved by _____ Date _____ 2nd by _____

PASSED / DEFEATED

I move that _____

With a budget of \$ _____ From BUDGET LINE # _____ (MUST FILL IN ~ if applicable)

After vote & signed
Give bottom ½ to SECRETARY

MOTIONS

Script for Presenting a Main Motion

1. Rise and address the chair

"Madam President"

2. Be recognized by the chair.

4. State your motion

"I move..."

5. Another member seconds the motion

"I second the motion." Or just *"Second"* • Secunder does not need to be recognized. **Why a second?** Roberts Rules says

that a motion must be considered if two people are in favor of it coming before the meeting. • If a motion fails to get a second, the chair states:

"Since there is no second, the motion is not before the meeting."

6. The chair states the motion

"It has been moved and seconded that (or "to")..." • It is important to restate the motion so the members clearly understand the

business at hand. • The chair should require that the motion be submitted in writing so they can accurately restate it.

7. Debate is held – The chair opens debate by saying

"Is there any discussion?" • Members debate the motion • Preference in recognition: • Member who made motion

• Member who has not yet spoken • If possible, alternate for and against

8. Chair puts the question to a vote – The chair again restates the motion.

"A motion has been made and seconded that we..."

(Voice vote – Most common)

"Those in favor of the motion, say aye."

"Those opposed, say no."

9. Chair announces result of vote

"The ayes have it and the motion is adopted." (or)

"The nos have it and the motion is lost."



SAVE THE DATE

October 19th, 2018 6:00 pm

Watch Parliamentarian Facebook Page for further details!

These dates are part of the MNWT official calendar that can be located at www.mnwt.org under the events section in both a PDF printable and online format. Please consult the full listing to ensure that other key dates are not missed.

Orders of the Day

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

Have you heard of a POINT OF PERSONAL PRIVILEGE?

For example: The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
 - Chairman: "State your point."
- Member: "There is too much noise, I can't hear."



Don't forget to submit your Policy and By-Laws for review by August 31st to be entered into a drawing that will be awarded, for your chapter, at fall state!

**Minnesota Women of Today
1st Trimester SUCCESS Presidential Bonus Points
2019 – 2020**

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

50 points

and/or

Submit a completed Programming Trimester Report for 1st Trimester

50 points

and/or

Complete the membership scavenger hunt challenge for first trimester from the Membership Vice President's CIP and post your chapter picture on your Facebook page and tag MVP Lisa Hahn.

50 points

and/or

Participate in MNWT Cards for a Cause fundraiser and sell or purchase 4 boxes of cards

50 points

and/or

Participate in MNWT Canterbury fundraising partnership by working as a volunteer for 10 hours or more (combined total of any number of chapter members). Include list of names and hours.

50 points

Maximum of 100 Bonus Points

ADDITIONAL Presidential Bonanza Bonus Points (100 points) if all five copies of the following are submitted with your documentation

- Sales and Use Tax Permit
- Articles of Incorporation
- Proof of Annual Registration for 2019
(A copy of the email confirmation from MN Secretary of State)
- Proof of Insurance for the current year
- Proof of 990 filing for the fiscal year June 1, 2018 through May 31, 2019
(A copy of email confirmation from IRS dated after June 1, 2019)

Maximum of 100 Presidential Bonanza Bonus Points