



Minnesota Women of Today  
2020-2021 Plan of Action  
Parliamentarian, Through the  
Looking Glasses

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I am very excited to begin this year as your State Parliamentarian. I look forward to working with many chapters and districts throughout our amazing organization, helping everyone understand the value of parliamentary procedure and why it is important and useful for your chapters and districts.

My theme focuses on “through the looking glasses”. Just like parliamentary procedure which has many steps to go through, I will be sharing these with you through my Chapter Information Packet and through special challenges on the MNWT Administration Facebook page to make it a fun, exciting position to be in for your chapter or district.

I hope you all have fun as we together ‘through the looking glasses’ have an effective year for our chapters and districts. Remember, to like the MNWT Administration Facebook page for information and fun facts, this will be the location of the special “through the looking glasses” challenges, for those who like the page.

*Melissa Redzuan*

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**1st Trimester “through the looking glasses” Challenge**

To submit your answer to the first trimester challenge, you must do the following:

1. Like the MNWT Administration Facebook Page.
2. Answer questions that are asked on the Facebook Page.
3. Submit your answers on Facebook to the questions **posted** during the trimester and you will be entered in a drawing for a basket to be awarded at Fall State.

## 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)

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 ~~one~~ chapter ~~or~~ district at fall state!



### Chapter and District 1st Trimester Challenge

**Schedule and Hold your policy and bylaw review. Submit to the Parliamentarian for review in first trimester to be entered into a drawing that will be awarded at Fall State.**

**Must submit by August 31<sup>st</sup>.**



