

## Winter State CIP 2017-18

Can you believe that we are almost done?!



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This year is flying by so fast, but there is still one more trimester to finish strong. I am so looking forward to celebrating the end of our year at Annual Convention in Alexandria. I cannot say thank you enough to the chapters and districts that have sent in their policy and bylaws and had me visit them. It has been so much fun to visit different chapters throughout this year. Please make sure that as you are wrapping up your year you are not forgetting about how to properly host your elections. It is critical to make sure that you have a good plan in place no matter what happens. Your chapter elections are critical to the foundation of a healthy chapter and one that will continue to grow. Please reach out to me if you have any questions on elections or need ideas for finishing off your year. Good luck to all you amazing parliamentarians!

Cheerio, Illeana

### Who's that Robert guy? And why does he have so many rules??

Henry Martyn Robert was an engineering officer in the regular Army. Without warning he was asked to preside over a public meeting being held in a church in his community and realized that he did not know how. He tried anyway and his embarrassment was supreme. This event, which may seem familiar to many readers, left him determined never to attend another meeting until he knew something of parliamentary law.

Ultimately, he discovered and studied the few books then available on the subject. From time to time, due to his military duties, he was transferred to various parts of the United States, where he found virtual parliamentary anarchy, since each member from a different part of the country had differing ideas of correct procedure. To bring order out of chaos, he decided to write *Robert's Rules of Order*, as it came to be called.

Found at: <http://www.robertsrules.com/history.html>

### 3<sup>rd</sup> Trimester Crown Challenge

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

1. Like the Parliamentarian Facebook Page.
2. Answer Questions that are asked each month on the Facebook page.
3. Submit your answer ALL months of the trimester and you will be entered into a drawing for a basket to be awarded at Fall State.
4. All participants from this last year will be entered into a wine and chocolate basket to be awarded at Annual.



## 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" to ensure that it is noted in the meeting minutes. This is part of your responsibilities as your chapter or district parliamentarian.



Presidential SUCCESS Bonus Points for Third Trimester



Purchases of at least \$100 for State Ways & Means in any combination of state store, online clothing and apparel purchases and 3<sup>rd</sup> trimester promotional (50 pts.)

And/or

Submit a nomination for a Community Connections Year-End Award (50 pts.)

And/or

Show chapter growth for 3<sup>rd</sup> trimester (50 pts.)

And/or

Hold an M-event and sign 3 members 3<sup>rd</sup> trimester (100 pts.)

Maximum of 100 Bonus Points

# Running an Efficient Meeting

Top tips for making sure your meetings run smoothly and efficiently.

## 1. Have written agenda well in advance with a clear objective

- a. This is critical to ensure that all parties have the opportunity to address any concerns and almost guarantees that everyone is on the same page with the format of the meeting.
- b. In regards to the objective, you will want to make sure that before anything you ask yourself what is the point of the meeting and what is that everyone should take away from it.

## 2. Who's on the list??

- a. Ensure that those that need to be at the meeting are aware of it
- b. You will want to make sure to note any special guests that require recognition.
- c. The more people who have at the meeting who don't really need to be there the more likely it is to turn into a runaway train.

## 3. Time management

- a. Starting and ending on time is key to keeping all attendees engaged and on track.
- b. If you are attending a meeting, make sure to arrive a few minutes early so that when the meeting starts you are ready to go.
- c. Consider placing a timeline on the agenda and time the meeting. Don't be afraid to alert those going over the time allotted that they are close to running out or out of time.

## 4. Putting on the breaks

- a. Any meeting lasting longer than an hour should have a break for courtesy sake.
- b. Most meeting attendees tend to check out after an hour. A break will allow a brief respite from the meeting and allow those who need time to regroup that time.
- c. Set a realistic return time. If bathrooms are on the other side of the building from the meeting room, don't tell attendees to be back in 5 min. Maybe give them 10-15.
- d. If your meeting is going longer than an hour and a half, consider providing some sort of snacks or beverages. You don't want anyone getting hangry!

**5. Use the parking lot!**

- a. This method is great for any of those attendees who tend to take over the meeting with non-agenda items
- b. You want to make sure that everyone has their chance to bring up important topics, but it can sometimes cause a disruption. By using the parking lot method you are addressing the issue and tabling it for later on in the meeting, potentially under new business. DON'T FORGET TO WRITE IT DOWN!

**6. Preview any important/potentially controversial points**

- a. It is important to address any major decisions or controversial points prior to your meeting to make sure that all bases are covered.
- b. You will want to communicate with all key players prior to the meeting to ensure that discussion can go as smoothly as possible and eliminate any non-productive time.

**7. Note taking**

- a. Not everyone does it, but it certainly can help in the long run!
- b. Take note of any questions or new business that is your task to take care of.
- c. Use space on the agenda to highlight this task or use a numbering system and an additional piece of paper. This can get confusing if things are moving very quickly, so be cautious of this particular method.
- d. Take note of items that may be moved to the parking lot or if something is referred for further discussion at committee or task force level.

**8. Is technology really necessary??**

- a. Most people today have some sort of tech to aid in their facilitation of a meeting. You can't ban it completely, but limiting it should be done.
- b. It can cause disruptions and distractions that can move a meeting off track very quickly.

**9. Follow up**

- a. This is probably just as important as having an agenda.

- b. Any action items that were not addressed should be after the meeting in a timely manner. Don't let it sit on the back burner for days after. It is best to address while it is still fresh on everyone's mind.
- c. Some sort of response at most 24 hours after meeting would be best
- d. As meeting facilitator, committee chair, or task force leader you will want to send out a recap of any changes or decisions made to ensure that everyone on the team is on the same page.

#### 10. HAVE FUN

- a. We all know how boring being in meetings can be and often they can get very long. By injecting some light hearted, but organized fun to the meeting attendees will stay more engaged and contribute more.

Tips were pulled from various sources, including 7 Habits for Effective Meetings and Forbes magazine



### Crown Clip for 3<sup>rd</sup> Trimester

Is it true that only the presiding officer can vote only to break a tie?

If voting by ballot, the presiding officer votes with the other members. For other forms of voting it is the chair's duty to maintain the appearance of impartiality while presiding requires him/her to refrain from voting. If the vote ends in a tie, the presiding officer can vote if he/she wants the vote to pass, unless voting by ballot. If voting by ballot, and there is a tie, the motion then fails as it did not get the majority needed to pass.

*Courtesy of Robert's Rules of Order for Dummies*

## Chapter Elections

Leadership is always an important aspect of an organization's success. But remember it's not the title that gives someone power - a person holding a leadership position only has the power that is given to that position as stated in the bylaws. Be sure to remind those members that are interested in a leadership role in your chapter to review the bylaws and policies to see what duties and responsibilities are outlined there. They are responsible for performing those duties, whether or not the person who held the office before them did. A suggestion would be to hand out or place in the newsletter that section of the bylaws. Before you begin the nomination and election process you NEED to check your chapter or district bylaws. There are rules regulating your elections and nominations in the bylaws and you MUST follow them.

### WHO NOMINATES AND HOW DO YOU DO IT?

A nomination is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected.

Common methods of nominations are:

- |                              |                            |
|------------------------------|----------------------------|
| . Nominations by a committee | Nominations from the floor |
| . Nominations by the chair   | Nomination by ballot       |
| . Nominations by mail        | Nomination by petition     |

Nominations by committee and from the floor are the most common methods. They are usually done in connection with each other. The nominating committee first gives its report and then the presiding officer asks for nominations from the floor.

### Nominating Committee

Candidates for offices may be selected by a nominating committee. The committee should consider nominees who have demonstrated the abilities to handle the jobs for which they are nominated. Most chapter/district bylaws list special qualifications for office holders. The nominating committee may be composed of outgoing officers or senior members because they should understand the duties required of the offices. It is most common to include the Past President and two other members from your chapter. Refer to your chapter/district bylaws.

### Nomination Process

When the nominating committee is called for its report, the chairman rises and says, "Ms. President, the nominating committee submits the following nominations. For President, Mary A., For Vice President, Sally M. etc."

Nominations do not require a second. As the nomination is made, the chairman repeats it and the secretary records it. It is not necessary to accept the report of the nominating committee. Nominations made by a committee are treated just as if made by members from the floor. The chairman must inquire if there are any further nominations. No member may nominate more than one candidate for each office.

It is not necessary to have a motion to close nominations when only one name for an office is suggested. Two calls for additional nominations should be sufficient to insure that all who wish to make nominations have had an opportunity to do so. If no additional names are suggested for an office, the chairman may announce, "The nominations are closed, and we shall proceed with the election."

A motion to close the nominations may be made if the list of candidates is getting too long. It is not debatable and requires a two thirds vote to pass.

Prior to voting but following the formal closing of nominations, nominations may be reopened by a motion, which requires only a majority to carry.

#### Voting on Nominations

If all nominations are completed at once, you can use a single ballot to vote for all offices, this is a faster ballot vote than doing each office separately.

The tellers then tally the votes and the results are given to the chair to announce. If there is an office where there was no majority, the chair announces "no election" and another ballot is done. For offices where a majority was won, the chair announces the winner. Balloting continues until someone has won the majority of votes.