



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

**Melissa Redzuan**  
12481 Alise Pl  
Eden Prairie MN 55347  
Parli@mnwt.org  
www.mnwt.org



## Goals and Implementation

**Goal 1: Provide clarification, assistance, and advice to the State President and other state, district, and chapter officers regarding parliamentary procedure.**

- a) Attend 100% of all state business and executive council meetings.
- b) Have Motion slips, a copy of the MNWT bylaws and policies, and copy of Robert Rules of Order at all attended meetings.

**Goal 2: Assist the Chapter Management Vice President and Extensions Director when working with existing and new chapters by reviewing or creating local chapter bylaws and policies, as well as general meeting procedures.**

- a) Maintain close communication with CMVP and Extensions Director regarding chapters that need assistance.
- b) Attend chapter visitations in which parliamentary procedures will be discussed or in which bylaws and policies are being review.
- c) Offer chapters aid and assistance as needed.

**Goal 3: Review 20 chapter and 5 district bylaws and policies.**

- a) Contact chapters and districts to remind them to submit their policy and bylaws.
- b) Post on Facebook, Chapter Mailing and in Chapter Information Packets (CIPs) on how to submit policy and bylaws for review.
- c) Hold a drawing at each state convention for all chapters and districts who have sent bylaws and policies.

**Goal 3: Hold the State Bylaw and Policy review with at least one (1) member from each of the four (4) areas.**

- a) Set a date and secure a location near the metro area.
- b) Promote attendance and offer an incentive for those attending in state publications, emails, and on the Parliamentarian website and Facebook page.
- c) Offer a Zoom meeting for those that cannot travel and would like to attend.

**Goal 4: Provide "Parli Challenges" to chapters and districts for running efficient business meetings tips on how to follow Robert's Rules of Order.**

- a) Offer Robert's Rules of Order information monthly on the Parliamentarian Facebook page and in each CIP.
- b) Provide information of Robert's Rules of Order in CIP, Facebook page, and at visitations.
- c) Provide a special challenge on parliamentary procedure each month on Facebook page and draw for a winner at each convention.