

# SECRETARY / PARLIAMENTARIAN

What you **NEED**  
to know!

SECRETARY

Making Minutes Count



# Why an Agenda?

- Gives order to the meeting
- Lists person responsible for reports
- Helps the secretary with minutes

AutoSave On Sample Membership mtg agenda 9-10-18 Search (Alt+Q) JoAnn Miller

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Attendees:				
Amy Pumper	Dawn Fayerweather	Lisa Leisenheimer	Michelle Miller McGowan	Stephanie Putzier
Brenda Newell	JoAnn Miller	Maria Morrison	Pamela Peterson	Carrol Hoehn
Sheila Geler	Mary Nicklay	Ruth Tibbets	Chris Overend	Kathy Bauman
Melissa Karst				

Guests:

Byron Women of Today  
Membership Meeting Agenda for September 10, 2018

Call to order at \_\_\_\_\_ by Dawn Fayerweather

Pledge of Allegiance lead by:  
USWT Creed led by:  
Invocation: Steph

Ice Breaker: Positive teambuilding activity

**Past President/Parliamentarian** (Sheila)  
Orders of the Day  
Quorum: \_\_\_\_\_ of 16 present. A quorum **has/has not** been established.

**President's Message** (Dawn)


**Secretary's Report** (JoAnn)  
Approve meeting minutes for August

**Common Grounds**  
Bear's Den  
7:00 pm


**USWT Creed**  
*We, the United States Women of Today, are dedicated to serving our communities and nation, committed to strengthening*

Page 1 of 3 511 words Text Predictions On Accessibility Investigate

# MEETING MINUTES

- Name, date, place and type of meeting
  - Time convened and adjourned
  - Who attended the meeting
  - If a quorum is present
  - Treasurer's report of account balance(s)
  - Action taken on items of business
  - Project information
  - Request written reports from members
  - Facts only; NOT discussion that took place
- 

# MOTIONS

- Accuracy is important
  - Provide motion slips for all motions
  - Use exact wording of motion to record it
  - Do NOT record discussion; only motion, who seconded it, and whether passed or defeated
  - Example: M/S/P (Jane Doe/Susie Smith) I move that the (Chapter name) Women of Today hold a fundraiser for Crescent Cove.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

# PARLIAMENTARIAN

Checking in With Bob



- ▶ Parliamentary procedure is the accepted rules, ethics, and customs governing meetings of an assembly or organization. It is supposed to represent the will of the majority. Its object is to allow deliberation upon questions of interest to the organization and to arrive at the sense or the will of the assembly upon these questions.[1] Self-governing organizations follow parliamentary procedure to debate and reach group decisions—usually by vote—with the least possible friction.
- ▶ Rules of order consist of rules written by the body itself (often referred to as bylaws). Typically, national, state/provincial and other full-scale legislative assemblies have extensive internally written rules of order, whereas non-legislative bodies write and adopt a limited set of specific rules as the need arises.

## PARLIAMENTARIAN PROCEDURES

## BYLAW VS POLICY

- ▶ Bylaws define the governing and operational rules of the organization on the behalf of the members. Bylaws cannot be changed without notice to all members usually minimum of 30 days. Bylaws need to be voted on at the meeting with a specific number of members present and that a percentage should be indicated in your bylaws or policies.

Policies are adopted to define the operations of the organization. Policies can be changed with a motion and voted on at a meeting without notification. Any member in the chapter can make this motion.



- ❑ Call the meeting to order
- ❑ Approval of minutes
- ❑ Approval of Treasurer's report
- ❑ Announce the next piece of business
- ❑ Processing unfinished business
- ❑ Processing new business
- ❑ To adjourn the meeting
- ❑ Motion Etiquette
- ❑ What needs a motion

# PARLI GUIDE

- ❑ Process a new Motion
- ❑ Process for Amending a Motion
- ❑ Withdraw a Motion
- ❑ Reconsider a Motion
- ❑ Close debate
- ❑ Voting



# PARLI GUIDE

## Orders of the Day



# ORDERS OF THE DAY

ITEMS TO BE ACTED UPON DURING A MEETING AFTER CALLING MEETING TO ORDER AND BEFORE ADJOURNMENT.

- Please have all cellular phones and pagers turned off or in silent mode during the business meeting.
- As a matter of courtesy, please do not enter or leave the room when a speaker has the floor.
- Those who are attending via Zoom, please ensure you are muted unless you need to speak.
- A motion slip must be prepared and given to the secretary.
- 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.

QUESTIONS?

