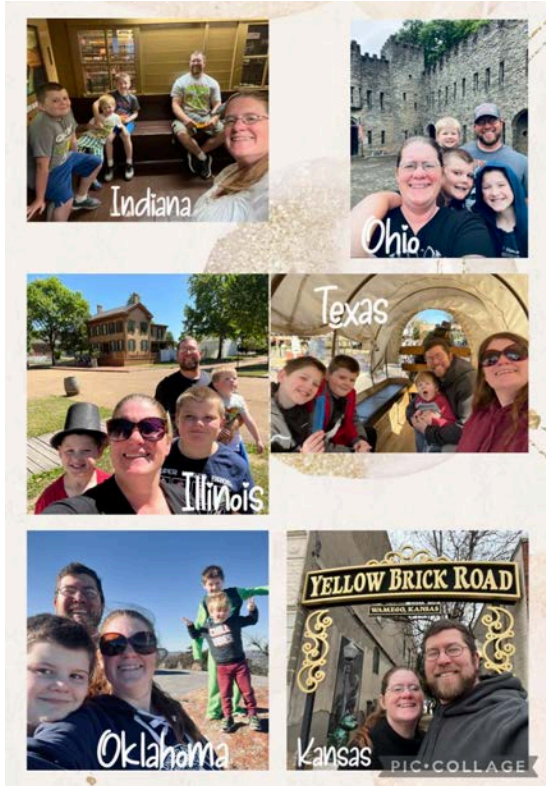




**Minnesota Women of Today**  
**2024-2025 MNJOTS CIP**  
**Parliamentarian**  
*“Parli Tips with Bob and Me”*

**Jeny Ohr**  
**651-235-4537**  
**parli@mnwt.org**  
**www.mnwt.org**



Greetings to all the Parliamentarians and Chapter Presidents!

Welcome to the 2024-2025 MNWT year. It has been a dream of mine to hold this position since I joined the organization in 2016. I have been a Parliamentarian at both the chapter level as well as district. One of my favorite activities each year is my chapter’s bylaw and policy review. My goal this year is to create a District Bylaw/Policy Repository and a Chapter Bylaw/Policy Repository.

A little about me! I am married to my wonderful husband Herman who has been so supportive of me and my love of this organization. We have been married for twelve (12) years and have three boys (Sam, Daniel, Dean). Love being a stay at home mom with my oldest boys learning online and my youngest starting kindergarten this fall. My family loves to travel. Please feel free to reach out to me to share a little about yourself and let me know if you would like me to come to your bylaw and policy review.

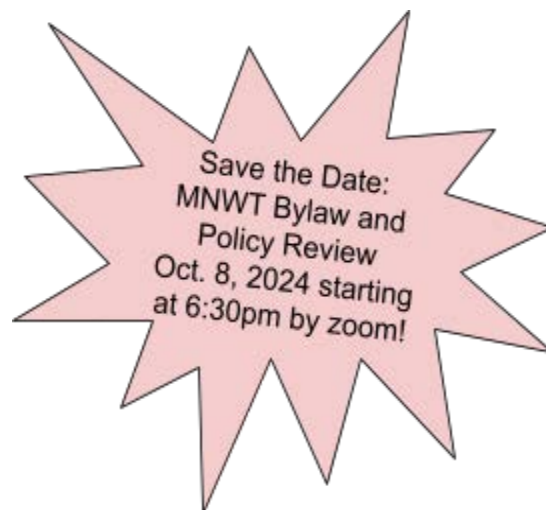
Jeny Ohr

<i>1st Tri Calendar</i>	
June 12	Trimester Webinar
July 15	Fast Starts Due
Aug 31	Closeout
<i>*Please consult the MNWT official calendar at <a href="http://ww.mnwt.org">ww.mnwt.org</a>, under Events to ensure that other key dates are not missed.</i>	

<i>Table of Contents</i>	
Greetings	pg 1
Calendar	pg 1
What does Parli do?	pg 2
District Repository	pg 2
1st Tri Parli Challenges	pg 2
1st Tri SUCCESS points	pg 2
Parli Tips	pg 2
Orders of the Day	pg 2
What is Motion and Slips	pg 3
Robert Rules Crossword	pg 4

## *What does a Parliamentarian do?*

Congrats on taking on the role of Parliamentarian for your chapter or district. It may seem like a huge task. You are probably asking yourself, what does the Parliamentarian do? The job of a parliamentarian is to be proactive, to follow Robert's Rules of Order, establish a quorum at each chapter meeting and to keep bylaws/policies up to date by holding a Bylaw and Policy Review each year.



### **Something new is in the works....**

One of my goals for the year is to create a *District Bylaw/Policy Repository*. This will be a place where all District Bylaws/Policies are stored.

After creating the District's repository, I would like to then start a chapter one. The goal would be for chapter parliamentarians/presidents to have someone to go to if their chapter misplaces their chapters.

#### **1st Trimester Parli Challenge for District Directors**

- Send me your District Bylaws and Policies to add to the new District Bylaw and Policy Repository.

*Anyone who does so by August 15th will get an incentive at Fall State!*

#### **1st Trimester Parli Challenge for Chapters**

- Email me ([parli@mnwt.org](mailto:parli@mnwt.org)) a letter introducing yourself, add couple of goals you have for the year.
- Pass out the crossword at a chapter meeting and let me know.
- Send me your Bylaws and Policies to Review.

*Anyone who does so by August 15th will get an incentive at Fall State!*

#### **1st Trimester Success Points**

Hold a by-law study committee meeting and submit to State Parliamentarian. 50 pts **ONE TIME ONLY**

*"See the MNWT President's MNJOTS Chapter Packet (CIP) for this trimesters Bonus SUCCESS Point information."*

**Parli Tip:**

Have motion slips with you at every meeting.  
Give the order of the day at the beginning of each meeting, make sure to establish a quorum.

**ORDERS OF THE DAY**  
*For Chapter Meetings*

- Please have all cellular phones 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.
- 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.)

**MOTIONS**

***What is a motion?***

- A motion is any proposal that introduces business to a group.

***How to Present a Motion***

1. Rise and address the chair – “Madam President...” for example.
2. Be recognized by the presiding officer.
3. State your motion – “I move...”
4. The motion needs a second by another member of the group.
5. The presiding officer states the motion as presented – “It has been moved and seconded that...”
6. Discussion is held, and the person who made the motion has the chance to speak first and present his/her reasons for the motion.
7. A vote is taken.
8. The presiding officer announces the result of the vote and action is taken.

**MOTION SLIP**

Date of Meeting \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

I move that \_\_\_\_\_

\_\_\_\_\_

Second \_\_\_\_\_

Passed / Defeated



Puzzlemaker is a puzzle generation tool for teachers, students and parents. Create and print customized word search, criss-cross, math puzzles, and more-using your own word lists.

## Roberts Rule of Order

S O K P D B D Q A D N E G A P  
M I E L Z Y N N X M F C T C U  
H I E P N L I S E E O K U U T  
A I N E F A C S A M G T F A P  
Y U R U Y W S E D J A A I O C  
B B L L T S E C O G T S L O Y  
O Q W U X E R E P Z O I A T N  
N X Y Q W A S R T W C Y I C X  
O X U Q U O R U M I E R Q H O  
H A B S T A I N E B O M S A B  
N R U O J D A S M J A D T I V  
D E B A T E W R A N W L T R C  
G J K A A S I M F Z M R L V Z  
Z B U K L J D P E C T I X O O  
T M U J A P I T Z Y J K W W T

abstain  
agenda  
ballot  
debate  
motion  
recess

adjourn  
amend  
bylaws  
majority  
policies  
rescind

adopt  
aye  
chair  
minutes  
quorum  
yield

### Find the word in the puzzle.

Words can go in any direction.

Words can share letters as they cross over each other.

18 of 18 words placed.



Copyright © 2024 Discovery Education. All rights reserved.