



Oklahoma 4-H Youth Development

Teen Action and Growth

Developing 4-H Teen Leaders for our club, community, country and world

Divine Guidance – Do we need any help from above?

Parliamentary Procedure Skit on Effective Meetings

Players:

- | | | |
|------------------------------|----------------------|------------|
| • Guardian Angel 1 – “Parli” | • Secretary | • Member 2 |
| • Guardian Angel 2 – “Pro” | • Social Coordinator | • Member 3 |
| • Guardian Angel 3 | • Treasurer | • Member 4 |
| • Chair | • Alumni Committee | • Member 5 |
| | • Bylaws Committee | |
| | • Member 1 | |

NOVEMBER BUSINESS MEETING

Chair: Well, I guess it’s time to get this meeting started, a jotted down some items for the agenda and we have waited 20 minutes so I guess no one else is coming. *(No one is paying attention to the chair)*

Excuse me! Can I have ya’lls attention!

ParliPro Guardian Angel 1 Stop! Parli, can you believe this guy/gal?

ParliPro Gaurdian Angel 2 Pro, I thought everyone knew an effective chair does an agenda in advance with the advisement of fellow officers and committee chairs.

Angel 1 The most effective meetings that I have attended have been conducted by a chair who knows Robert's Rules of Order and who has sent the agenda to the members before the meeting.

Angel 2 An agenda saves time by giving people the information they need before the meeting so they can have their ideas well formulated before they discuss them.



Angel 1 It shouldn't be too difficult when you use the standard order of a business meeting as listed in Robert's Rules of Order Newly Revised, which is:

1. The reading of the minutes
2. Reports of Officers and Boards
3. Reports of Standing Committees
4. Reports of Special Committees
5. Special Orders
6. Unfinished Business and General Orders
7. New Business

Angel 2 I know, you don't even have to do all these topics at each meeting. Only put on the agenda what needs to be done.

At meetings where an agenda is forgotten or you don't have one, or don't follow it, you won't get the most important things done. The meeting which should only be an hour long becomes two or three hours long!

Angel 1 Let see where this meeting is going with what he/she "jotted down."

Chair Does (name), our social coordinator have a thought for the day?

Social Coordinator: Shoot I knew I was forgetting something at home. My spouse got home late; the kids were trying to give me a list of stuff to pickup while I was in town tonight. Darn-it!

It had something to do with managing time and stress. I personally found it helpful.

Angel 2 Really prepared...doesn't seem this meeting is a priority to anyone.

Chair: The secretary will read the minutes of the last meeting.

Secretary: I couldn't come last time, so (name) took the minutes, and he/she didn't bring me the notes until tonight. He/she was on the way to a ballgame.

Angel 1 The chair holds some responsibility for the agenda, but so does the secretary. The information for the Agenda comes from looking back at the minutes and the agenda of the previous meeting. Unfinished business like leftovers may not be that fun to have again, but they must be dealt with before you serve anything new!

Angel 2 My minutes tell the group what happened at the last meeting and what will carry over to this meeting. Things that carry over are: any motion that was left pending or undecided at the last meeting; any motion that was postponed to this meeting or referred to a committee to report at this meeting. The first two motions are put on the agenda under "unfinished business". A motion referred to a committee is assigned to the agenda under "committee reports". Any motion that was not voted on at the time of adjournment will be the first item under "unfinished business."

Angel 1 Minutes are a record of the group's decisions. Corrections and additions should be made while business is fresh on the member's mind. The chair must ask "Are there any corrections? [If none, say:] The minutes are approved as read." [If corrections say] Are there any objections to making the correction? [If an objection is made, take a vote.]... Are there further corrections? Hearing none, the minutes are approved as corrected. The Secretary will make the corrections in the margin of the minutes."

Chair: How much money did the bean supper make last month? Did we cover our expenses and make any money?

Treasurer: I left that deposit slip at home.

There are outstanding bills at the grocery store, the American Legion Hall, and Wal-Mart. Not sure how much each bill totals. I have been on the road with work and haven't got the books brought up to date.

Chair: Do we need to vote on paying each of the outstanding bills tonight?

Angel 2 The treasurers report should be accurately reported each meeting and filed for audit.

I can't believe they still haven't paid bills incurred over a month ago. Doesn't do much for community Public Relations!

- Angel 1 How can they conduct business without knowing if there is enough money in the account. It is not good business to give someone the freedom to spend with out a form of checks and balances.
- Angel 2 If this treasurer was prepared I would suggest they use a Consent Agenda. Often there are non-controversial items to come up at a meeting. This might be the payment of usual bills, customary donations, or approval of printed minutes. These can be put on a consent agenda adopted at the beginning of the meeting. This does not replace the regular agenda, but it is a way to dispose of certain things quickly so the members can get to what is important.
- Angel 1 A consent agenda allows members to adopt a group of items en bloc without discussion. When it is presented to the members, the chair asks if any member wants to extract any item from the consent agenda and place it on the regular agenda. To extract an item, the only action a member needs to do, is rise and ask for it to be removed. It is then placed on the regular agenda. Everything left on the consent agenda is approved by a majority vote. The members then proceed to the order of business on the regular agenda. A lot can be accomplished when the group votes for the consent agenda.
- Angel 3 What are you to watching so intently?
- Angel 2 A business meeting, if that is what you want to call it. If you have time why don't you follow along and provide your input.
- Chair: Did the School Alumni Committee meet on purchasing an electronic sign for the school?
- Alumni Committee Everybody was busy and we couldn't find time to meet. I was wondering how big the sign should be? Do we want to have an LCD screen or one of those things with the dots that change? Ya' know what I mean?
- How much do we want to spend? Do you think Samuel's Electronics will install it for free since he/she is an alumni?.
- Angel 3 What a time waster, calling on committee chairmen to give reports when they don't have one to give or they aren't there. The chair should call every committee chairman who is to give a report before the meeting to make sure that he/she will be at the meeting

and have a report to give. Only those chairmen who have a report ready to give should be called on.

Angel 1 I know to expedite my meetings I ask those giving reports, to sit in the front so that they don't waste time getting to the front to give their reports. If you have a committee that is researching a project and that committee is supposed to give a recommendation to the members in its report, phrase the recommendation as a "motion", not a recommendation. The motion should come at the end of the report, and the reporting member of the committee (usually the chairman), states: "By direction of the committee, I move that" A motion coming from a committee does not need a second because at least one other committee member has agreed that it should be discussed. This cuts out a step. If a committee makes a recommendation, someone still has to make a motion to accept the committee's recommendation.

Chair I think I remember that everyone wanted to change the time of year we hold elections. Does the Bylaws committee have a recommendation?

Bylaws Committee We propose the months of March or maybe April. The committee was divided based on family priorities. Some of us think it should stay as it is.

Angel 2 Changing Bylaws is very important to an organization and should be handled with great thought as to what is important to the organization now and in the future. Bylaws are governing documents.

Angel 3 The committee should have proposed a motion in writing something like "The Bylaws committee proposed bylaw amendment to "Article IV, Officers, Section 5. Nominations," by striking out "February" and inserting "March". If adopted the amendment would read, "Nominations will be submitted to the membership at the March meeting".

Followed by the chair asking "Is there any discussion on the proposed amendment to strike out "February" and insert "March"? "If there is no further discussion, [pause and wait to see if there is further discussion, if no one is rising say] we will now take the vote. Since the bylaws require a two-thirds vote to adopt, this vote will be taken by a rising,

counted vote. Members will stand while the secretary and chair count the vote. All those in favor please rise.” [Count the vote.] Be seated. Those opposed please rise. [Count the vote] Be seated.”

Angel 1 To make sure everyone knows the results the chair would then state “There is a two-thirds vote in the affirmative and the proposed amendment is adopted. "Article IV, Officers. Section 5. Nominations" is amended. The bylaw now reads "Nominations will be submitted to the membership at the March meeting."
[If the negative has it say:] There is less than a two-thirds vote in the affirmative. The negative has it. The proposed bylaw amendment is lost and our bylaws remain the same. Nominations will continue to be presented at the February meeting.

Chair Is there any Unfinished Business this month? I can't find my notes from the last meeting.

I was thinking there was something to do with buying T-shirts for the Soccer Team. Somebody thought the shirts being ordered were too expensive and a better deal could be found else where.

Member 1 Oh, I remember...it was so all fire important to (name) and he/she isn't even here this month. I personally didn't like the design or shirt color.

Member 2 I agree that color is awful. Why did the team pick that color?

Member 3 Can you believe that last game...the referees were awful! Those kids were cheated out of 2 goals.

Member 1 Awful is not what I would call it. That coach needs to be more aggressive and file some petitions with the league.

Chair I agree with y'all. Guess we will wait until the next meeting to take care of the t-shirts.

Angel 2 What happened to the rules of debate? Shouldn't each member obtain the floor – that is rise and be recognized by the chair before beginning to speak. (In groups under twelve, and depending how the meeting room is arranged, it may not be necessary for the member to rise, but to raise his/her hand instead to be recognized by the chair.)

Angel 1 What do you mean rules of debate? The membership isn't even keeping the discussion to the topic. It is the chairs responsibility to not let the members deviate from the agenda or the discussion at hand.

Angel 3 What topic, there isn't even a motion on the floor for which to discuss!

Angel 2 If I remember correctly, when a motion is properly presented and seconded members can only speak twice to the motion, but only after everyone who wants to speak for the first time does so. This certainly keeps debate going and stops any member that is always popping up to talk after each member speaks.

Angel 3 Guess they better think before they speak!

A chair who knows the rules knows how to keep discussion moving and when to take a vote without someone having to "call for the question". A chair knows that no one can discuss an issue unless a motion is made first and then seconded. This saves time!

If a motion isn't seconded, it isn't discussed. (A second does not mean someone is in favor of the idea but that it should be discussed.) How many times has only one person wanted to do something and no one else wants to discuss it, and because no one knows or follows the rules valuable time has been lost by allowing this person to stand and ramble on and on without a motion on the floor.

Angel 2 Another time waster is ill-conceived motions. Providing members with paper and pencil to write a clearly thought out motion can save time because it doesn't have to be amended many times to make it clear; or it doesn't have to be withdrawn and then start over again. A well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent.

Chair Do we have any new business?

I can't think of any and forgot my calendar at home.

Member 4 Shouldn't we have received information about the community Holiday parade by now?

Chair Oh yes, I got a letter from Mr. Young; but I don't know where the letter is, and I can't remember much about it.

Do you really think we want to have a float after last year's problems?
I personally didn't like that chair person and his/her committee.

Raise your hand if you don't want to participate.

Angel 1 What happened to being an impartial chair and the will of the people?
The chair is to facilitate business and turn the meeting over to the vice
chair when they want to speak on an issue.

Angel 2 Comments from the chair are inappropriate and unprofessional.

The chair is way out of order. He/she is asking for a vote on
something that was never presented in the form of a motion or
discussed by the body.

Angel 3 The President needs to know when to call for the vote: Let's say
someone has made a motion, and the chair has repeated it. "It is
moved and seconded to.....Is there any discussion?" If the chair
looks around and no one is standing to discuss it , the chair can say,
"As many as are in favor say 'Aye'. (wait for the response from the
group) Those opposed say, 'No'." (wait for response) Announce the
vote. "The 'Ayes' have it and the motion is carried and we will
do.....So & so will carry it out." or, "The 'noes' have it and the motion
is lost." Then go on to the next business in order.

Chair Any body got any announcements? I have to get home by nine for
E.R. Missed last week show because of the kids' ball games.

Member 5 Can we get something done about those pot-holes in the parking lot?
I just got new tires and when I hit one tonight I was afraid I threw my
front end out of whack!

Chair Those holes keep getting bigger every month.

Anything else?

Chair Then that's it for this month!

Angel 1 **What the chair should have said was** "If there is no further business
to come before the assembly, the meeting will be adjourned. [Pause, if

no one is rising say] If there is no objection, the meeting will be adjourned. [Pause to see if an objection, if none say] The meeting is adjourned.” [Rap gavel once.] [If there is an objection, then take a vote on adjourning.]

Angel 2 No wonder these meetings are three hours long. It is so simple, know the rules of meeting procedures and follow them vigorously.

Angel 3 You two have your work cut out for this group. This group need lots of divine intervention from their guardian angels.

Source for Parliamentary Procedure material:

Robert McConnell Productions: Your Parliamentary Procedure Resource - <http://parli.com>

Use in conjunction with handout – Parli Pro – Meeting Management.