

Audrey Moorehead,
Past Chair
Section Representatives
to the Board Committee

Making Meetings Work

Effective Use of Parliamentary Procedures

Or

Robert's Rules of Order for Lawyers

Orders of the Day

Meetings 101

- o Agendas
- o Minutes
- o Reports
- o What Not To Do
- o Robert's Rules of Order/
Parliamentary Procedure



What Not to Do or Losing Credibility in 3 quick easy steps

- o 1. Disorganized, rambling meetings: 27%
 - o 2. People who interrupt peers and try to dominate the meeting: 17%
 - 3. Cell phone interruptions: 16%
 - 4. People who fall asleep in meetings: 9%
 - 5. Meetings with no bathroom breaks: 8%
 - 6. Long meetings without refreshments: 6%
 - 7. People leaving early or arriving late: 5%
 - 8. People who check their Blackberries during meetings: 5%
 - 9. Meetings starting late: 4%
 - 10. No written recap of the meeting outcomes: 4%
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- o http://business.time.com/2007/05/10/what_we_hate_about_meetings

I'd Like to Call This Meeting to Order

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“The last thing I remember, I was sitting in a staff meeting. Apparently, I died from boredom.”

Robert's Rules: Managing Your Motions (without becoming emotional)

o 6 Steps to Handling a Motion

- o 1 Member stands, recognized by presiding officer (PO) and makes motion
- o 2 Another member seconds
- o 3 PO restates the motion to the assembly
- o 4 Members debate (Is there discussion?)
- o 5 PO asks for the affirmative votes, then negative votes
- o 6 Announce results of voting, instruct corresponding officer to take action, introduce next item of business

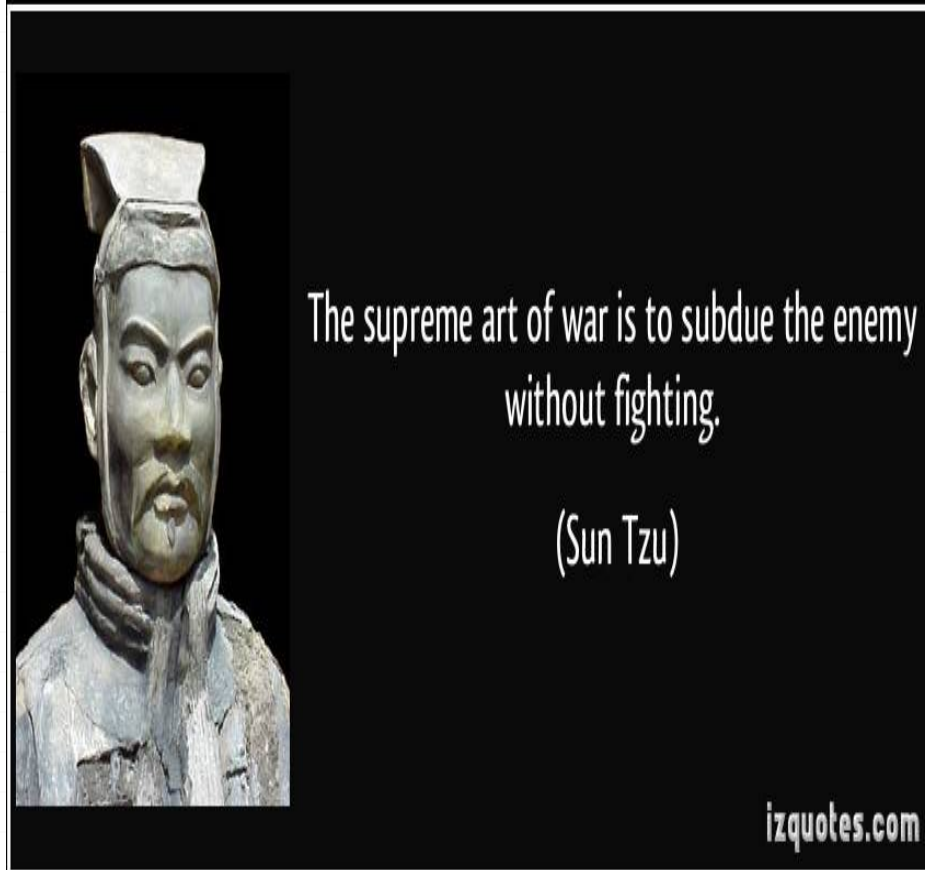
OOPS!!!!!!

- o You have the right to rescind
- o EXCEPT
 - o Motion to Reconsider – must resolve before any other action is taken
 - o Motion already executed – if execution occurred in an irreversible manner, you cannot rescind but you can amend reversible portions
 - o Contract results and the other party informed

To Rescind – takes 2/3 voted UNLESS membership received prior notice

The Art of War

- o Defeat, Delay or Weaken
- o Anticipate your adversary
 - o Misuse the 6 steps
 - o Fake parliamentarian
 - o Devil's Advocate
 - o Shaking My Head –
Totally Wrong:
So Moved!!!
I Move to Table
Call for the Question





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