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SBOT Board - Section
Representative

Making Meetings Work

Effective Use of Parliamentary Procedure

Or

Never Waste a Good Agenda

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.”

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%
- o 3. Cell phone interruptions: 16%
- o 4. People who fall asleep in meetings: 9%
- o 5. Meetings with no bathroom breaks: 8%
- o 6. Long meetings without refreshments: 6%
- o 7. People leaving early or arriving late: 5%
- o 8. People who check their Blackberries during meetings: 5%
- o 9. Meetings starting late: 4%
- o 10. No written recap of the meeting outcomes: 4%

- o http://business.time.com/2007/05/10/what_we_hate_about_meetings

RUNNING A SMOOTH MEETING

Prepare ahead of time

Your goals?

Expectations?

Meet with committee chairs

What do they want to discuss?

Encourage them to meet outside of board meeting

Committee reports

Agenda

Make sure that every committee is on agenda and has chance to speak

Add upcoming meeting dates and locations

MINUTES

Contents

Action items, motions and votes

Who attended

Discussion points?

Minutes are Public record

No need to write anything more than what is necessary

To Be or Not To Be Deliberative

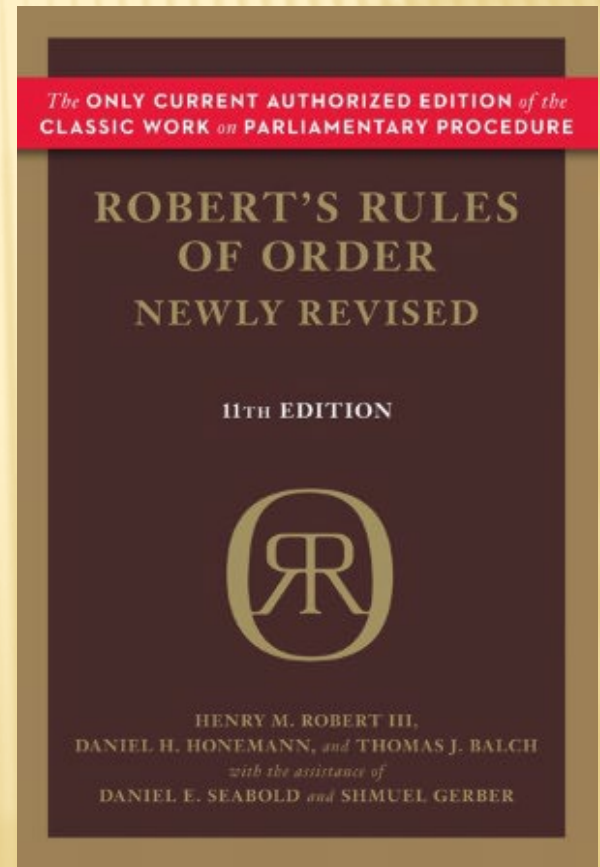
Meetings 101

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

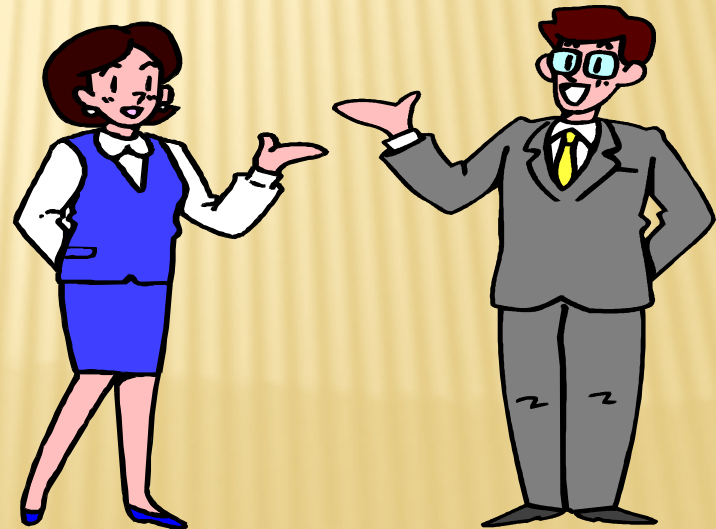


PARLIAMENTARY AUTHORITY ROBERT'S RULES OF ORDER

- SBOT Board requires all sections to use Robert's Rules of Order



While parliamentary procedure cannot guarantee that every section member is pleased with the outcome of a decision, it aims to ensure that every member is satisfied by the manner in which the decision was made and that the Section is making decisions efficiently but with consideration for every member's stated opinion



Parliamentary Procedure should not be used for disrupting a proceeding, for manipulation, or for dissembling

The purpose is to make the proceedings FAIR for everyone



**TRUST ME! I'M A ...
PARLIAMENTARIAN**

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

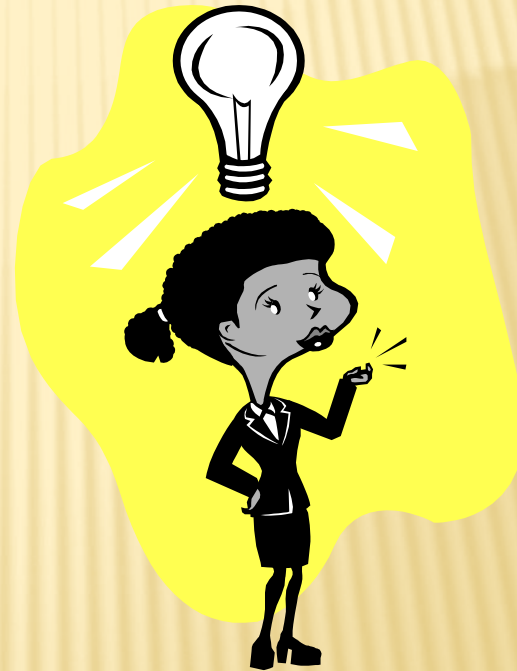


- o 6 Steps to Handling a Motion
 - o 1 Member stands, is recognized by presiding officer (PO) and makes motion
 - o 2 Another member seconds
 - o 3 PO restates the motion to the assembly
 - o 4 Members debate (Is there discussion?)
 - o 5 PO calls for vote
 - o Asks for affirmative votes, then negative votes
 - o 6 Announce results of voting, introduce next item of business

MAKE MOTION

A delegate makes
a motion:

“I move that (to)...”



SECOND

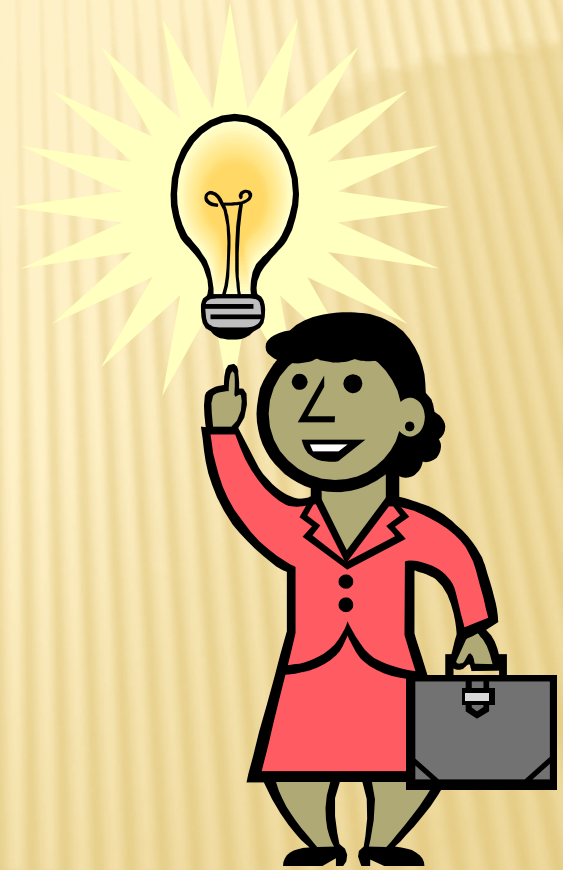
- Another delegate seconds the motion.

“I second the motion.”

or

“Second”

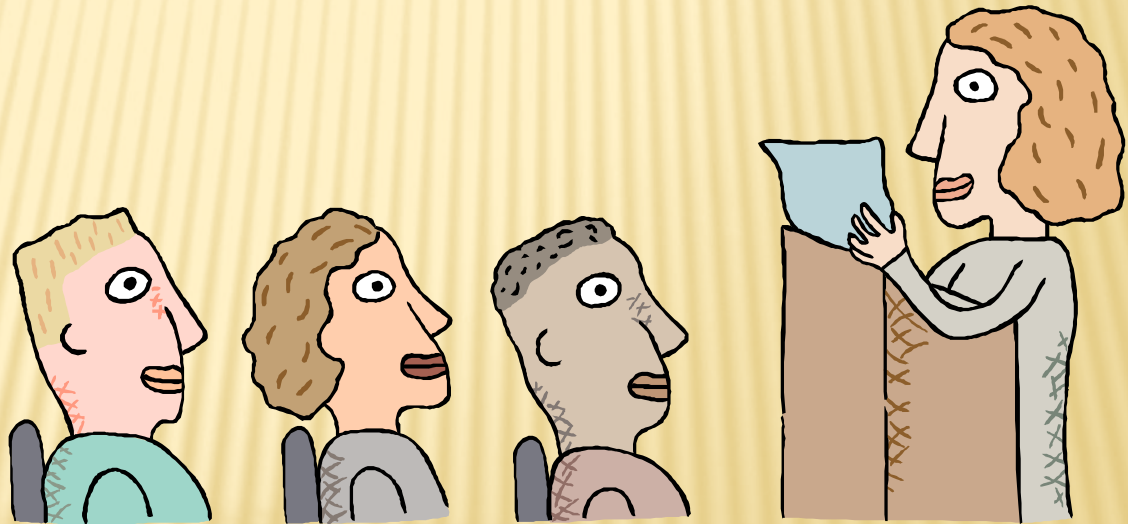
- No recognition required
- Do not have to stand



CHAIR STATES THE QUESTION

The chair states the question.

“It is moved and seconded that (to)...



DELEGATES DEBATE THE MOTION

- ❖ Discussion or debate is how the members decide whether a proposed course of action should be followed
- ❖ Maker of the motion has right to speak first
- ❖ All remarks must be addressed to the chair (not to other members)
- ❖ Debate must be confined to the merits of the pending question

OTHER ISSUES

- ❖ Voting by Email
- ❖ Proxy Voting
- ❖ Quorum
- ❖ Read your bylaws

- ❖ Controlling the meeting
 - ❖ Be a leader

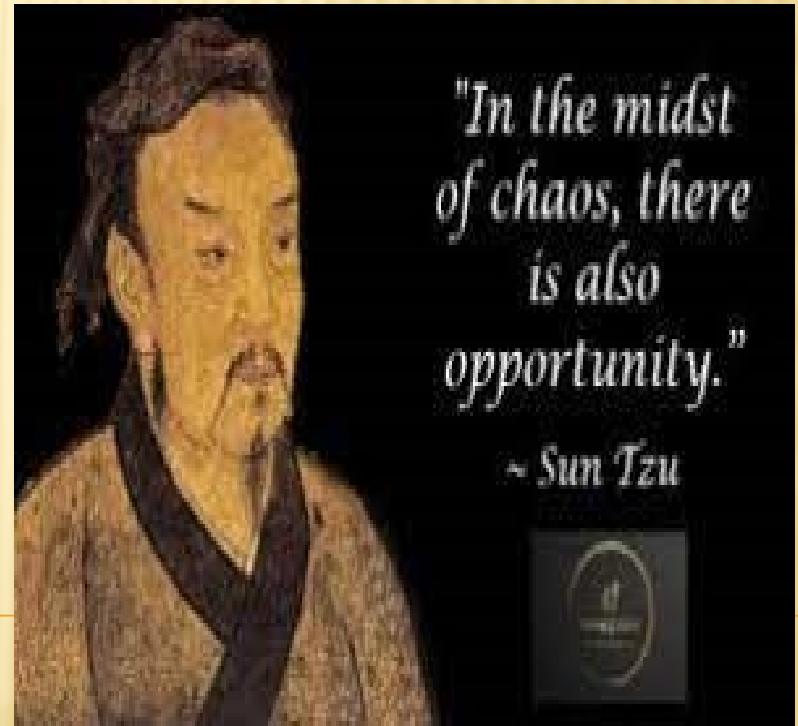
**WHEN YOU WANT THE STAFF
MEETING TO END**



AND SOMEONE KEEPS ASKING QUESTIONS.

The Art of War

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





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