

Parliamentary Procedure Made Simple:  
Tools of the Trade for Board Members

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## Parliamentary Procedure Made Simple

### I. Introduction:

#### A. Parliamentary Procedure Defined

1. What is it?
2. Where does it come from?
3. How does it work?
4. Why should you care about it?

#### B. Complexities are overwhelming - like memorizing the IRS tax code

1. Classifications of motions example
2. Differing voting requirements example
3. Ignorance can be embarrassing

- II. Slide Show
  - A. The Agenda
  - B. Minutes
  - C. Boards & Committees
  - D. Bylaws
  - E. Nominations & Elections
  - F. Debate
  - G. Officers
  - H. Motions
  - I. Handling a Motion
  - J. Presiding
  - K. Members
  - L. Voting

### III. A Simpler Perspective: The Bus Ride Analogy

#### A. Climb aboard for a Meeting to take a ride

1. Purpose: to get our organization to a destination
2. Carry all of our members to that destination  
Carry out the will of the majority  
But protect the rights of the minority

#### B. The Trip Team

1. The President is the bus driver;  
Makes sure everyone is treated fairly  
“Out of Order!”  
Protects the minority  
Ensures the will of the majority is carried out
2. The Vice President is the substitute driver
3. The Secretary keeps a record of the trip
4. Everyone is a rider with the right to speak and vote

#### C. The Trip Begins

1. “All aboard” - call to order by the President  
We all board at the appointed time  
We take our seats and pay attention  
Attendance is taken  
Do we have enough people to take the trip (quorum)  
What do our bylaws require for minimum number?
2. Our Agenda - our checklist of what we need to do, but it doesn't tell us where we are going. The members collectively make decisions on how to get to where we are going, how we will get there, and any thing else the majority want to do along the way
3. Revisit the last trip - what we decided then: approve minutes  
Secretary presents and also keeps notes on this trip

D. We get underway

1. Where do we want to go?  
Motion (“go to Chicago”)  
Support  
President states the motion  
Debate begins  
Debate ends  
Vote taken
  
2. Motions to help facilitate the decision - the Privileged Ones  
Fix the Time to Adjourn - sets time to end the meeting  
Adjourn - ends the meeting; always in order  
Recess - take a break  
Raise a Question of Privilege  
Call for Orders of the Day
  
3. Motions to help facilitate the decision - the Subsidiary Ones  
Lay on the Table  
Previous Question  
Limit or Extend Limits of Debate (“let’s debate for 1 more hour”)  
Postpone to a Definite Time (“postpone the motion until 2 pm”)  
Commit (or Refer) (“refer to a committee to figure out the route”)  
Amend (“go to Chicago by way of the back roads”)  
Postpone Indefinitely - kills the motion

#### IV. Recap

##### A. Hierarchy of Governing Documents & Sources

1. Articles of Incorporation
2. Bylaws
3. Roberts Rules of Order
4. Standing Rules

##### B. Hierarchy of Motions

1. Privileged Motions
2. Subsidiary Motions
3. The Main Motion

#### V. Tools of the Trade

##### A. Motion for Reconsideration

##### B. Motion to Adjourn

##### C. Using Quorum

##### D. Points of Order

##### E. Changing the Rules

2010 Class Follow up:

Parliamentary Procedure Made Simple:  
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Your Name: \_\_\_\_\_

Your Coop: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check as many as apply:

\_\_\_\_\_ I would like a free copy of the Michigan Cooperative Law Primer

\_\_\_\_\_ I would like a free copy of the New Board Member Primer

\_\_\_\_\_ I would like to discuss the following question with you after the Conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Suggested topics for the MAHC Messenger or next year's Conference:

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