



Parliamentary Procedure 101: Efficient Board Meetings

What Is Necessary To Conduct A Meeting?

- OFFICERS:
 - These 2 officers (Chair & Secretary) must be present to conduct the meeting. Pro-tem officers may be elected, if necessary. Refer to bylaws to see if there are different procedures.
 - The president presides at the meeting and the Secretary records the transactions of the meeting in the minutes.
 - It is the responsibility of the Chair to maintain order and ensure that the rules are being followed.
- QUORUM
 - Quorum for each of the boards is stated differently but basically calls for a majority of the members.
 - It is the Chair's responsibility to determine if quorum is present and call meeting to order.
- AGENDA:
 - The plan or the established order in which the items of business are taken up during a meeting
 - Also called the order of business.
 - If group follows a different agenda than standard one prescribed RONR, then it should be adopted as a rule.
 - Otherwise, it must be adopted at each meeting and if not is merely a guide and not binding on the group.
- MINUTES:
 - Minutes are the secretary's official record of the meeting.
 - Minutes should contain what was DONE at the meeting, not what was said by members.
 - No motion is required. The Chair asks, "Are there any corrections to the minutes?"

Hierarchy of Governing Documents

- Federal and State Law
- Charter
- Constitution
- Bylaws
- Special Rules
- RONR 11th Edition
- Standing Rules
- Custom



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8 Steps To Properly Handling Motions/Resolutions

1. Member seeks recognition from the chair
2. Chair “recognizes” the member (assigns the floor)
3. Member makes a motion (“I move that ...”)
4. Someone “seconds” the motion (unless from committee)
5. Chair “states the question” (“It is moved and seconded that ...”)
6. Members debate (obtain the floor before speaking)
7. Chair puts the question to a vote / member vote
8. Chair announces the result.

Contact Us!

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