

Parliamentary Procedures for NAWIC



Robin Fulton Meyer, CBT, CIT

Parliamentary Procedures for NAWIC

Introduction

- Just say the phrase “Robert’s Rules of Order” and many people will run screaming from the room
- This presentation will take the fear out of running a meeting and enable the chapter to complete their business in a timely and professional manner

Parliamentary Procedures for NAWIC

- Parliamentary Procedures for a NAWIC meeting



Parliamentary Procedures for NAWIC

- Election – How many know how you got here? Are you still in shock?
- Relax – fantastic opportunity for both professional and personal growth

Parliamentary Procedures for NAWIC

- Why?
 - Best method yet devised to enable assemblies of any size to allow the members to arrive at the general will of the assembly in a minimal amount of time and have regard to every member's opinion
- How?
 - Just remember simplicity and courtesy
 - Bylaws and chapter Standing Rules govern first, then Robert's Rules of Order

Parliamentary Procedures for NAWIC

- **Running a Meeting:**
 - **Opening Ceremony**
 - God before country**
 - If inspiration/invocation mentions God or refers to higher being, inspiration/ invocation comes first, then pledge to flag

Parliamentary Procedures for NAWIC

- **Running a Meeting:**
 - **Business**
 - **Secretary's Report** – *distributed at general meeting, mailed to members or published in chapter newsletter*
 - To assembly: “The month of meeting minutes were distributed (published) to members. Are there any corrections?”
 - **No** corrections or additions to either of above – “The month of meeting minutes are approved as (distributed).”
 - **If corrections or additions** made to minutes – “The month of meeting minutes are approved as corrected”

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- **Running a Meeting:**

- **Treasurer's Report** – *distributed or published to general membership*
 - Same as secretary's report (see above)
 - “Treasurer's Report will be filed subject to audit.”
- **Committee Reports** – are given in the order they are listed in the Bylaws



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- **Motions**

- the means of getting an action done

- **Committee Reports** – if a committee is recommending an action, the member giving the report makes the motion

- Motions made by a committee do not require a second

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- **Motions**

- **Main motions**

- A member makes a motion, which requires a second from another member
 - Chair states the exact motion and opens the floor for discussion
 - Member who made the motion should be the first person to speak to the motion
 - Chair asks assembly, “Are you ready for the question?”
 - Chair repeats the motion
 - Vote is taken
 - Chair announces the vote

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- **Motions**

- **Amend motion**

- If a member wishes to change the wording of a motion before a vote, the member is recognized and then states the changes to the motion
- Must be seconded
- Chair states the exact amendment and opens for debate
- Chair asks assembly, “Are you ready for the question?”
- Chair repeats the amended motion
- Vote is taken
- Chair announces vote - If amendment is passed, it replaces the main motion, if amendment is not passed, the main motion remains before the assembly

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- **Handy Tips**

- **Postpone vote**

- If the assembly is not ready to vote on a motion it may be referred to committee so that the matter can be carefully investigated before assembly is to vote or for further research
- Postponed to an announced time

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- **Handy Tips**

- **Call for the question**

- When the debate does not appear to be going anywhere and/or to bring the assembly back on track
- Must be seconded
- Is not debatable
- Requires 2/3 vote

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- **Handy Tips**
- **Privileged Motions** – take precedence over any pending motion or business before the assembly
 - **Call for the Orders of the Day** – when the adopted program or order of business is not being followed
 - Assembly can vote by 2/3 vote to suspend the adopted program or order of business
 - Does not require a second
 - Is not debatable

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- **Handy Tips**
- **Privileged Motions** – take precedence over any pending motion or business before the assembly
 - **Raise a question of privilege**
 - When a pressing situation affects the rights of a member (for example, noise, inadequate ventilation, introduction of sensitive subject in front of guests)
 - Does not require a second
 - Is not debatable
 - Chair rules

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- **Handy Tips**

- **Privileged Motions** – take precedence over any pending motion or business before the assembly

- **Move to adjourn**

- To immediately close a meeting, even when business is pending
 - Must be seconded
 - Is not debatable
 - Requires a majority vote

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- **Comments:**
 - **A mistake made a previous meeting**
 - Taken care of under Old Business
 - **Embarrassing comments from the floor**
 - If possible, ignore the comment
 - If impossible to ignore, call for short recess
 - Ask your parliamentarian (quietly) for a ruling on the comment
 - Confront the member (quietly) making the comment



NAWIC

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION



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