

Parliamentarian



**REPUBLICAN
WOMEN
OF CALIFORNIA**

SAN DIEGO COUNTY

A Parliamentarian is....

Parliamentarian have been trained over the years that you're the referee . You're not a player.

And that you don't create controversy. You don't look for controversy. You don't assert yourself. You're there as a referee to make a call or give advice when called upon.

Alan Frumin, Retired Senate Parliamentarian

Job of Parliamentarian

- Stay unbiased in discussion. This means not making motions
- Be prepared at meetings with a copy of the clubs current bylaws and a copy of Roberts
- Answer questions on how to run meeting

Robert's Rules of Order

- Robert's is not a legally binding format
- A gentleman's agreement on a good process minimize negative feelings and promote good order and discipline
- All the “how to's” are listed in the book
- The more you use it, the easier it is to use
- You will start to see a pattern and can predict what Roberts will say
- This is not part of an HOA

Rules of the Game

- 1 Order- One business or motion at a time
- 2 Equal Opportunity- Chance to participate
- 3 Justice-Fairness – Everyone understands
- 4 Right of the Minority -To be Heard
- 5 Right of the Majority -To Decide

A Good and Successful Meeting Should

- Have an Agenda
- Call to Order
- Check for Quorum (If there is not a quorum you can still have a meeting but not take a vote)
- Opening Prayer and Pledge
- Reading and Accepting the Minutes
- Financial Report Placed on file
- Ratified Checks

more agenda....

- Reports of Committees
- Unfinished Business
- New Business
- Program (optional)
- Announcements
- Adjournment

got a question look in the BOOK!

Motions

- Motions are the actions that clubs take
- A second is required when it is made by one person. A motion from a committee does not require a second
- Open discussion
- Call for the question or call for the vote is a vote to end discussion
- Vote on the motion
- Record in the minutes

Kinds of Motions

- Move to postpone definitely, to time specific
- Move to postpone indefinitely, kills the motion
- Refer to committee, Standing or Special
- Permission to withdraw a motion
- Suspension of the Rules

Amend the Main Motion

- When a motion is made, seconded and goes for debate it maybe changed
- A second motion is made to amend or change the original motion. It is seconded and it then proceeds to debate and vote
- It is voted on by it own merits
- If it passes it becomes part of the original motion language. If it fails the original motion moves forward without changes.

Ok to yell out!

- Orders of the Day: If you have adopted an agenda and then a member can interrupt with this to bring everyone back to the agenda. It can be overridden by a 2/3 votes.
- Raise to a Question of Privilege: Something that is not related to the motion on the floor but something needs to be fixed right away. Something is wrong with the room audio visual, ventilation, etc

More yelling

- Division; of Divisions of the House: Done right after a vote and you are requesting a counted vote. Must be done before another action is take.
- Point of Order: You are questioning the chair about following Roberts not being followed.

Elections

- Make sure the slate of nominated officers is published following bylaws
- Review the wording for calling for the election and provide a script to the president. Copy it out of Roberts
- Be prepared for the need of a ballot