

You Know the Rules: Parliamentary Procedure/How to Run Your 1st Meeting

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Running an Effective Meeting

Schedule meetings at convenient times and places

Nights/Days- Combo

Have a clear purpose for each meeting

Consider having a program/speaker (ex admin)

Examples??

Facilitate effectively

Start on Time

Stick to the Agenda



Running an Effective Meeting

Engage participants

Welcome all members and guests

Ensure a quorum

Minimum number of members to conduct business(vote), stated in your bylaws

If a quorum is not met, then you may hold a meeting but a vote cannot be taken.



Running an Effective Meeting

Take minutes

- According to the IRS, **minutes** become part of the permanent file.
- Includes a record of attendance and any action that was taken. Minutes should not include opinion, lengthy descriptions of discussions or detailed quotes from speakers.

Plan for social time



Agenda

- All meetings need to have an agenda.
- The PTA mission should be on your agenda, as it is the backbone of everything that we do.
- The agenda should be passed out ahead of time, along with minutes of the last meeting
- All participants should keep to the agenda and stay on task –no sidebars!



Sample 1st Meeting Agenda

Call To Order- Time_____

Approval of Minutes

Officer's Reports

President

Vice President

Secretary

Treasurer-Approval of Budget , first meeting of the school yr
([NPTA Resource](#))



Sample 1st Meeting Agenda

- **Committee Reports-Standing/Ad Hoc**
 - Membership
 - Fundraising
- **Old Business**
- **New Business**
 - [Social Media Policy](#)
 - [Conflict of Interest](#)
 - [Code of Ethics](#)
- **Announcements**
- **Adjournment Time**_____



Secretary's Role

- Check for quorum(stated in your bylaws)
- Determine who is a paid member
- Only members can make motions, discuss and vote.



Parliamentary Procedure

- Set of accepted rules by which an assembly is enabled to accurately and impartially arrive at a majority opinion
- Robert's Rule of Order



Basic Principles

Justice to all

Courtesy to all
Rule of the majority

Rights of the minority

One thing at a time

Partiality for none

All members equal



Basic Guidelines

- Organization, not members most important
- Quorum must be present to conduct business
- Discuss one topic at a time, each participant may speak up to two minutes(or determined allotted time) per discussion topic.
- Motions – must be seconded for discussion unless the motion comes from an elected or appointed committee. Motions can be amended
- Nominations do not require a second



Motions

- Must be a member to make a motion and participate in the debate
- Must be seconded for discussion to occur
- Maker of the motion speaks first – rationale for the motion
- All discussion directed to the president, not to the maker of the motion
- Debate should be focused on the motion, not personal views.
- No member can speak a second time until everyone has spoken.
- Time of debate can be determined prior to debate



8 Steps to Making A Motion

1. Obtain the floor.

Member rises and addresses the chair. “Madam/Mister President.”

2. Assign the floor.

Member is recognized by the chair, who nods or announces member’s name.

3. Make the motion.

“I move that...”

4. The motion is seconded.

“I second the motion.” If there is no second, the chair says, “Motion is not on the floor for lack of a second.” If there is not enough interest to discuss an issue, then it isn’t worth the assembly’s time.



8 Steps To Making A Motion (cont)

5. Chair states the motion.

“It is moved and seconded that...”

6. Debate or discussion.

“Is there any discussion?”

7. Vote.

“All in favor say ‘aye’.” “All those opposed say ‘no.’”

8. Chair announces result.

“The ‘ayes’ have it and the motion is carried, and we will...” or “The ‘noes’ have it and the motion is lost.”



Amendments to the Motion

- Before the vote is taken on a motion, it may be amended by the following:
- Inserting or adding a word or words, or paragraph
- Striking out a word or consecutive words
- Striking out words and inserting others in their place
- Substituting one paragraph or another motion for the original
- If a motion is made for an amendment, then a second is needed, and a vote for the amendment.
- If the person making the motion changes their mind after hearing discussion on a motion, he/she can withdrawal the motion for the floor.



Types of Voting

Voice Vote—General Voting Method

Counted Vote—Actual counting of hands

Rising Vote—Members stand and are counted

Ballot Vote

- Can be asked by any member
- May be outlined in bylaws
- Recommended if issue controversial



Voting Options

General Consent OR Unanimous Consent

➤ No objection- Ex. Minutes, Are there any changes to the minutes?

Procedure:

1. President says, "If there is no objection..."
2. President pauses for members to object.
3. If no objection heard, the president states the action that will be taken. EX Minutes will be approved as written or as submitted.
4. If a member objects, the motion must be put to vote.



Voting Options

Majority Vote

- One More than 50%
- ❖ Ex. Motion to move funds from one line item in the budget to another. Motion is seconded, following any discussion the president calls for a vote. 20 ayes, 5 nays, and 2 abstains –motion passes as the ayes have the majority

Required 2/3 vote

- Motions affecting rights of members (bylaws, bylaw amendments dues, meeting frequency, etc) , To rescind a motion



Voting Options

•Plurality Vote

- The largest number of votes
- ❖ Ex. 3 nominees are running for Secretary (1 was nominated by the Nominating Committee as part of their presented slate of officers, and 2 ran from the floor).

If, for example, 40% of voters pick candidate A, 45% of voters pick candidate B and 15% of voters pick candidate C; then, candidate B will be elected – despite the fact that more than half of voters did not choose this Candidate.

Prevailing Side

- Winning side, most votes
- ❖ Ex. Motion to Reconsider



Voting

•Tellers

➤ Individual who count the votes. Best to appoint a couple members who either not voting members if possible or who are not invested in the vote.

Abstentions:

➤ Abstentions are votes that do not count toward the final vote count, but can prevent the passing of a vote.
Ex. 50 members present, 26 is the majority

Vote X receives 25 votes

Vote Y receives 23 votes

Abstains = 2

This majority vote does not pass as Vote X did not receive a majority.



President and Voting

Same rights and privileges as all other members have, including the right to make motions, speak in a debate, and vote on all questions.

Impartiality precludes exercising the right to make motions while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or ii) whenever his or her vote will affect the result.(cast the tie-breaking ballot)

The chair, (ex president) may not make a motion. If the chair wishes to make a motion and discuss a topic, they must hand over their gavel, (perhaps to the vice president), and that person will preside over the meeting until that business is complete.



Questions???

Resources

Ohio PTA Handbooks- [Incoming Officers Guide](#) and [Financial and Legal](#)
[NPTA-Running your PTA](#)
[Robert's Rules Motions at a Glance](#)



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