

Building
BLUE



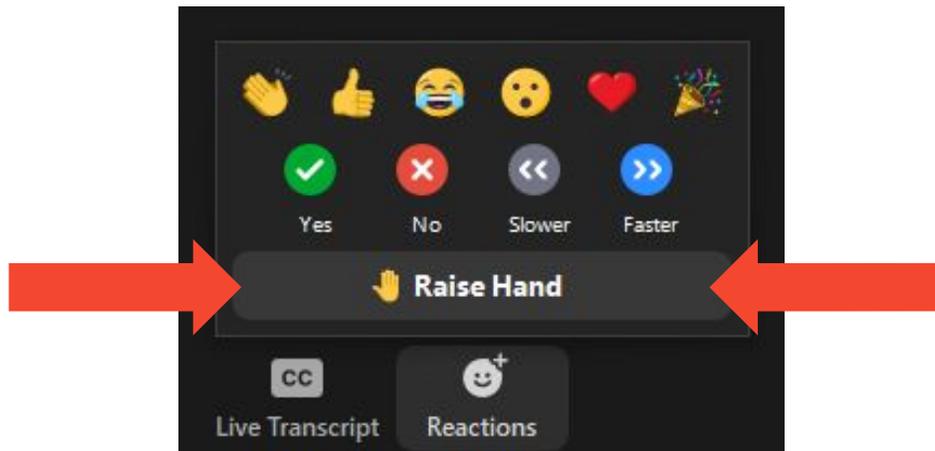
PARLIAMENTARIAN TRAINING
SATURDAY, JUNE 12, 2021

RAISING YOUR HAND ON COMPUTER

STEP ONE: Click on the **“Reactions”** button at the bottom of your Zoom screen.



STEP TWO: A menu that looks like this will appear. Click **“Raise hand”**

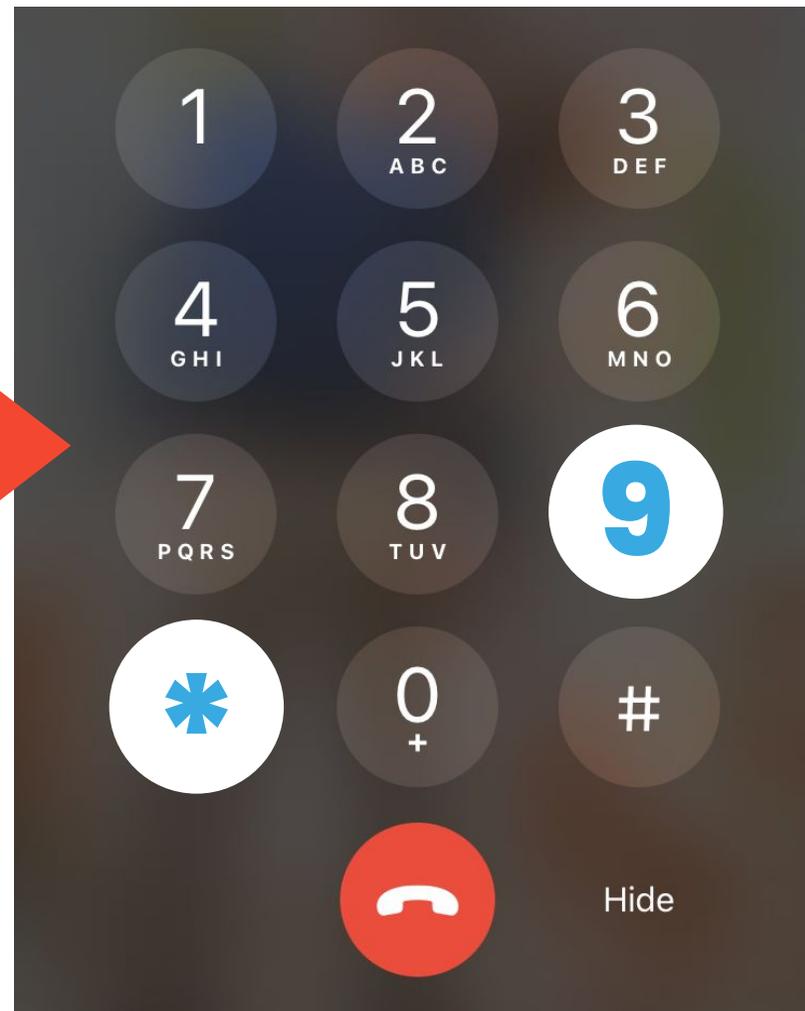
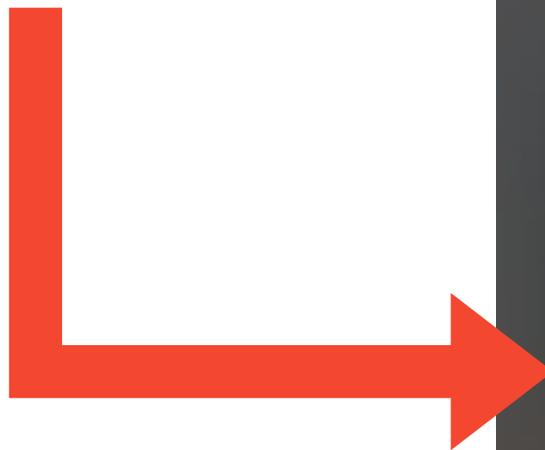


RAISING YOUR HAND ON YOUR PHONE

STEP ONE: Press *9 on your phone's keypad

**TOGGLE
MUTE/UNMUTE**

Press *6 on your
phone's keypad



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A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDemocrats" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

- **Be Respectful**
- **Be Present**
- **Ask Questions**
- **Use the Chat**

NCDemocrats

The word "NCDemocrats" in a bold, white, sans-serif font, enclosed within a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

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**MEET YOUR
DEMOCRATIC FAMILY**

*What has been the
longest meeting in your
NC Democratic history?*

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OUR AGENDA:

- 1.** Robert's Rules of Order, Why?
- 2.** Running a Smooth Meeting
 - a. Convene
 - b. Roll Call
 - c. Quorum
 - d. Review and Adopt Agenda
 - e. Review and Adopt Minutes
 - f. Old/New Business
- 3.** Best Practices for a Smooth Meeting (Ask)
 - a. Special Rules
 - b. Who is Eligible to Vote

OUR AGENDA:

4. Motions
5. Amendments
6. Discussion and Debate
7. Nominations & Voting
8. Resolutions
9. Terms to Know
10. Q & A: Everything you wanted to know, but are afraid to ask

WHAT'S A PARLIAMENTARIAN? THEY SERVE

1. THEY DON'T RUN MEETINGS

- a. Assist the Chair
- b. Umpire
- c. THE GREASE ON THE WHEELS

2. THEY WANT CHAIR TO HAVE A POSITIVE MEETING

3. RULE WHISPERER (CONSULTANT, NOT A CEO)

- a. Know the Rules
- b. Follows the Rules
- c. Communicates the Rules

4. GOOD RELATIONSHIP/RESPECT BETWEEN CHAIR & PARLIAMENTARIAN

WHAT'S A PARLIAMENTARIAN? THEY AREN'T

1. ELECTED OFFICIALS

a. Not an officer of the body

2. NOT AN ADVOCATE OR INTERESTED PARTY

a. Have to be fair

b. If you want to debate, don't serve as parliamentarian

3. NOT WINDOW DRESSING

a. If you're being ignored, speak w/ Chair, or decline to serve

THE ROLE OF A PARLIAMENTARIAN

1. **MUST BE FAMILIAR WITH ROBERT'S RULES & THE GOVERNING DOCS**
 - a. **Party Plan of Organization**
 - b. **Rules of the Day**

2. **PREPARE BEFORE THE MEETING**
 - a. **Meet w/ the Chair**
 - b. **Anticipate Issues that Might Arise**

3. **HELP PREPARE SPECIAL RULES, AGENDA & BE SEATED BESIDE THE CHAIR**

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**ROBERT'S RULES OF
ORDER,
WHY?**

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WHY DO ROBERT'S RULES EVEN MATTER?

1. PROVIDES A FAIR, UNIFORM, EFFICIENT WAY TO RUN A MEETING
2. RECOGNIZES THE MAJORITY, AND THE MINORITY, VOICES IN A MTG. & ALLOWS BOTH TO BE HEARD
3. EMPOWERS THE MEMBERSHIP
4. FOCUSES MEMBERSHIP ON WHAT IT NEEDS TO DO: **MOTIONS**
5. **MOVES THE MEETING FORWARD TO ACCOMPLISH GOALS**

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**RUNNING A SMOOTH
MEETING**

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CONVENE YOUR MEETING

1. GIVING NOTICE

- What does the PoO Require?
- Depends on the meeting

2. STARTING ON TIME

3. DO YOU HAVE QUORUM?

- a. **Might have to wait....**

CALLING YOUR MEETING TO ORDER

OFFICIAL LANGUAGE

- I do hereby call this meeting to order
- (or something similar)

WHAT IS QUORUM & WHY DOES IT MATTER?



WHAT IS QUORUM & WHY DOES IT MATTER?

WHAT IS QUORUM?

- Minimum # of participants you need to ensure that the business you conduct reflects the will of the organization.
- POO: 40% unless the County has Special Rules approved by SEC

GENERAL RULE!!!

- Business conducted without a quorum is NULL & VOID!!
- Without quorum the only motion which can be made relates to adjournment

OTHER THOUGHTS

- Weaponizing Quorum!!!???? Just say NO!
- Regaining Quorum

YOU MUST HAVE A QUORUM TO CONDUCT YOUR OFFICIAL BUSINESS

REVIEW & ADOPT AGENDA

THE SIMPLE WAY

- Send out Agenda with Meeting Notice

WITHOUT OBJECTION

REVIEW & ADOPT MINUTES

1. **MINUTES: OFFICIAL RECORD OF PREVIOUS MTGS.**
 - a. **Sent out before meeting w/ Agenda**
2. **ROBERT'S RULES HAS AN ENTIRE CHAPTER ON HOW TO DO MINUTES**
 - a. **Not Editorializing**
 - b. **Seconds NOT required**
 - c. **Capturing who debates NOT required**
3. **MINUTES SHOULD BE MINUTES, NOT HOURS....**
4. **CHAIR CAN ENTERTAIN ALL MOTIONS TO AMEND & TAKE THEM ONE AT A TIME**
5. **IF NOT ADOPTED, CAN BE BROUGHT BACK UP**
6. **UNANIMOUS CONSENT:**

“Is there any objection to approving the minutes? Without objection, the minutes are approved.”

OLD/NEW BUSINESS

1. OLD=UNFINISHED
2. THERE MAY NOT BE OLD OR NEW BUSINESS

**ANNOUNCEMENTS,
ADJOURNMENT**

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**BEST PRACTICES FOR
A SMOOTH MEETING**

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SPECIAL RULES

BENEFITS OF SPECIAL RULES

1. Can meet needs the Robert's doesn't address
2. Address the particular needs of a meeting

FOR EXAMPLE:

1. Rules of Debate
 - a. Roberts: 10 minutes
 - b. NCDP: 1 or 2 minutes
2. #s of Rounds of Debate
3. How long for Nomination Speeches
4. Nominations & Voting
5. Dealing w/ Resolutions or Special Activities

WHO IS ELIGIBLE TO VOTE?

KEEP THE HEADACHES TO A MINIMUM

- Knowing who gets to vote is IMPORTANT
- Who are your eligible voters?

FOR EXAMPLE: COUNTY EXECUTIVE COMMITTEE

- Elected Officials
- Dem Mem's Club President (NOPE)
- Aux. President

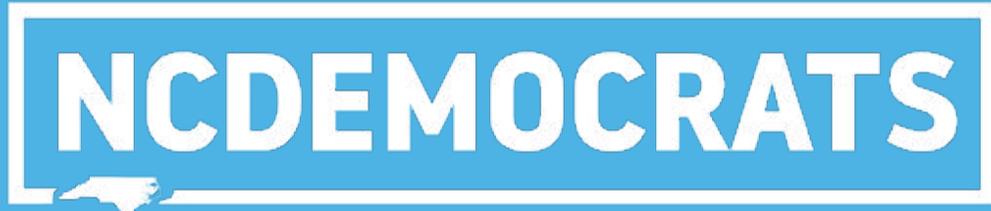
VERY IMPORTANT FOR FILLING VACANCIES

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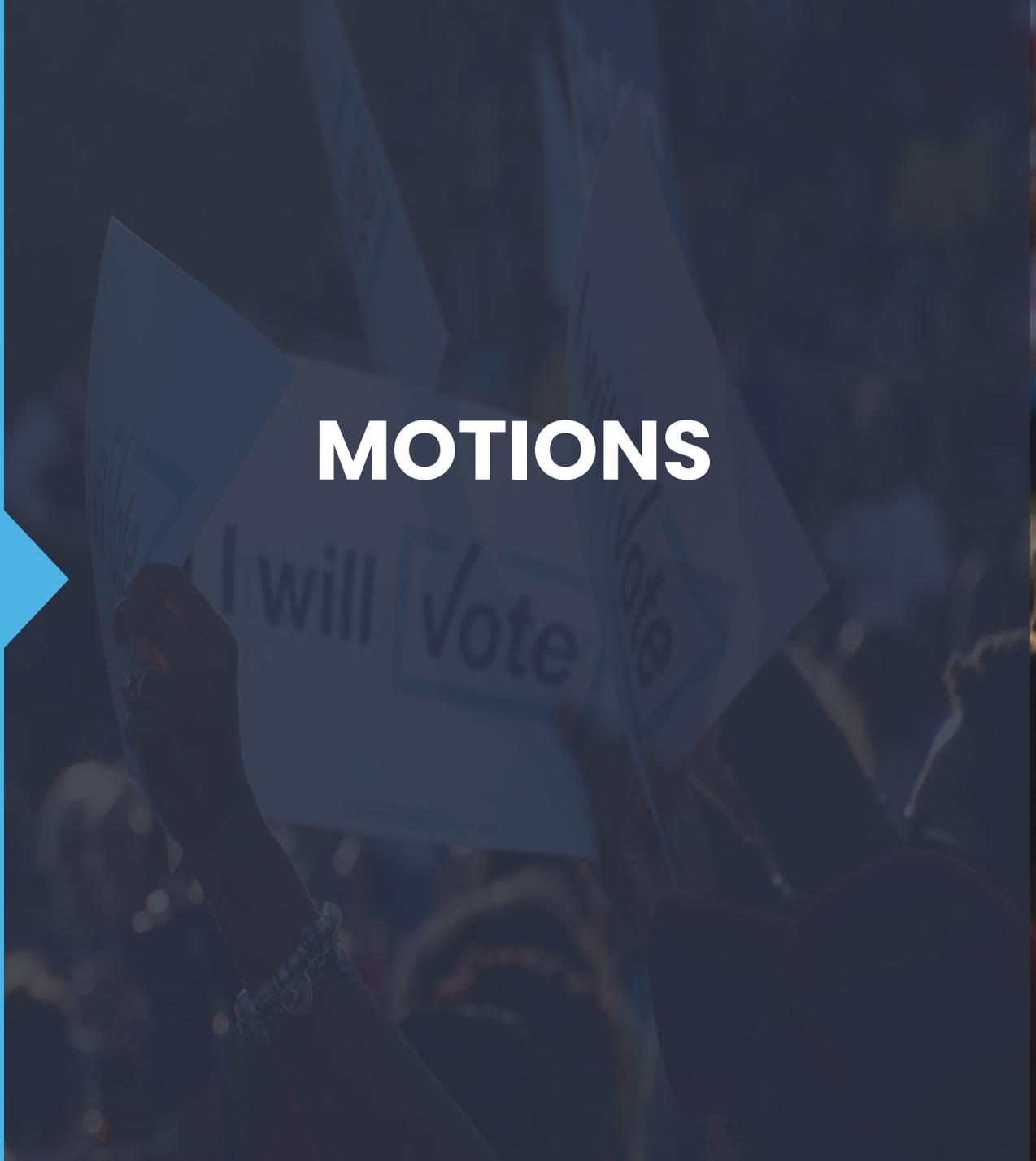
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MOTIONS

A dark, semi-transparent background image showing a hand holding a white sign that says "I will vote". The image is slightly blurred and serves as a backdrop for the text.

MOTIONS: WHAT ARE THEY & HOW DO YOU MAKE THEM?

MAIN MOTIONS

- Example of Motions...
 - There's **one important rule** of motion-making, though: A main motion can be made only when **no other main motion is being considered by the group**. Don't interrupt the business at hand with other business.

SECONDARY MOTIONS

- Limit Debate
- Table A Main Motion
- Refer A Main Motion to Committee
- Adjourn
 - Unlike a main motion, though, a secondary motion *can* be made even while the group is in the middle of another motion.

MOTIONS: WHAT ARE THEY & HOW DO YOU MAKE THEM?

MAIN MOTIONS

- Brings issue before body
- Can't be made while any other motion is pending....
- REQUIRES A SECOND
- IS DEBATABLE AND AMENDABLE
- After Chair states the motion there can be NO friendly amendments!!!!!!

MOTION TO AMEND

- Has to be related to MAIN MOTION
- REQUIRES A SECOND
- IS DEBATABLE

AMEND THE AMENDMENT

MOTIONS: HOW TO MAKE ONE!

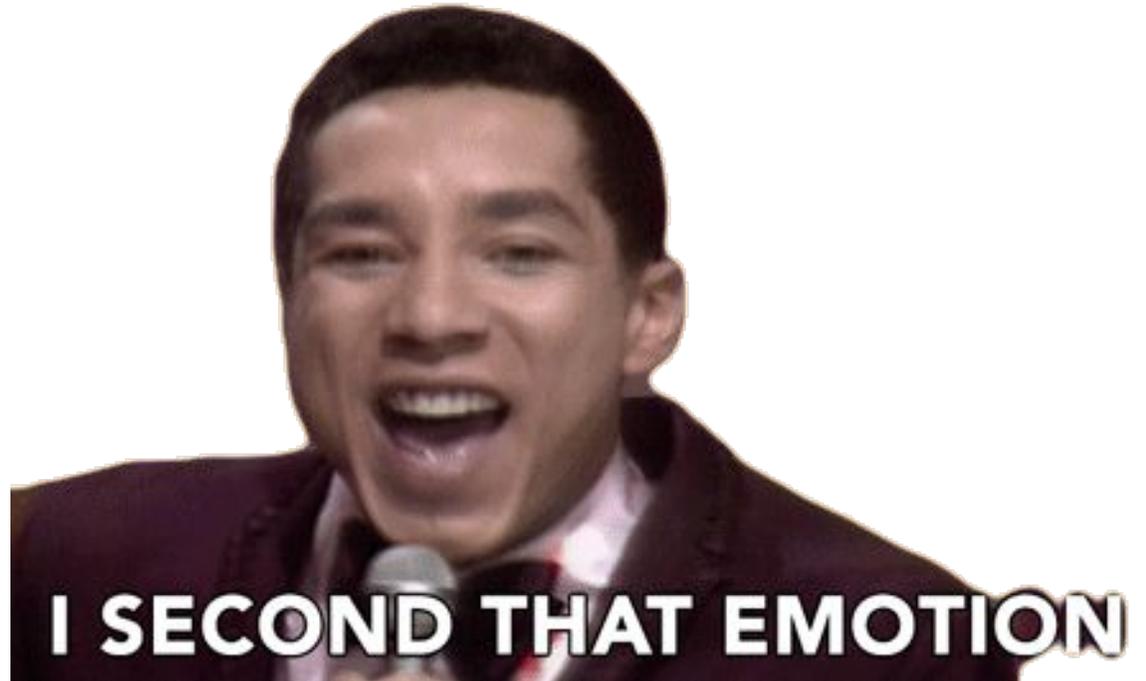
I MOVE
THAT...

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DO I NEED A SECOND??????

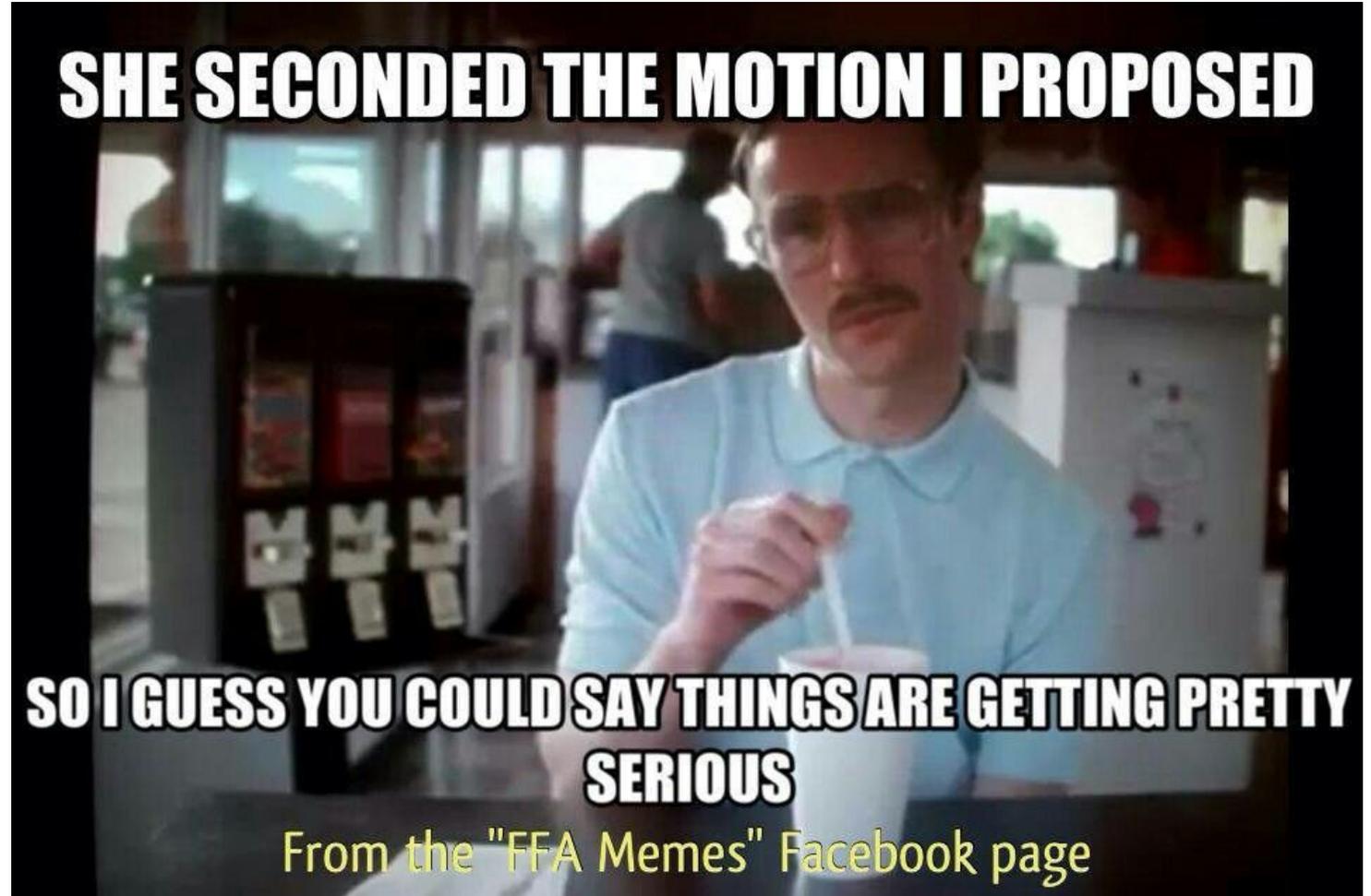
**I SECOND
THAT...**



DO I NEED A SECOND??????

**I SECOND
THAT...**

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**DISCUSSION AND
DEBATE**

A dark, blue-tinted background image showing a hand holding a white sign. The sign has the text "I will vote for" visible. The background is slightly out of focus, suggesting a public gathering or protest.

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LET'S TALK ABOUT DEBATE

CHAIR CONTROLS DEBATE

- Fairness
- Relevance
- Timekeeping

CHAIR:

- **(MAY) Restate the motion**
- **(MAY) Explain rules for debate**
- **(MUST) Recognize maker of motion to debate first**
- **(MUST) Alternate between those in favor/oppose**
- **Enforce: No one can speak twice unless everyone already spoken**
- **(SHOULD) Determine when body is ready to vote**

MOTION TO CLOSE DEBATE/PREVIOUS QUESTION

LET'S TALK ABOUT DEBATE

FIVE SUGGESTIONS FOR EFFECTIVE DEBATE

- 1. Seek Recognition
 - I rise to support (THE MOTION) because of A, B, C
- 2. Tell the group what you want them to do
 - I want you to VOTE IN FAVOR
- 4. Be conscious of time
- 5. Don't be repetitive, redundant,
 - or repeat yourself.

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**NOMINATIONS &
VOTING**

A dark, semi-transparent background image showing a hand holding a white sign that says "I will vote". The image is slightly out of focus and serves as a backdrop for the text on the right side of the slide.

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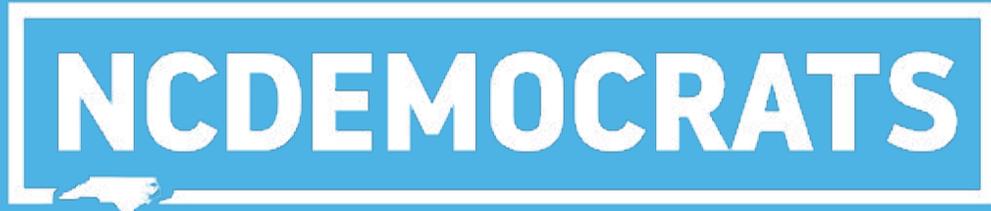
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RESOLUTIONS

A dark, blue-tinted background image showing a hand holding a white sign that says "I will vote". The image is slightly out of focus and serves as a backdrop for the text.

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**DEALING WITH
DIFFICULT
SITUATIONS**

A dark, blue-toned background image showing a person's hands holding a large document or map. The person is wearing a dark jacket and a watch. The image is slightly blurred and serves as a backdrop for the text on the right side of the slide.

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TERMS TO KNOW

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TERMS TO KNOW

- LAY ON THE TABLE/POSTPONE INDEFINITELY
- ACCLAMATION
- PERSONAL PRIVILEGE
- POINT OF ORDER
- PARLIAMENTARY INQUIRY
- REQUEST FOR INFORMATION
- WHAT IS "OUT OF ORDER?"
- AD HOMINEM



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RESOURCES

RESOURCES

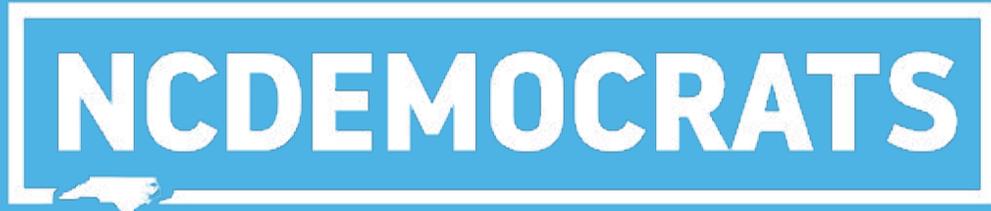
- Robert's Rules of Order Newly Revised 12th Edition, The Only Current Authorized Edition of the Classic Work on Parliamentary Procedure (2020).
- Robert's Rules of Order Newly Revised In Brief, Fully Updated 3rd Edition (2020).
- American Institute of Parliamentarians, How to be a Parliamentarian, 2nd Edition (2014).
- Jim Slaughter, Ragsdale & Ericson, Notes and Comments on Robert's Rules, 4th Edition (2012).
- Jim Slaughter, The Complete Idiot's Guide to Parliamentary Procedure Fast Track, (2012).
- www.JimSlaughter.com (Parliamentarian with resources on his website).
- National Association of Parliamentarians, www.parliamentarians.org.

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QUESTIONS?

A dark, blue-tinted background image showing a crowd of people holding up various protest signs. One prominent sign in the center reads "I will vote". The scene is dimly lit, suggesting an evening or indoor setting with stage lighting.



THANK YOU!

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A circular logo with an orange top half and a light blue bottom half, separated by a white diagonal line. The top half contains the word "NCDemocrats" in white on a dark orange background. The bottom half contains the word "TRAINING" in bold blue letters on a white background, and the word "series" in a smaller, italicized blue font on a light blue background. The entire circle is surrounded by a ring of small white stars.

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