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Outline

What is Parliamentary Procedure?

What is “Robert’s Rules of Order”?

Who is “Robert”?

Why have Parliamentary Procedure?

Why Should I know Parliamentary Procedure?

- A. Your organization’s way of doing business
- B. Your adversaries will triumph if you are not knowledgeable
- C. You will triumph if you know the rules

Where is Parliamentary Procedure Found?

How does Parliamentary Procedure Relate to the Cooperative’s Bylaws?

How do I know which Parliamentary Procedure Applies to My Cooperative?

What are the Mechanics of Parliamentary Procedure?

- A. Agenda
- B. Motions
- C. Regulation of Debate
 - 1. To allow for voices to be heard
 - 2. In an orderly and civilized manner
 - 3. Yet to avoid tyranny of the minority

Who are the Key Players in Parliamentary Procedure & What are their duties?

- A. The Chair
- B. The Secretary
- C. The Members

What is the Order of Motions?

When in doubt, what should I do?

- A. Resources
 - 1. The “Bible” [don’t leave home without it]
 - 2. On Line - RROR website
- B. On the Spot Rulings - guidance:
 - 1. What makes sense?
 - 2. What is fair?
 - 3. What achieves the will of the majority?

Nominations & an Election Illustration

Essential Elements of Model Minutes

- A. Date
- B. Roll Call
 - 1. Excused absences?
 - 2. Quorum
- C. Motions
 - 1. Wording
 - 2. Mover
 - 3. Supporter
 - 4. Outcome of vote
- D. Extraneous Matters
 - 1. Summary of debate?
 - 2. Verbatim transcript?
 - 3. Right of Dissent under Corporate Law

E. Approval of Minutes

1. At next meeting
2. Indicated approval by
 - a. Motion in record of that subsequent meeting
 - b. Signature of Chair & Secretary after approval
 - c. Entry into Journal of Minutes

F. Preservation of Minutes

1. Necessity
2. Journal
3. Retention Period

Examples of Uses of Parliamentary Procedure [Important tips to remember]

A. Quorum - can challenge at any time

Example: Can be used to close down a meeting by a minority that is about to lose a vote

B. Adjournment - motion is always in order; not debatable

Example: Can be used to shut down a meeting if opponents are caught off guard by it

C. Call for the Question - to get to the vote

Example: If someone is being long winded and raising repetitious argument, cut it short.

D. Point of Order - a way to raise an objection to the procedure

Example: Use it when you think an error is being made in procedure; it forces the Chair to make a ruling. A good way to keep everyone on track and abiding by the rules.

E. Motion to Table - a way to stop debate now and put it on agenda of Next Meeting [unless another meeting is specified]

Example: Since it is not debatable, this is a tool to see where the votes lie; it also pushes an issue to another meeting to allow more thought and preparation.
