

PRESIDING WITH CONFIDENCE!

Kay Allison Crews, CPP-T, PRP





IS THIS YOU?

- Would you rather hide behind the lectern than preside from it?
- What are your fears?

KAY'S RULE OF ORDER

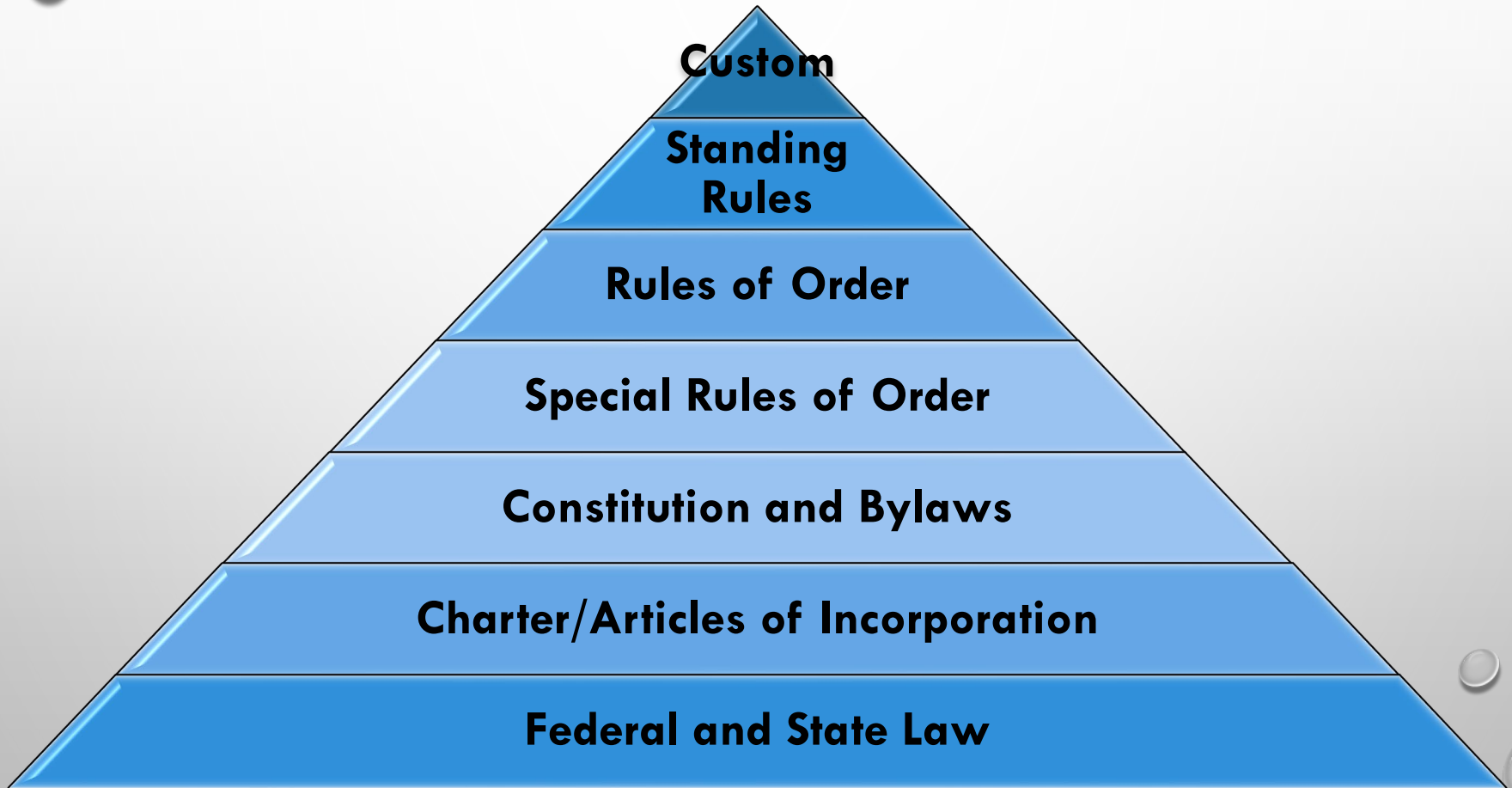
Members have a
right
to an
efficient meeting!

The background is a gradient of purple and blue, decorated with several realistic water droplets of various sizes. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional appearance. They are scattered across the page, with a cluster of larger droplets on the right side and smaller ones in the top left and bottom right.

BEFORE THE MEETING

THINGS YOU SHOULD KNOW!

GOVERNING DOCUMENTS



Kay Allison Crews, PRP, CP





MEMBERSHIP HAS PRIVILEGES

- Members may
 - Attend meetings
 - Make motions
 - Debate
 - Vote

ABOUT DECISION MAKING

Majority
vote


- More than half of those present and voting

Two-
thirds
vote

- $\frac{2}{3}$ of those present and voting
- Twice as many in favor as opposed

Decision
of Single
Person

- Chair decides
- Request of a single member

A blue vertical bar on the left side of the slide, decorated with several realistic water droplets of various sizes. The text 'WAYS TO TAKE VOTES' is written in white, bold, sans-serif capital letters, stacked vertically.

WAYS TO TAKE VOTES

- Voice Vote (Ayes/Noes)
- Rising or Show of Hands
- General Consent
- Roll Call

TYPES OF MEETINGS

Committee meetings

Board meetings

Regular monthly meetings

Others

- Workshops/Seminars
- Electronic Meetings
- Annual meetings
- Conventions

The background is a vertical gradient from light purple at the top to dark blue at the bottom. Scattered throughout are several realistic water droplets of various sizes, some with highlights and shadows, giving them a 3D effect. The text is centered in the upper half of the image.

BEFORE THE MEETING

THINGS YOU SHOULD DO!

PREPARING FOR THE MEETING



SCRIPTING



WRITE IN 3RD
PERSON



SHARE IT ALL!



SHARE PARTS OF
IT!



PRACTICE,
PRACTICE,
PRACTICE.

SCRIPT FORMAT

- Printed Copy: Use BROAD margins and big type
- Online: Be comfortable with your technology
 - Use hot links or navigation pane to be able to move smoothly through
- Color code sections you may not need, other speakers, and rubrics

Bylaws Chair is Green

Headers from Document make virtual TOC

Navigation

Search document

Headings Pages Re...

- MEETING FORMATION
 - Credentials Ballot
 - Meeting Rules
 - Program
 - New Horizons and R...
 - President's Report
- Bylaws and Standing...
 - Amendment #1: R...**
 - Amendment #2: R...
 - Amendment #3: R...
 - Amendment #4: R...
 - Amendment #5:...
 - Amendment #6:...
 - Amendment #7: C...
 - Amendment #8:...
 - Amendment #9: T...

Gretchen	The Committee will begin first with ratification of four amendments to the Standing Rules previously approved by the International Board of Directors (IBOD). In order for these amendments to become permanent, they must be adopted by a majority vote at this meeting.	GRETCHEN Screenshare Slide-show (Bylaws) Slide (93)
Amendment #1: Ratification #1 on Student Pilots		
Gretchen	We are starting with Amendment #1. Madam President, on behalf of the Bylaws and Standing Rules Committee, I move the Ratification of Proposed Amendment #1 on Student Pilots, which defines a consistent standard for the documents that a student pilot, or pilot-in-training, presents to apply for membership.	GRETCHEN Screenshare Slide-show (Bylaws) Slide (94)
President	It is moved to ratify Proposed Amendment #1 on Student Pilots. Ten minutes are allotted for discussion on this proposed amendment. Is there any discussion from any member? (After ten minutes) Time has expired. As a reminder, all of the bylaws will be considered via general consent unless someone speaks against the bylaw. That means that if no one objects, the proposal will be adopted without taking a formal vote.	PO Screenshare Slide-show (Bylaws) Slide (94)

Brown is optional – only needed if there is an actual vote

Red text is instructional – not to be read

Navigator

Search document

Headings Pages Re >

- MEETING FORMATION
 - Credentials Ballot
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 - Program
 - New Horizons and R...
 - President's Report
- Bylaws and Standing...
 - Amendment #1: R... (highlighted)
 - Amendment #2: R...
 - Amendment #3: R...
 - Amendment #4: R...
 - Amendment #5:...
 - Amendment #6:...
 - Amendment #7: C...
 - Amendment #8:...

VOTE ¶ President ¶	There is an objection. The question is on the ratification of Proposed Amendment #1 on Student Pilots. ¶ ¶	¶
President ¶	Voting Delegates will vote using Election Buddy. ¶ ¶ <u>Kathy Fox, please open the voting.</u> ¶ ¶ Voting Delegates please go to your Election Buddy link and submit your vote. If you have not yet clicked "Next Vote," do so now. There will be a warning prior to the vote closing. Do not forget to click the "submit" button when you have finished preparing your ballot. ¶	¶
Kathy Fox ¶	The link for the vote has been sent. <i>[Pause]</i> ¶ ¶	¶
Kathy Fox ¶	<i>Checks on the number of ballots received, and verbally reports on the progress of voting (number of voters voting) to Corbi. ¶ ¶ Corbi and Kay will compare the number of voters to the number that voted in the previous ballots and when it appears that most have voted who intend to, Corbi will say: ¶</i>	¶

The background is a vertical gradient from light purple at the top to dark blue at the bottom. Scattered throughout are several realistic water droplets of various sizes, some with highlights and shadows, giving them a 3D appearance. The text is centered in the middle of the image.

DURING THE MEETING

GENERAL GUIDELINES

Dress

Dress comfortably

Be

Be comfortable with the protocol – prayer, pledge, etc

Know

Know precisely where the first person you are to call on is sitting

Call on

Only call on those who need to present or have something to say



Be Adaptable!



RECOGNIZE YOUR TEAM

- Officers and Chairs
- Parliamentarian
- Minutes Approval Committee
- Timekeepers
- Tellers
- Pages/Assistants

The background is a gradient of purple, transitioning from a lighter shade at the top to a darker shade at the bottom. Scattered across the upper and right portions of the image are several realistic water droplets of various sizes. Each droplet has a bright highlight on its upper-left side and a soft shadow on its lower-right side, giving them a three-dimensional appearance. The text is centered in the middle of the image.

CONDUCTING BUSINESS IN A MEETING

WHAT IS A MOTION?



WHAT IS A MOTION?

A motion is a **proposal**

by a **member**

in a **meeting**

that the **body**

take an **action.**

HANDLING MOTIONS

6 Steps to Handling a Motion

Member makes a motion	Debate
Another member seconds the motion	Chairman puts the question
Chairman states the question	Announce the results

MAKING A MOTION

- Rise or seek the attention of the Chairman
- Once recognized, state your name and other identifying information
- State your motion – WRITE IT DOWN
- Must be seconded
- “I move that....”
 - “Second”

STATING THE QUESTION

- The Chairman restates the question
- Should exactly match the Maker's language (or seek his permission to change)
- Ownership of motion changes
- "It has been moved and seconded that... Are you ready for debate?"

PRACTICE – INTRODUCING A MAIN MOTION

- **Member:** Mr./Madam President
- **Chair:** The member is recognized.
- **Member:** I move that we hire a new staff member.
- **Anyone:** Second!
- **Chair:** It is moved and seconded that we hire a new staff member.

Is there any debate?

DEBATE

- Limits on debate, if established by the body, must be followed (default in RONR...)
- Speech time is not transferable
- The maker has the right to speak to it first, or he has preference in later debate

DEBATE

- Debate should rotate between pro and con
- Debate must be confined to the merits of the pending question
- Debate must be directed to the Chair

• PUTTING THE QUESTION TO A VOTE

- The Chairman restates the question
 - Exactly as the maker made it (as amended)
 - This is the version of the question that goes in the minutes, if they are all different
 - “Are you ready for the question? The question is that....”

ANNOUNCING THE RESULTS OF THE VOTE

- Four steps:
 - Which side “has it”
 - If the motion is adopted or lost
 - What action will be taken as a result of the vote
 - Call for the next business in order
- “The Ayes have it, the motion is adopted, and the Treasurer will send a donation for \$200 to the public library. Is there any further business to come before the meeting?”

PRACTICE – INTRODUCING A MAIN MOTION

- **Member:** Mr./Madam President
- **Chair:** The member is recognized.
- **Member:** I move that we hire a new staff member.
- **Anyone:** Second!
- **Chair:** It is moved and seconded that we hire a new staff member.

Is there any debate?

● PRACTICE – DEBATING A MAIN MOTION

- **Chair:** The question is on the motion that we hire a new staff member.
Is there debate?
- **Member:** Mr/Madam President!
- **Chair:** The member is recognized.
- **Member:** I rise to speak in favor of the motion . . .
Or
I rise to speak in opposition to the motion . . .

Another member seeks recognition, etc.

PRACTICE – TAKING A VOICE VOTE

Chair: Are you ready for the question? (*pause*)

Chair: The question is on the motion to hire a new staff member.

Chair: Those in favor say *Aye* (*pause*)

Those opposed say *No* (*pause*)


Chair: The ayes/noes have it and the staff member will/will not be hired.

Chair: The next item of business is . . .

The slide features a decorative background. On the left side, there is a dark, textured area filled with numerous 3D question marks of varying sizes and orientations. The right side of the slide is a light gray gradient, adorned with several realistic water droplets of different sizes, some with highlights and shadows, scattered across the top and bottom edges.

PRACTICAL TIPS

- Remain Standing as much as possible
- Know when to sit
- Arrange for officers and members to make important motions
- Always correct your mistakes (i.e., Points of Order)
- Expedite business, but . . .



**CHAIR
HAS THE
DUTY TO
INTERRUPT
THE
PERSON
SPEAKING**

Time of debate is exhausted

Debate is not germane

Decorum is not maintained

A member reads from papers without permission

Other members are talking or there is a disturbance

SIX STEPS TO EFFECTIVE PRESIDING

RULES OF ORDER IN BRIEF

- Memorize constantly used procedures
- Ensure all know what is being debated and voted on
- Learn how to conduct voting
- Know the steps in a meeting
- Learn to handle points of order and appeals
- Know more about parliamentary procedure than other members

The image features a light gray background with a subtle gradient. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, rendered with soft shadows and highlights to give them a three-dimensional appearance. The text "PRACTICE TIME!" is centered in the middle of the page.

PRACTICE TIME!

The background of the slide is a light gray gradient, decorated with several realistic water droplets of various sizes. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional appearance. They are scattered across the page, with a higher concentration in the top-left and bottom-right corners.

**I MOVE THAT WE
SPONSOR
A TENNIS CLUB.**

The background of the slide is a light gray gradient, decorated with numerous realistic water droplets of various sizes. Some droplets are large and prominent, while others are small and scattered. The droplets have highlights and shadows, giving them a three-dimensional appearance.

**I MOVE THAT WE
PURCHASE A TABLE
AND GREEN CHAIRS
FOR THE LOBBY.**

STATING THE QUESTION ON AN AMENDMENT



Essential for members to know what is being voted on



AMP process (sometimes called “sandwich”)



AMP = Amendment, Motion, Pending question



This process tells members what the amendment is, the effect of the amendment, and then refocuses them on the issue.



It is moved to
AMEND the
motion by
(which) (what)
at (where.)

If the
amendment is
adopted, the
MOTION would
read (motion as
amended).

The **PENDING
QUESTION** is
to (state
amendment
again).

STATING THE QUESTION ON AN AMENDMENT

PRACTICE – INTRODUCING A MAIN MOTION

- **Member:** Mr./Madam President
- **Chair:** The member is recognized.
- **Member:** I move that the association paint the board room green.
- **Anyone:** Second!
- **Chair:** It is moved and seconded that that the association paint the board room green.
Is there any debate?

● PRACTICE – DEBATING A MAIN MOTION

- **Chair:** The question is on the motion that the association paint the board room green.
Is there debate?
- **Member:** Mr/Madam President!
- **Chair:** The member is recognized.
- **Member:** I move to amend the motion by inserting the word “forest” before the word “green.”
- **Member:** Second!

PRACTICE – STATING THE QUESTION ON AN AMENDMENT

Chair: The pending **amendment** is to insert the word “forest” before the word “green.”

If adopted, the **motion** would read “that the association paint the board room FOREST green.”

The **pending question** is on inserting the word “forest” before the word “green.”

Is there any debate?

PRACTICE – PUTTING THE QUESTION

Chair: Are you ready for the question? (*pause*)

The pending **amendment** is to insert the word “forest” before the word “green.”

If adopted, the **motion** would read “that the association paint the board room FOREST green.”

The **pending question** is on inserting the word “forest” before the word “green.”

PRACTICE – TAKING A VOICE VOTE ON AN AMENDMENT

Chair: Those in favor say *Aye* (pause)

Those opposed say *No* (pause)

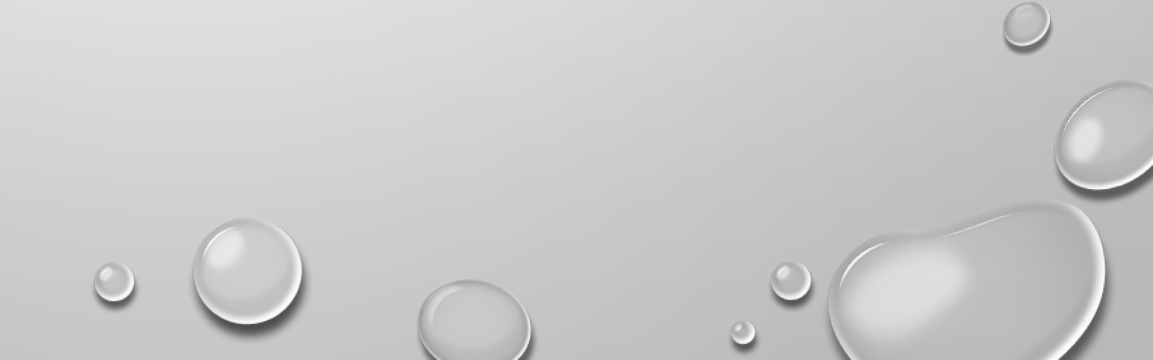
Chair: The ayes/noes have it and the main motion now reads “that the association paint the board room [forest] green. Is there any debate?....

• I MOVE THAT A COMMITTEE OF THREE,
APPOINTED BY THE CHAIR, INVESTIGATE THE
• POSSIBILITY OF ESTABLISHING A CLUB STORE
ON AMAZON.COM.

- Amend the size of the committee....



**I MOVE THAT WE DONATE \$500 TO THE
CENTRAL PUBLIC LIBRARY.**

- Amend the amount of the donation
 - Can we change the direction of the donation?
- 

The background of the slide is a light gray gradient. It is decorated with several realistic water droplets of various sizes, scattered primarily in the top-left and bottom-right corners. The droplets have highlights and shadows, giving them a three-dimensional appearance.

**I MOVE THAT WE FUND A YOUTH
SCHOLARSHIP FOR COMPUTER CAMP.**

The background of the slide is a light gray gradient. It is decorated with several realistic water droplets of various sizes, scattered primarily along the top and bottom edges. The droplets have highlights and shadows, giving them a three-dimensional appearance.

**I MOVE THAT WE ESTABLISH AN AWARD
IN MEMORY OF THE DALLAS POLICE
OFFICERS.**

I MOVE THAT WE RATIFY THE ACTION OF THE PRESIDENT IN PURCHASING A NEW LAPTOP COMPUTER FOR THE OFFICE STAFF AT A COST OF \$897.98.

I MOVE THAT WE FUND A SUMMER
INTERN FOR JAMESTOWN REDISCOVERY
IN JAMESTOWN, VIRGINIA, AT A COST
NOT TO EXCEED \$3,000.

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**I MOVE THAT WE PURCHASE A BENCH
AND SWING SET FOR GIBBS PARK.**



**I MOVE THAT WE SEND A REPRESENTATIVE TO
THE NATIONAL FFA CONVENTION TO
PROMOTE PARLIAMENTARY PROCEDURE.**

- 
- I MOVE THAT WE PAINT THE HEADQUARTERS BUILDING EXTERIOR BURNT ORANGE, WITH A LARGE LONGHORN LOGO.

The background of the slide is a light gray gradient. It is decorated with several realistic water droplets of various sizes, scattered primarily in the top-left and bottom-right corners. The droplets have highlights and shadows, giving them a three-dimensional appearance.

I MOVE THAT WE SPONSOR A CHARITY
WALK TO SUPPORT VICTIMS OF
SHAKEN BABY SYNDROME.

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QUESTIONS?