Parliamentary Procedures: A Pathway to Effective Board Meetings

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Origin and Purpose

* English Parliament
* Protects the rights of individuals
* Protects the organization
* Diversity of thought leadership
* Gets things done!!!
* Mitigates chaos
Why Use Parliamentary Procedures?
Who Uses Parliamentarian Procedures?

* Government and civic organizations

* Corporations

* Nonprofit organizations
When To Use Parliamentary Procedures?

- Group Meetings
- Conducting Business
- Fair/Transparent Process
Everyone!!!!

* Officers have a unique role
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer
  - Committee Chairs
Role of the Chair

• Open meetings
• Announce the issues before the Board members.
• Recognize a Board member.
• State and put to vote all legitimate questions.
• Enforce the rules of debate.
• Keep the floor open for debate.
• Expedite matters.
• Decide all questions of order.
• Respond to parliamentary inquiries.
• Authenticate all acts of the Board.
• Declare the meeting adjourned.
The Chairperson of a Community Board should:

* be fair, yet firm.
* Never engage in debate or take sides without first relinquishing the chair
* Be knowledgeable of issues on the floor.
* Be aware of which motions are "In Order" or "Out of Order."
* Be aware of which motions are debatable and non-debatable.
* Be aware of which motions are pending.
* Prevent the abuse of parliamentary procedure.
Role of Board Members

* Obtain the floor, introduce motions, enter discussions, oppose, amend, and vote on motions.
* Inquire about which issue is being voted on.
* Call the Chair's attention to breaches of procedure.
* Appeal the Chair's decisions.
* Call for order.
* Call for the order (agenda) of the day.
Board Meeting Basics

* Meeting Order
* Quorum
* Motion/Process
* Debate Process
Sample Meeting Agenda

* Call to Order
* Executive Committee (Officers) Report
* Standing Committee Reports
* Special Committee Reports
* Special Orders (issues of special priority)
* Unfinished (Old) Business
* New Business
* Announcements
* Adjournment
Majority of board members must be present to dispose (vote and accept) of motions.
Motion Types

- Main
- Subsidiary
- Privilege
- Incidental
Motion Process

* Raise your hand

* Be Clear and Concise

* Madam or Mister Chair/President, I move....

* Motion Seconded
Debate Process

* Originator first to address
* Speak Once!!!
* Chair is the process manager
* Vote
Wrap Up

* Effective Meeting Process
* Chair Manages the Process
* Quorum Needed to Vote
* Motion activates the proposal
* Motion Needs to be Seconded
* Debate can occur after motion is moved
* Vote
Questions???
Resources

* https://www.boardsource.org/eweb/
* http://parliamentarians.org/procedure.php
* Michigan Nonprofit Association Capacity Building Team
THANK YOU