

# *Building* **BLUE**

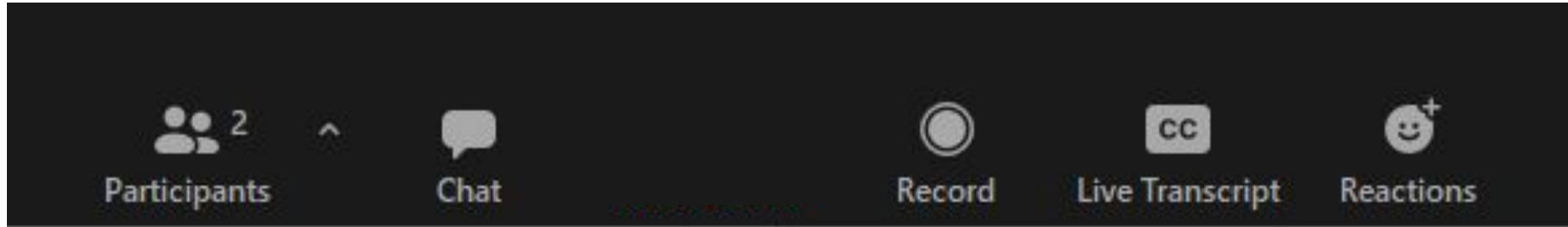


**PARLIAMENTARIAN TRAINING**  
**SATURDAY, JUNE 12, 2021**

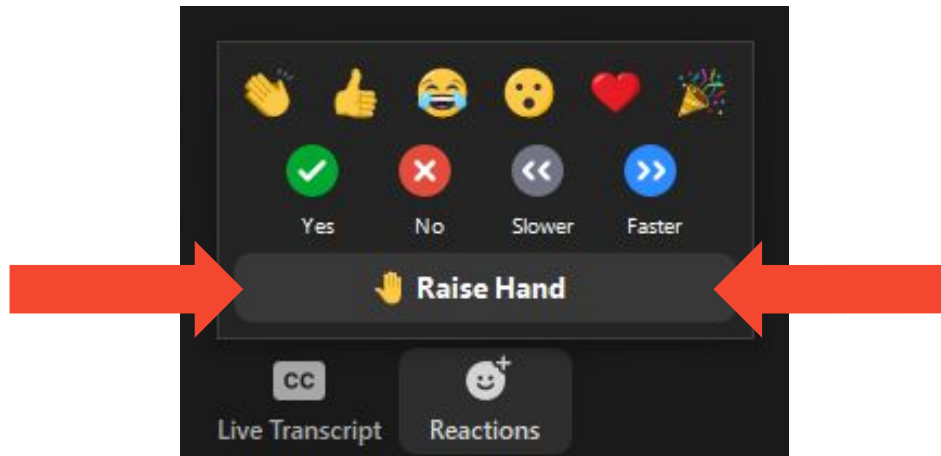
# RAISING YOUR HAND ON COMPUTER

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**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**”



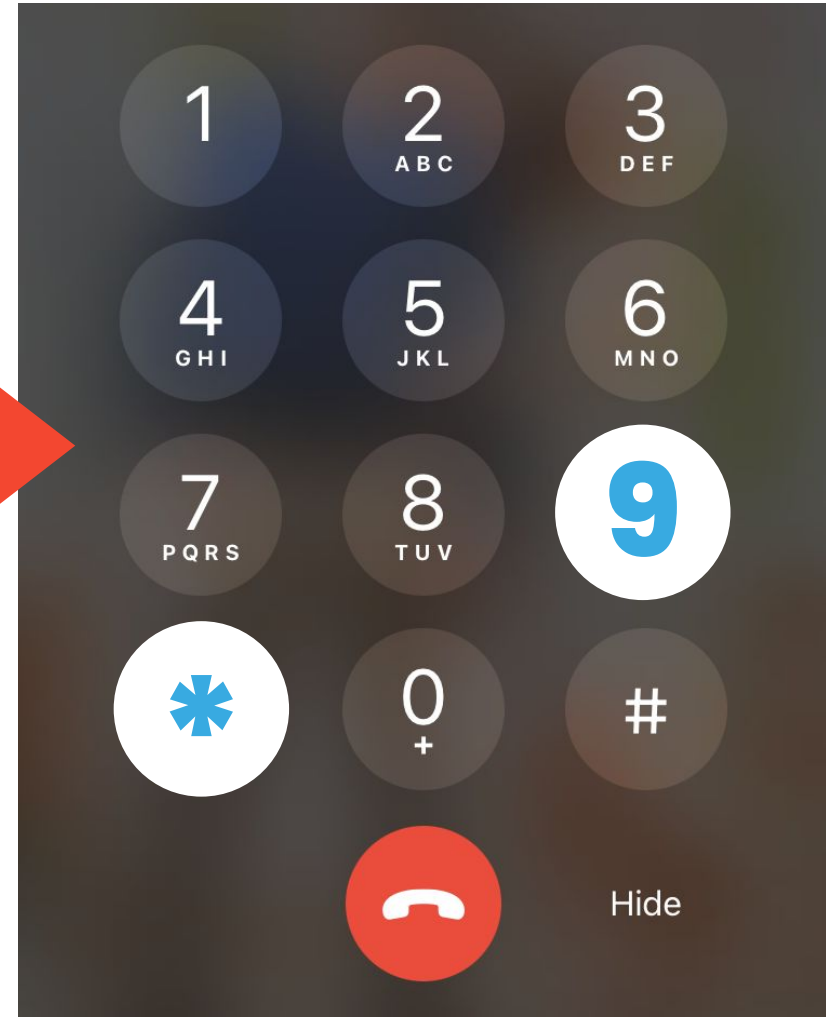
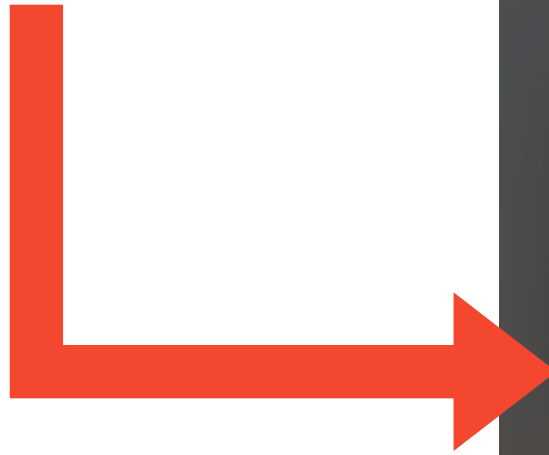
# RAISING YOUR HAND ON YOUR PHONE

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

**TOGGLE  
MUTE/UNMUTE**

Press \*6 on your  
phone's keypad



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



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**MEET YOUR  
DEMOCRATIC FAMILY**

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



## 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

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## 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

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## 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

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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?**



# WHY DO ROBERT'S RULES EVEN MATTER?

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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**



# CONVENE YOUR MEETING

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## 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

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## OFFICIAL LANGUAGE

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

## WHAT IS QUORUM & WHY DOES IT MATTER?

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# WHAT IS QUORUM & WHY DOES IT MATTER?

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## 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

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## THE SIMPLE WAY

- Send out Agenda with Meeting Notice

# WITHOUT OBJECTION

# REVIEW & ADOPT MINUTES

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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

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

**ANNOUNCEMENTS,  
ADJOURNMENT**



## BEST PRACTICES FOR A SMOOTH MEETING



# SPECIAL RULES

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## 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?

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## KEEP THE HEADACHES TO A MINIMUM

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

## FOR EXAMPLE: COUNTY EXECUTIVE COMMITTEE

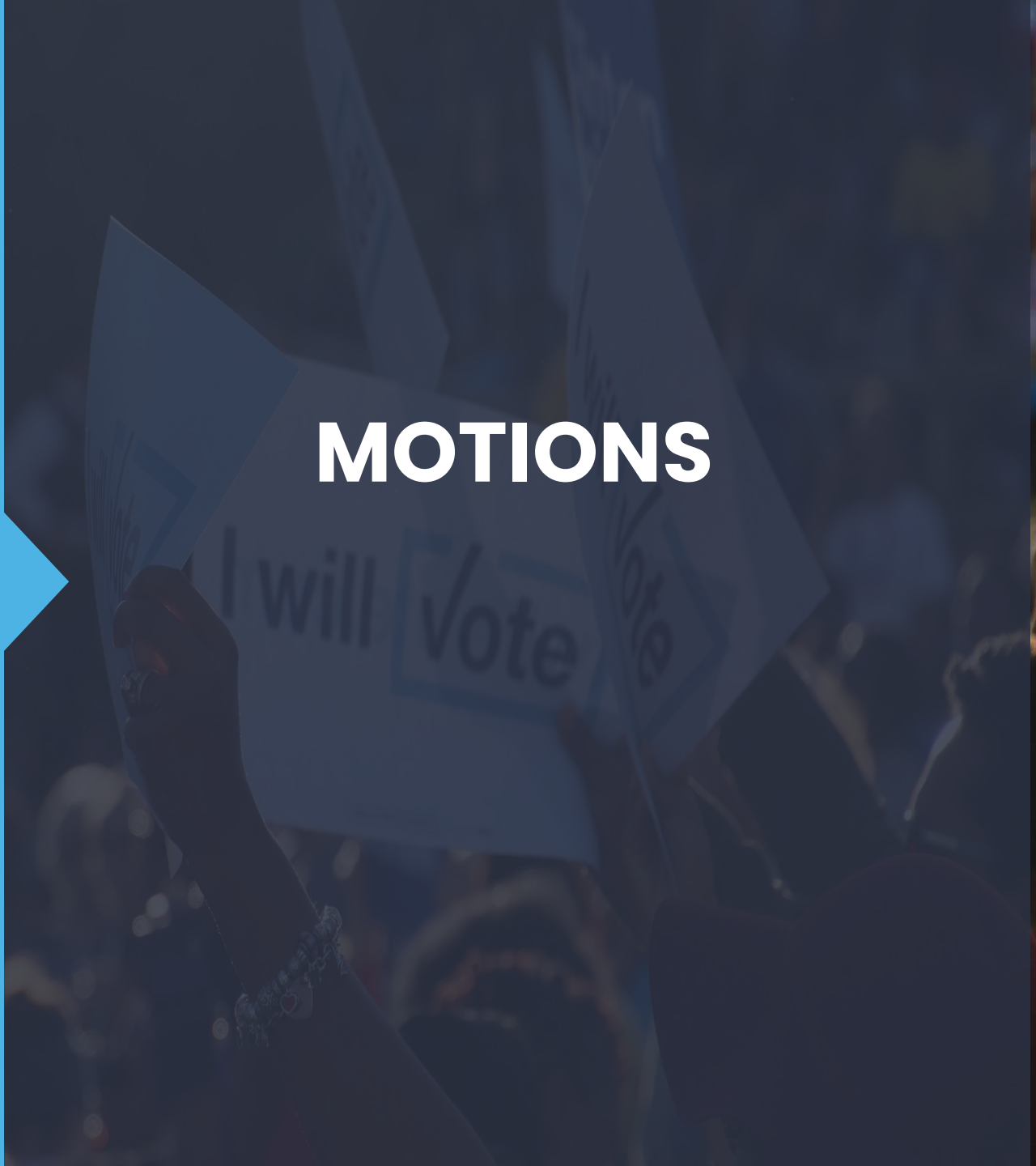
- Elected Officials
- Dem Mem's Club President (NOPE)
- Aux. President

## VERY IMPORTANT FOR FILLING VACANCIES

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**MOTIONS**





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

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## 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?

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## 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!

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I MOVE  
THAT...



**DO I NEED A SECOND??????**

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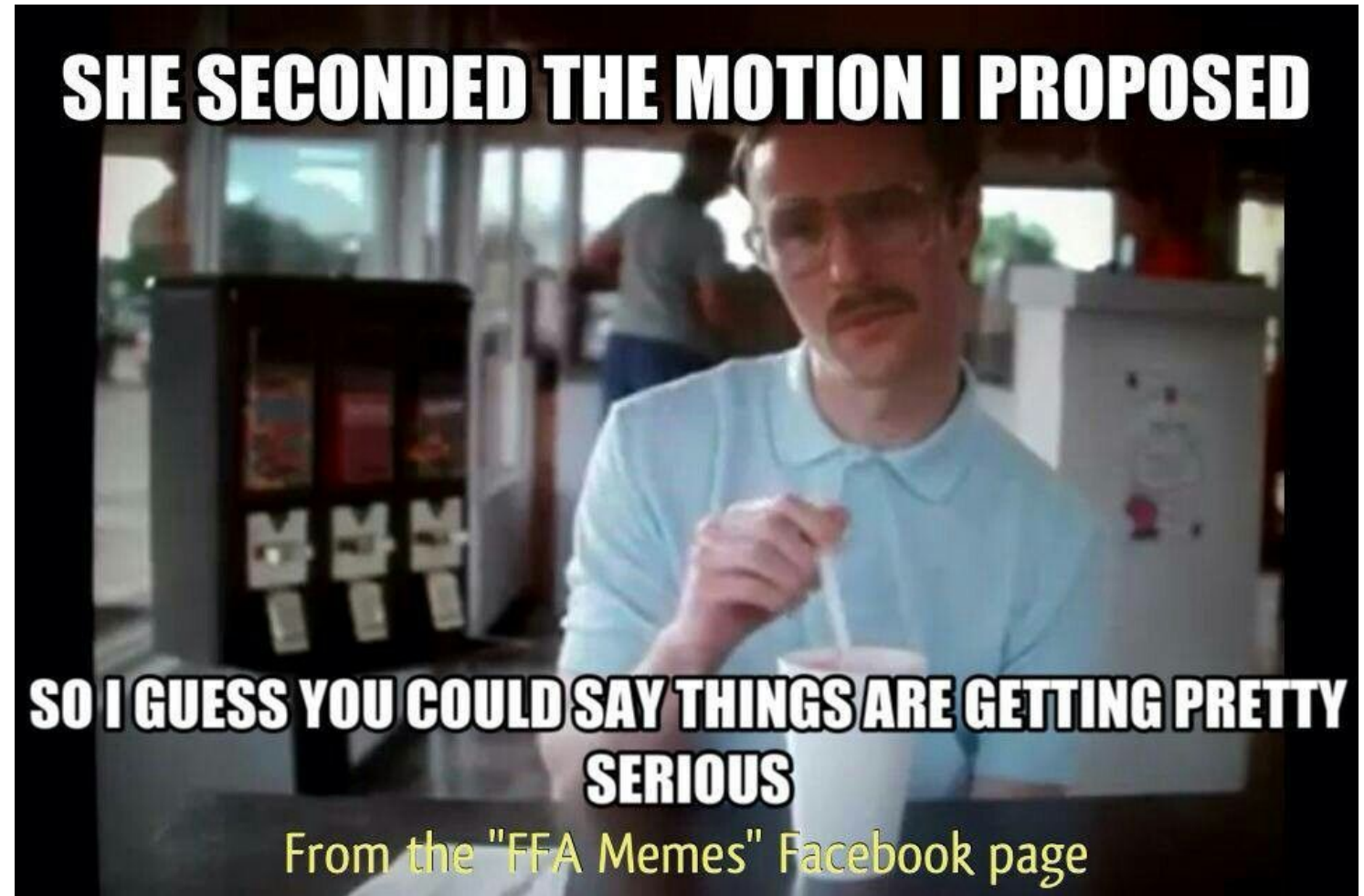
**I SECOND  
THAT...**



**DO I NEED A SECOND??????**

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**I SECOND  
THAT...**



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## DISCUSSION AND DEBATE





# LET'S TALK ABOUT DEBATE

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## 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

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## 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**



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**RESOLUTIONS**



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**DEALING WITH  
DIFFICULT  
SITUATIONS**



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**TERMS TO KNOW**



# TERMS TO KNOW

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- 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

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- Robert's Rules of Order Newly Revised 12<sup>th</sup> 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 3<sup>rd</sup> Edition (2020).
- American Institute of Parliamentarians, How to be a Parliamentarian, 2<sup>nd</sup> Edition (2014).
- Jim Slaughter, Ragsdale & Ericson, Notes and Comments on Robert's Rules, 4<sup>th</sup> 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?**





THANK YOU!

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