

Building
BLUE



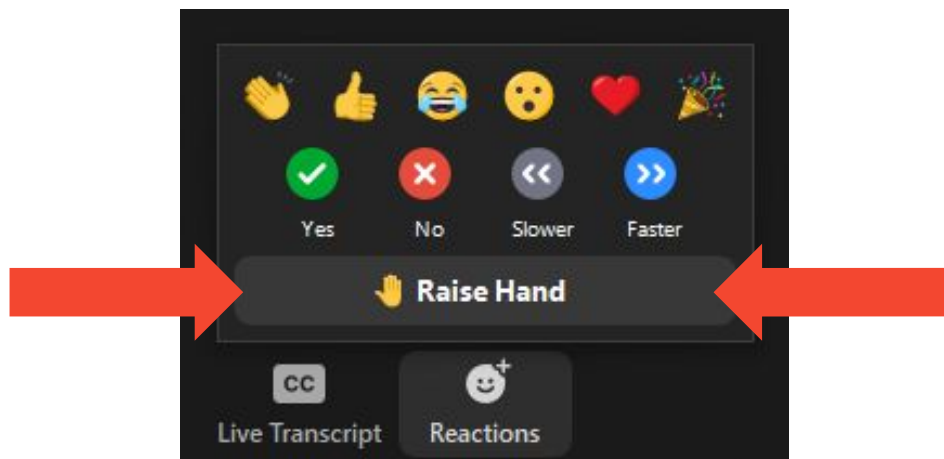
PARLIAMENTARIAN TRAINING
SATURDAY, JUNE 12, 2021

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”**

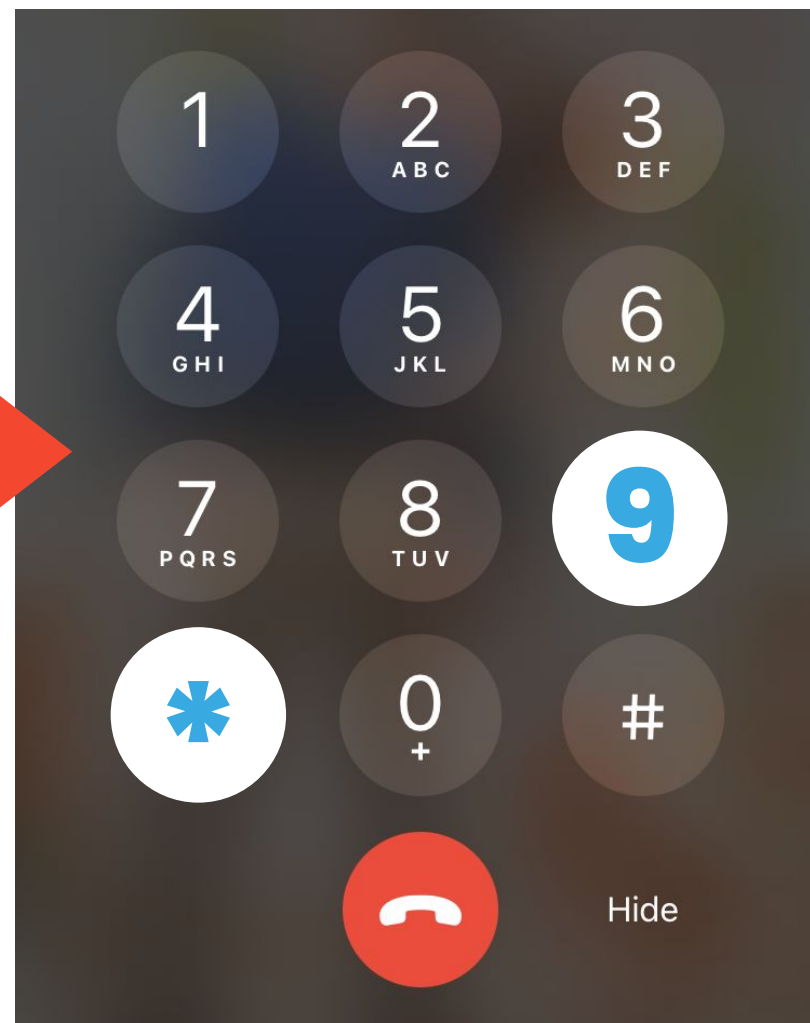
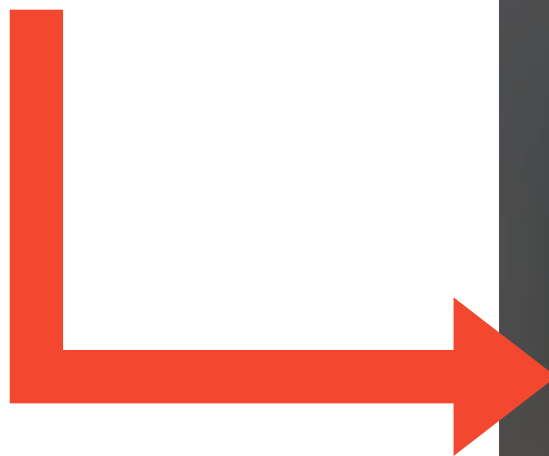


RAISING YOUR HAND ON YOUR PHONE

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**

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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. Reflection of Democracy
3. Best Practices for a Smooth Meeting (Ask)
 - a. Special Rules are OK
 - b. Who is Eligible to Vote
 - c. Do you have QUORUM?

OUR AGENDA:

4. Motions
5. Amendments
6. Discussion and Debate
7. Nominations & Voting
8. Not a Weapon
9. Terms to Know
10. Q & A: Everything you wanted to know, but were afraid to ask

WHAT'S A PARLIAMENTARIAN? THEY SERVE

1. THEY DON'T RUN MEETINGS

- a. Assist the Chair--before and during the meeting
- 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. Knows the Rules
- b. Follows the Rules
- c. Communicates the Rules

4. GOOD RELATIONSHIP/RESPECT BETWEEN CHAIR & PARLIAMENTARIAN

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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 -- LIKE DEMOCRACY-- AND MAJORITY DECIDES
3. EMPOWERS THE MEMBERSHIP-- CAN OVERRIDE THE RULING OF THE CHAIR
4. FOCUSES MEMBERSHIP ON WHAT IT NEEDS TO DO THROUGH **MOTIONS**
5. **KEEPS THE CHAOS TO A MINIMUM**

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**RUNNING A SMOOTH
MEETING**

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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

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**BEST PRACTICES FOR
A SMOOTH MEETING**

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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 out of focus and serves as a backdrop for the text.

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

MAIN MOTIONS

- Brings issue before body-- KEEPS DISCUSSION FOCUSED ON THAT ISSUE
- Can't be made while any other motion is pending....
- When recognized by the Chair, you can make the motion
- Requires a second and 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-- BUT THAT'S AS FAR AS YOU CAN GO

MOTIONS: HOW TO MAKE ONE!

I MOVE
THAT...

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DO I NEED A SECOND??????

**I SECOND
THAT...**

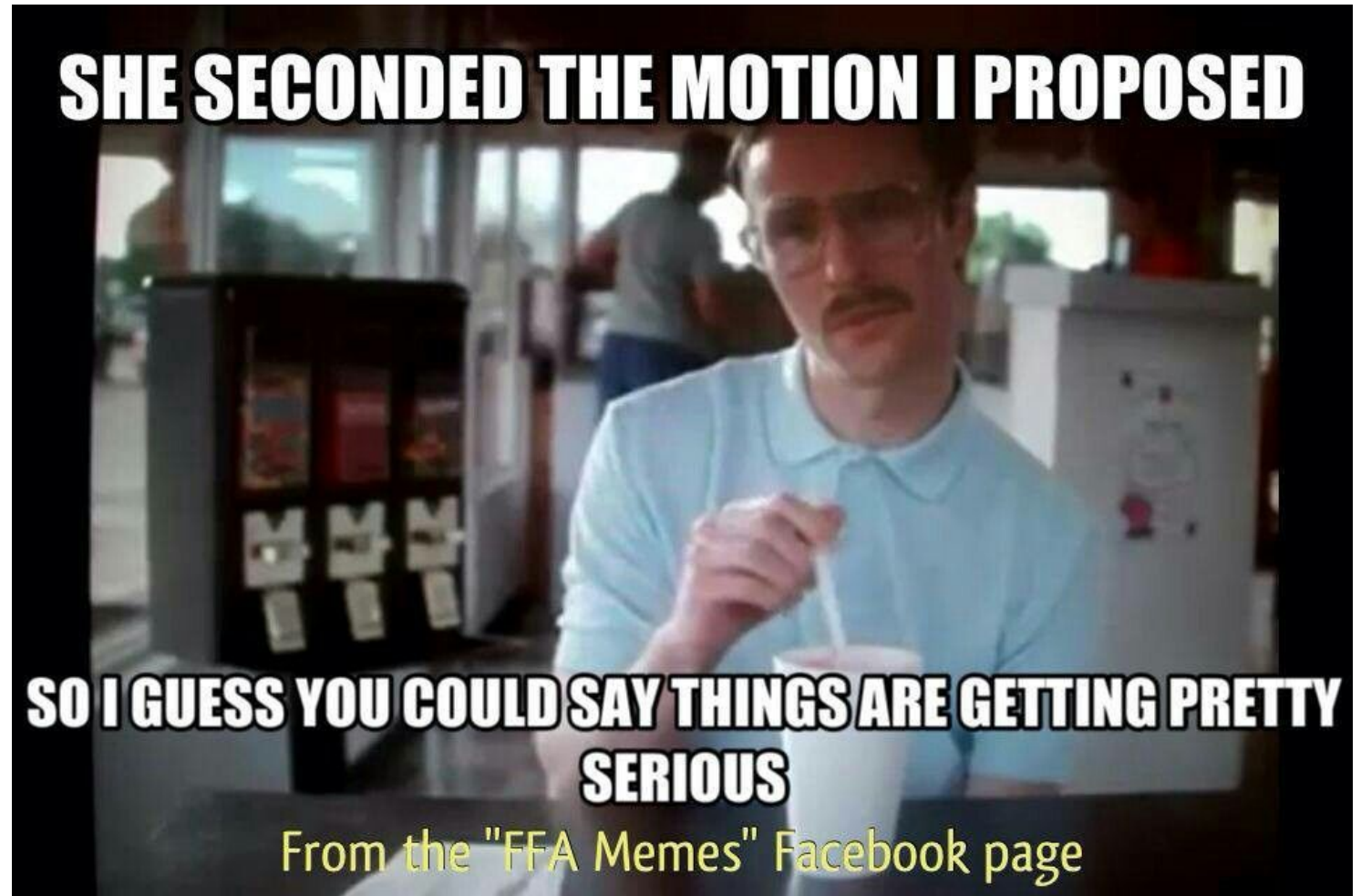


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DO I NEED A SECOND??????

**I SECOND
THAT...**

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CAN'T DECIDE?

- POSTPONE the motion indefinitely or to a specific time (D, Maj)
- COMMIT OR REFER TO COMMITTEE (takes precedence, D, Maj)

IF A FIRE BREAKS OUT IN THE BUILDING -- YOU CAN TABLE IT UNTIL THE

- URGENT SITUATION IS OVER (takes precedence, U Maj)

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**DISCUSSION AND
DEBATE**

A dark, blue-tinted background image showing a person's hand holding a white sign that says "I will vote for". 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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LET'S TALK ABOUT DEBATE

CHAIR CONTROLS DEBATE--GUIDE IT

- Fairness Relevance Timekeeping
- If people talk about something other than matter at hand -- chair can say -- "hold that thought" or "do you want to make an amendment?"

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-- state motion again**

MOTION TO CLOSE DEBATE/PREVIOUS QUESTION-- 2ND, NO DEBATE, $\frac{2}{3}$ VOTE

LET'S TALK ABOUT DEBATE

FIVE SUGGESTIONS FOR EFFECTIVE DEBATE

- 1. Seek Recognition-- Don't just start talking
 - I rise to support/oppose (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, repeat yourself or others.

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NOT A WEAPON

At the end of a meeting how do you want to feel? Others to feel?

(Empowered? Heard? Satisfied? Willing to Return?)

---Robert's Rules can be a bridge where majority and minority voices can be heard in a safe space and in an organized way.

---Chairs don't let RRNR be used to divide --you set the tone

---Members help the meeting run positively-- you may use "point of order" if necessary



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**NOMINATIONS &
VOTING**

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NOMINATIONS AND VOTING

Nominations -- RRNR Chapter 14

No Second Needed Generally

Nominating Committee --still nominations from the floor

Three Times -- can use “without objection” language to close

Don't conduct your own election.

Voting -- RRNR Chapter 13

“Say AYE!” “Say NO” (Not Nay-- unless you are a horse, of course...)

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NCDemocrats

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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 sign in the foreground is clearly visible and reads "I will vote". The scene is dimly lit, suggesting an evening or indoor setting with stage lighting.



THANK YOU!

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