

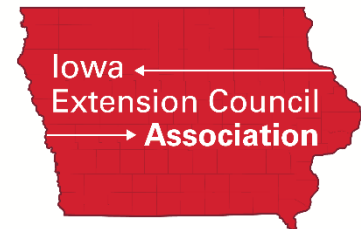
IECA Conference

February 2nd, 2023

Parliamentary Procedure as a Tool for Effective Meetings

Terry Janssen

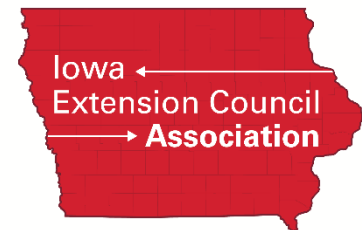
Region 7, Regional Extension Education Director



Parliamentary Procedure as a Tool for Effective Meetings

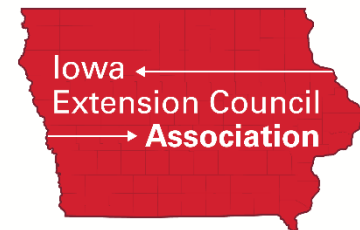
Two objectives:

1. To learn some effective meeting practices.
2. To learn some key points in parliamentary procedure.



Parliamentary Procedure as a Tool for Effective Meetings

Full Disclosure – I am not a
parliamentarian!



Parliamentary Procedure as a Tool for Effective Meetings

How much parliamentary procedure do you need?

Not many rules.



Some basic rules.

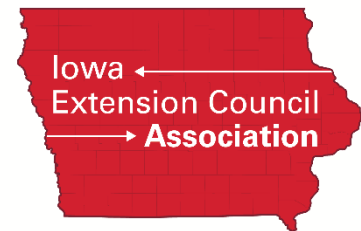


Iowa ←
Extension Council
→ Association

Parliamentary Procedure as a Tool for Effective Meetings

Why do you feel your meetings
may be ineffective?

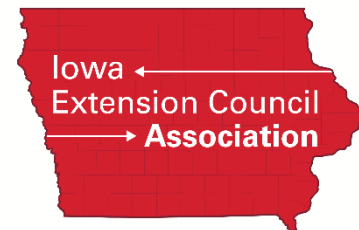
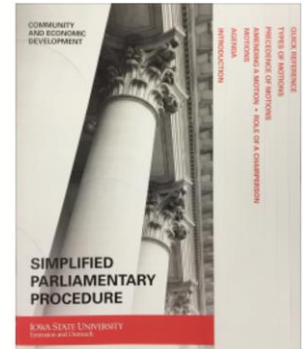
(Type in chat box)



Parliamentary Procedure as a Tool for Effective Meetings

Three resources...

1. Roberts Rules of Order web site – <http://robertsrules.com/>
2. Simplified Parliamentary Procedure Manual
3. Iowa Code



Parliamentary Procedure as a Tool for Effective Meetings

How many council members in attendance does it take to approve business agenda items?

- a) 6, as the council chair cannot vote.
- b) 50% of the council members attending.
- c) 5, which is more than 50% of the council membership.

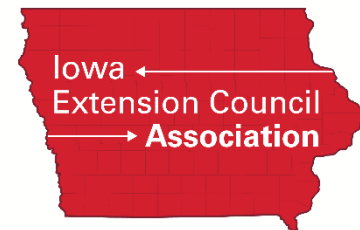


Iowa ←
Extension Council
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Parliamentary Procedure as a Tool for Effective Meetings

T F Items of business can be added to the agenda after the roll call has been taken and a quorum confirmed.

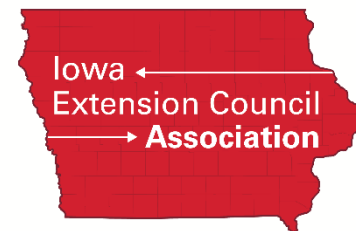
False



Parliamentary Procedure as a Tool for Effective Meetings

T F A consent agenda is a tool that can be used to improve the efficiency of meetings.

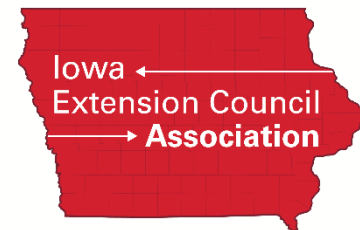
True



Parliamentary Procedure as a Tool for Effective Meetings

What is a consent agenda?

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the council in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention.



Parliamentary Procedure as a Tool for Effective Meetings

Use of Consent Agenda

Mustang County Extension Council Meeting
Monday, March 13th, 2023 6:30 p.m.

1. Call to Order and Welcome: John Doolittle, 2023 Council Chair

2. Roll Call: Robert Cool, 2019 Extension Council Secretary

<input type="checkbox"/> Robert Cool	<input type="checkbox"/> Casper Ghost	<input type="checkbox"/> Wendy Wind
<input type="checkbox"/> John Doolittle	<input type="checkbox"/> Jack Horner	<input type="checkbox"/> Jack Frost
<input type="checkbox"/> Mary Lamb	<input type="checkbox"/> Misty Tuffet	<input type="checkbox"/> Robin Hood

*** Also present:**

3. Approval of consent agenda items

- Minutes from February 13th, 2023 Meeting
- Financial Reports
- Educational Programming Update
- Staff reports

Motion by: _____ Second by: _____

Vote for _____ and against _____.

4. Voucher report approval

Allowable spending through June 30, 2023: _____ |

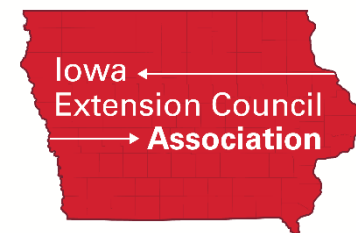
Amount spent to date (since July 1, 2022): _____ %YTD _____

Operating Checks: # _____ through _____

Electronic Fund Transfers _____ and Bank Charges: _____

Direct Deposits of _____ through _____

Transfer of _____ from savings to checking.



Mustang County Extension Council Meeting
Monday, March 13th, 2023 6:30 p.m.

1. Call to Order and Welcome: John Doolittle, 2023 Council Chair

2. Roll Call: Robert Cool, 2019 Extension Council Secretary

_____ Robert Cool	_____ Casper Ghost	_____ Wendy Wind
_____ John Doolittle	_____ Jack Horner	_____ Jack Frost
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*** Also present.**

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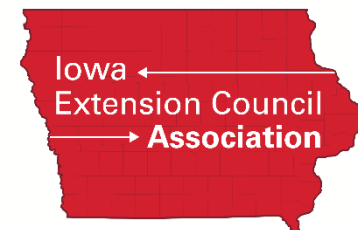
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Electronic Fund Transfers _____ and Bank Charges: _____

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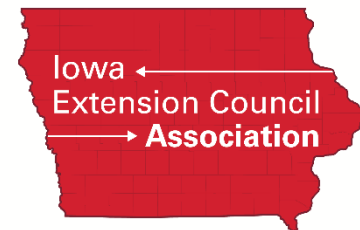
Transfer of _____ from savings to checking.



Parliamentary Procedure as a Tool for Effective Meetings

Use of committees

- Committees can meet in advance of the regular council meeting to make a recommendation to the full council.



Parliamentary Procedure as a Tool for Effective Meetings

5. Open Forum: Opportunity for visitors to address Council

6. Council Committee Reports

- Finance/Budget Committee –
- Personnel Committee –
- Program Committee –
- Special Committees -

7. Old Business

-

8. New Business

- |

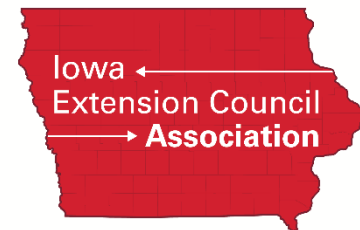
9. Announcements/Updates/Training

- Council education –
- Next meeting will be Monday, April 8th, 2023

10. Adjournment

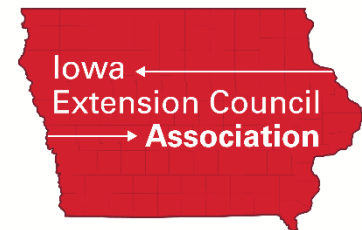
Motion by: _____ Second by: _____

Vote for _____ and against _____.



Parliamentary Procedure as a Tool for Effective Meetings

Use of proposal form



Support to Attend the National Association of Agriculture Professionals Conference 2023

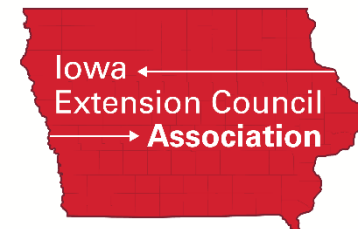
SUBJECT: Request funds from the Xxxxx County Extension Council to attend the National Association of Agriculture Professionals (NAAP) Conference in Madison Wisconsin from August 7th – 10th 2023.

PURPOSE: To develop and learn with other agriculture professionals both from Iowa and around the country on new and upcoming agricultural programs and best practices. To provide an opportunity to bring new initiatives and programs to Xxxxx County Extension.

BACKGROUND: The NAAP conference is the largest gather of Extension agriculture staff with over 1,100 participants throughout the U.S. Participants have an opportunity to network and share ideas through breakout presentations, tours, and poster sessions. A variety of handout materials and guest presenters add to the depth of information.

The County Extension Council has already budgeted \$1,500 for registration, hotel, travel and incidentals for this year's conference. County staff attendees are also being provided an incentive of \$50 for registering, or \$100 if registering and presenting a poster. Along with this incentive, several vans from campus will be used which would reduce the cost even more. The conference will be held from August 7th – 10th, but with travel time, we would likely be gone from August 6th – 11th. The Conference costs \$475. Hotel rates are secured for \$200 per night; however, I would likely share a room and split the cost with another county.

DISCUSSION: To support attendance at the National Association of Agriculture Professionals (NAAP) Conference in Madison Wisconsin from August 7th – 10th 2023. e Calhoun County Youth Coordinator to travel to Memphis, TN and attend the National NAE4-HYDP conference from approximately November 13-21, 2021.

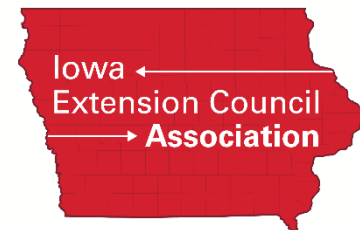


Parliamentary Procedure as a Tool for Effective Meetings

Use of Open Forum time limit

6. Open Forum: Opportunity for visitors to address Council

The Xxxxx County Extension Council allows time for an open forum, where the public may present information or concerns to the Council. Each participant will be limited to five (5) minutes. There will be no action taken at this meeting, but concerns may become agenda items at future meetings. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.

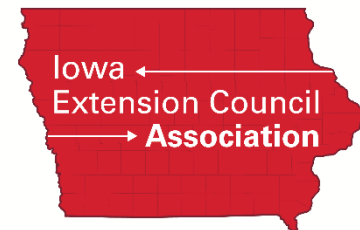


Parliamentary Procedure as a Tool for Effective Meetings

T F A motion must be made and a second must be received before there is any discussion on the motion.

True

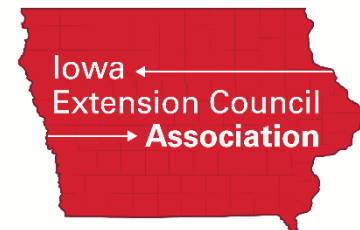
Why?



Parliamentary Procedure as a Tool for Effective Meetings

Handling of a Motion– Six Steps

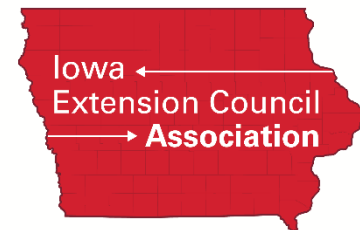
1. Member **makes a motion.**
 - “I move that...” **not** “I motion that...”
2. Another member **seconds** it.
3. Chair **states the motion**
 - “It’s been moved and seconded that...”



Parliamentary Procedure as a Tool for Effective Meetings

Handling of a Motion– Six Steps

4. Members **discuss** motion.
5. Chair puts the motion to a **vote**.
6. Chair announces the **result and effect** of the vote.

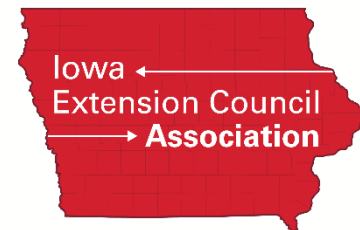


Parliamentary Procedure as a Tool for Effective Meetings

End Debate

Puts the current motion (or previous question) to an immediate vote.

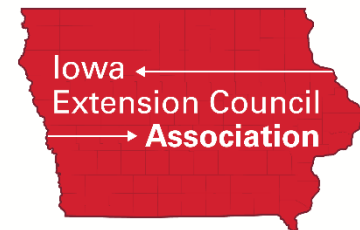
- Member states – “I move the previous question” or “I move to close debate.”
- Requires 2/3 vote majority vote and requires a second.
- No discussion.
- Chair then moves calls for a vote on the pending motion.



Parliamentary Procedure as a Tool for Effective Meetings

Other procedures

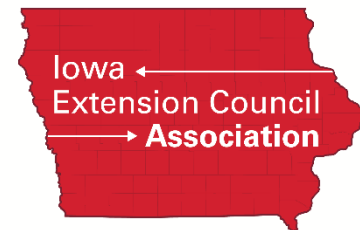
- **Lay on the table** – requires a second and a majority vote.
- **Refer to a committee** – “I move that we refer this to the personnel committee for further study with a recommendation at our next meeting”.
- **Amend** – “I move to amend the motion by striking the words...and adding...”. Requires a second and majority vote. 2/3 vote for approval for a previously approved motion.



Parliamentary Procedure as a Tool for Effective Meetings

A member that did not attend the previous meeting can vote to approve the minutes. There is no stipulation in Roberts Rules of Order that a member needs to be present to approve of previous minutes.

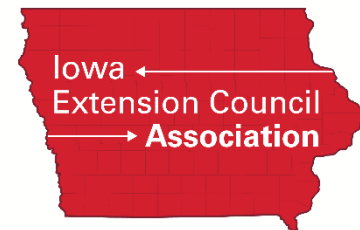
(Sources: <http://robertsrules.forumflash.com/index.php?/topic/21396-approval-of-minutes/> and <http://www.hoatalk.com/Search/ForumSearch/tabid/87/view/topic/postid/137314/Default.aspx>)



Parliamentary Procedure as a Tool for Effective Meetings

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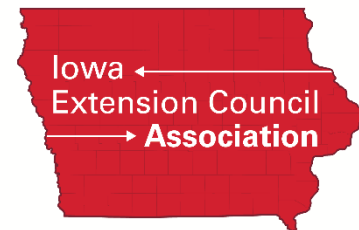
(Sources: <http://robertsrules.forumflash.com/index.php?/topic/21396-approval-of-minutes/> and <http://www.hoatalk.com/Search/ForumSearch/tabid/87/view/topic/postid/137314/Default.aspx>)



Parliamentary Procedure as a Tool for Effective Meetings

T F 10.) A motion that is seconded is recommended to adjourn a meeting.

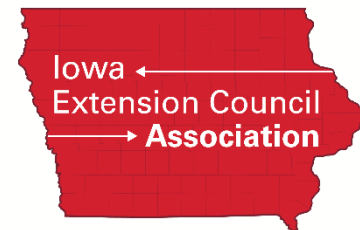
True



Parliamentary Procedure as a Tool for Effective Meetings

A motion to adjourn is a privileged motion that requires a second and is not debatable or amendable.

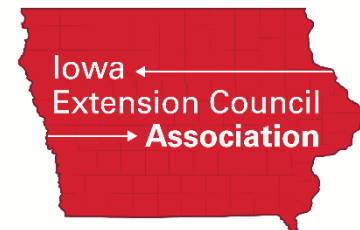
Source (<http://www.rulesonline.com/rror-03.htm>)



Parliamentary Procedure as a Tool for Effective Meetings

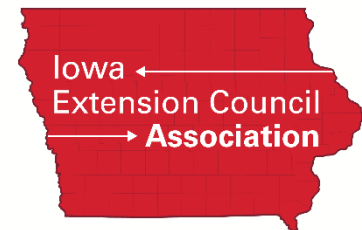
Other Extension and Outreach Council Thoughts and Best Practices:

- An unofficial assembly of 5 or more council members could be considered a meeting.
- Previewing the council packet in advance of the meeting, provides for a more efficient meeting.
- The chair leads the meeting and expects members and guests to act in a responsible and respectful manner.



Parliamentary Procedure as a Tool for Effective Meetings

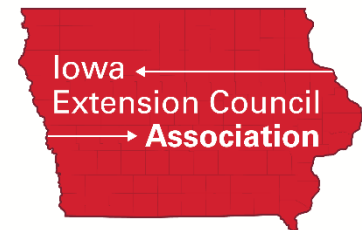
- Parliamentary procedure is a tool.
- Protects members rights.
- Keeps the meeting moving.



Parliamentary Procedure as a Tool for Effective Meetings

Sources:

- Laura Meade, Professional Registered Parliamentarian
meadelaura78@gmail.com
- Sheryl Rippke, Registered Parliamentarian



Parliamentary Procedure as a Tool for Effective Meetings

Questions??

Thank-you!

