Making Meetings Work

Effective Use of Parliamentary Procedures

Or

Robert's Rules of Order for Lawyers

Audrey Moorehead,
Chair
Section Representatives
to the Board Committee

Orders of the Day

Meetings 101

- Agendas
- Minutes
- Reports
- What Not To Do
- Robert's Rules of Order/ Parliamentary Procedure

What Not to Do
or
Losing Credibility in 3 quick easy steps

- 1. Disorganized, rambling meetings: 27%
- 2. People who interrupt peers and try to dominate the meeting: 17%
  3. Cell phone interruptions: 16%
  4. People who fall asleep in meetings: 9%
  5. Meetings with no bathroom breaks: 8%
  6. Long meetings without refreshments: 6%
  7. People leaving early or arriving late: 5%
  8. People who check their Blackberries during meetings: 5%
  9. Meetings starting late: 4%
  10. No written recap of the meeting outcomes: 4%

- http://business.time.com/2007/05/10/what_we_hate_about_meetings

I'd Like to Call This Meeting to Order

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"The last thing I remember, I was sitting in a staff meeting. Apparently, I died from boredom."

Robert's Rules: Managing Your Motions (without becoming emotional)

- 6 Steps to Handling a Motion
  - 1 Member stands, recognized by presiding officer (PO) and makes motion
  - 2 Another member seconds
  - 3 PO restates the motion to the assembly
  - 4 Members debate (Is there discussion?)
  - 5 PO asks for the affirmative votes, then negative votes
  - 6 Announce results of voting, instruct corresponding officer to take action, introduce next item of business

OOPS!!!!!!

- You have the right to rescind
- EXCEPT
  - Motion to Reconsider – must resolve before any other action is taken
  - Motion already executed – if execution occurred in an irreversible manner, you cannot rescind but you can amend reversible portions
  - Contract results and the other party informed

To Rescind – takes 2/3 voted UNLESS membership received prior notice

The Art of War

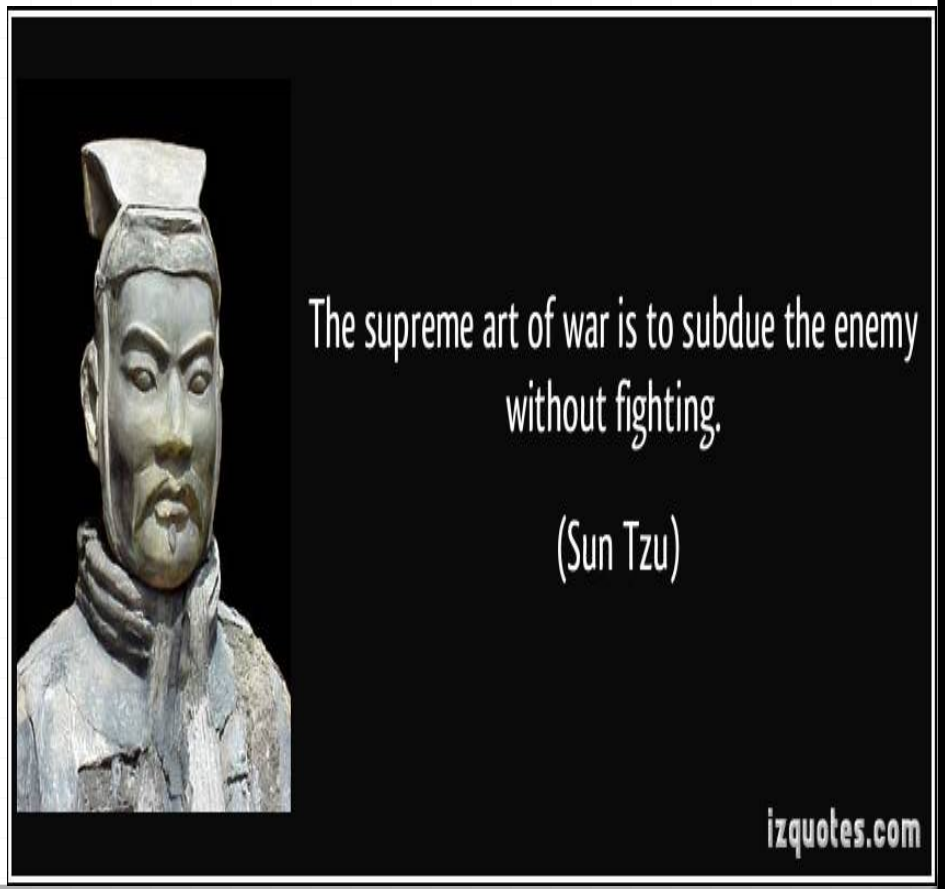
- Defeat, Delay or Weaken
- Anticipate your adversary
  - Misuse the 6 steps
  - Fake parliamentarian
  - Devil's Advocate
  - Shaking My Head –

  Totally Wrong:

  So Moved!!!

  I Move to Table

  Call for the Question



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