



Meeting Best Practices

Unified Carrier Registration Plan
August 2022 Training

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Overview

- Foundational Principles
- Hierarchy of Rules
- Motions 101
- Productive Discussion
- Voting
- Troublesome Motions
- Presiding Tips



Foundational Principles

Foundational Principles

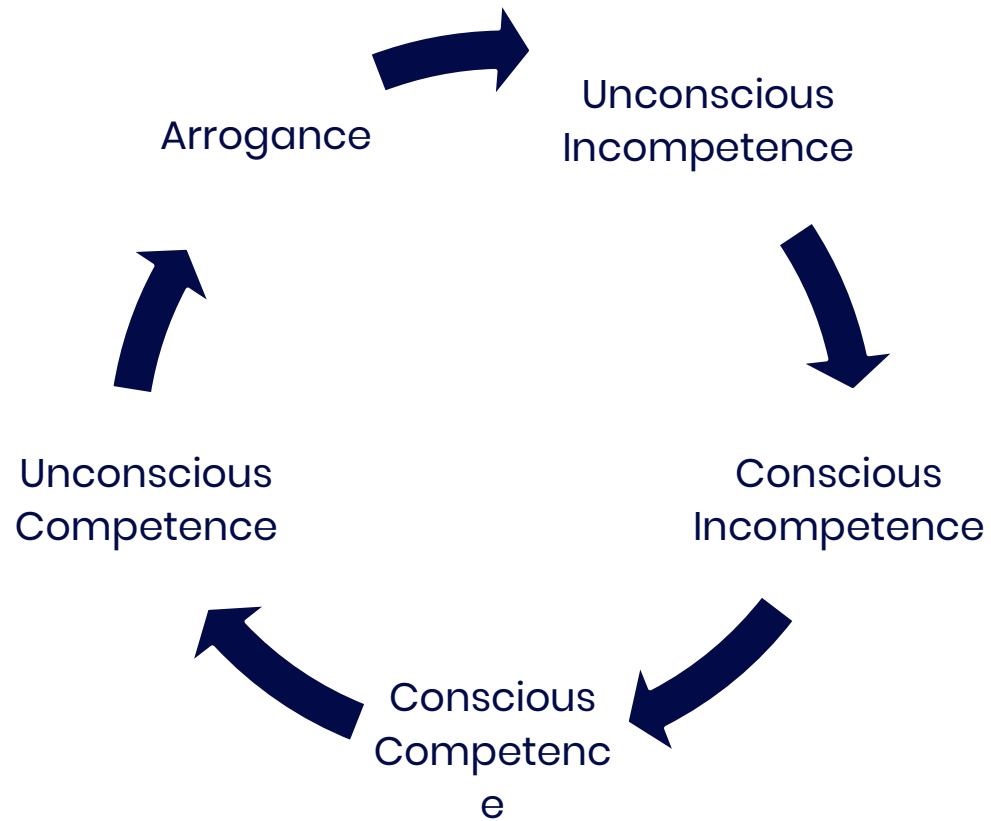
Every Member Has Basic Rights

- Right to Information
- Right to Discussion
- Right to Vote

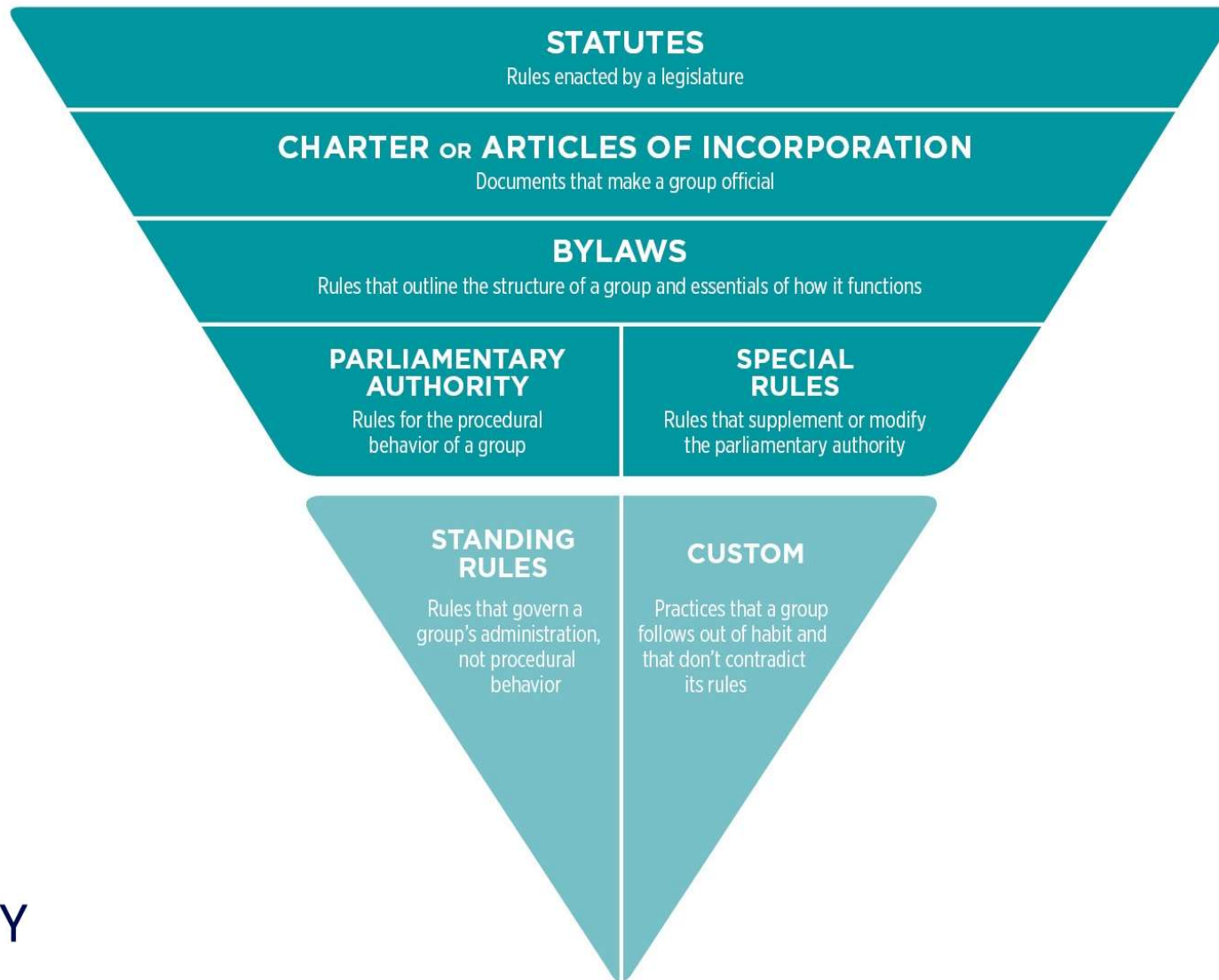
The Majority Rules

The Minority Must be Protected

Cycle of Learning



Which Rules Matter ... And When?



Motions 101

Motion

A motion is

- a formal proposal
- by a member
- that a group take action

A motion starts with the words

- “I move that”

Main Motion

A main motion is

- a formal proposal
- by a member
- that a group take **substantive** action





01 BE RECOGNIZED

SAY THIS:

Member A: "Mr./Madame President?"
Chair: "The Chair recognizes Member A."

02 MAKE A MOTION

SAY THIS:

Member A: "I move that we organize an event in March to raise awareness and funds for our capital campaign."

03 SECOND THE MOTION

SAY THIS:

Member B: "Second."

The second is impromptu. The chair doesn't have to invite it by asking, "Is there a second?" Nor does the member making the second have to be recognized.

04 REPEAT THE MOTION

SAY THIS:

Chair: "It has been moved and seconded that we organize an event in March to raise awareness and funds for our capital campaign."

05 DISCUSS THE MOTION

SAY THIS:

Chair: "Is there any discussion?"

06 VOTE ON THE MOTION

SAY THIS:

Chair: "If there is no further discussion, we will take a vote."

"All those in favor of organizing an event in March to raise awareness and funds for our capital campaign say, 'aye.' All those opposed say, 'no.'"

The 'ayes' have it and the motion is adopted. We will organize an event in March to raise awareness and funds for our capital campaign."

Presiding Tips: Facilitating Discussion

Facilitating Discussion

- Who should be recognized?
- When should they be recognized?
- How should they be recognized?
- How long do they get to speak?
- What if someone speaks without seeking recognition?
- What about statements that are factually misleading?

Presiding Tips: Steps for Taking a Vote

Steps for Taking a Vote

Steps	Language
Step 1: Tell the Members that it's Time to Vote	Say this: "There is no further discussion. We will now take a vote."
Step 2: Tell the Members What Motion They are Voting On	Say this: "The motion on the floor is that we organize an event in March to raise awareness and funds for our capital campaign."
Step 3: Ask the Members Who is in Favor of the Motion and Who is Opposed	Say this: "All those in favor, say 'aye.' All those opposed, say, 'no.'" OR "All those in favor, please rise. Be seated. All those opposed, please rise. Be seated."
Step 4: Announce the Results of the Vote	Say this: "The 'ayes' have it, and the motion is adopted."
Step 5: Announce the Effect of the Vote	Say this: "We will organize an event in March to raise awareness and funds for our capital campaign."

Practice

Motions Practice

Main Motion #1: I move that we purchase a new laptop computer and printer for the treasurer.

Main Motion #2: I move that the Board of Directors meet by conference call twice each month.

Informal Consideration

Informal Consideration

A way to discuss a topic without making a main motion first.

Step 1: Move to enter informal consideration on a topic.

Step 2: Discuss the topic without limits on debate and without a main motion.

Step 3: Move to close informal consideration, OR
Make a substantive motion on the topic discussed.

Secondary Motions

Secondary Motion

Main Motion

- a formal proposal
- that a group take **substantive** action
- only one main motion may be on the floor at a time

Secondary Motions

- made while a main motion is pending
- must be considered and voted on before the main motion is considered and voted on

Secondary Motion

Ranked Motions

- Privileged Motions
 - Motions that relate to the status/progress of the meeting
- Subsidiary Motions
 - Motions that relate to the motion on the floor

Non-Ranked Motions

- Incidental Motions
 - Motions that relate to the ongoing conduct of business

13. Fix the Time to Which to Adjourn
12. Adjourn
11. Recess
10. Raise a Question of Privilege
9. Call for the Orders of the Day
8. Lay on the Table
7. Previous Question
6. Limit or Extend Limits of Debate
5. Postpone to a Time Certain
4. Commit/Refer
- 3b. Secondary Amendment (Amendment to the Amendment)
- 3a. Primary Amendment
2. Postpone Indefinitely
1. Main Motion

Processing Ranking Motions

- The closer a motion is to the main motion, the lower it is in the order of precedence.
- The further removed the motion is from the main motion, the higher it is in the order of precedence.
- Motions are disposed of beginning with the motion that has the highest order of precedence.



Practice

Example 1

- 5. Postpone to a Time Certain
- 3a. Primary Amendment
- 1. Main Motion

Example 2

- 7. Previous Question
- 4. Commit/Refer
- 3a. Primary Amendment
- 1. Main Motion

Example 3

6. Limit or Extend Limits of Debate
5. Postpone to a Time Certain
4. Commit/Refer
- 3a. Primary Amendment
1. Main Motion

Amendments

Main Motion:

I move that we sponsor a golf tournament and donate the funds to the Red Cross and a local homeless shelter.

Amendment:

I move to strike “Red Cross” and insert “Special Olympics.”

Main Motion:

I move that we sponsor a golf tournament and donate the funds to the Red Cross and a local homeless shelter.

Amendment to the Amendment:

I move to strike “Special Olympics” and insert “United Way.”

Amendment:

I move to strike “Red Cross” and insert “Special Olympics.”

Main_Motion:

I move that we sponsor a golf tournament and donate the funds to the Red Cross and a local homeless shelter.

Practice

Previous Question

Previous Question

- May be made by a member who is recognized
- The maker does not get priority in recognition
- May be made by a member who is debating at the close of his/her comments
- Not debatable
- Requires two-thirds of the votes cast to be adopted
- Effect = No more discussion either (1) on all of the pending motions or (2) on some of the pending motions

Previous Question

- Say “close debate” instead of “previous question”
- Processing a motion to close debate:
 - **Step 1:** Take the vote on the motion to close debate.
 - **Step 2:** If the motion to close debate is adopted, take a vote on the immediately pending motion.

Example

7. Previous Question
5. Postpone to a Time Certain
4. Commit/Refer
- 3a. Primary Amendment
1. Main Motion

Postponing Motions

Postponing Motions

Postpone Indefinitely	Postpone to a Time Certain	Table
The main motion is permanently disposed of for the near future	The main motion will return to the assembly at a specific time in the future	The main motion is temporarily disposed of for the near future
Majority Vote	Majority Vote	Majority Vote
Debatable & Opens the Main Motion to Debate	Debatable as to the Time & Merits of Postponing	Not Debatable

Leadership in Meetings

Leadership in Meetings

- Meeting Preparation
 - Agenda
 - Talking Points
 - Script
- Fostering Engagement
 - During the Meeting
 - Post-Meeting



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THANK YOU!