

Why Parliamentary Procedure?

To make meetings more efficient, it is suggested that *Robert's Rules of Order* be used. Please see Appendices II and III in the guidebook for Parliamentary Procedures. (Can be found at www.kdp.org)

The rules of parliamentary procedure give the presiding officer guidelines for conducting orderly discussion and bringing matters to a vote. As a member, it is important that you be familiar with the basics of parliamentary procedure so that meetings run smoothly.

You are not expected to be a parliamentary law expert; you just need to understand the basic rules for effective meetings.

As a member, you are responsible for sharing ideas when you wish to speak and knowing when that time is appropriate.

As a paid member your rights are not limited. You may introduce a question for discussion. In addition, you can vote.

Unless you are an authority on parliamentary procedure, there will be occasions when you do not know how to proceed. Many parliamentary procedure aids are available if you wish to pursue them.

However, the best recommendation is to use your common sense. The goal is to have an effective and efficient meeting and not become frustrated with the process.

The following information highlights the most common actions that are taken at meetings. Use this information, in conjunction with the chapter's bylaws, to ensure that business is conducted properly.

Some Common Motions Made at a Meeting

- "I move to approve the minutes of the last meeting as presented by the Secretary."
- "I move to approve the financial report presented by the Treasurer."
- "I move to spend \$25 on publicity posters for the upcoming chapter recycling project."