



PARLIAMENTARY PROCEDURE POINTERS

Responsibilities of the Chair

The chair (usually the president) is responsible for conducting business meetings in accordance with parliamentary procedures. Usually, the latest version of Robert's Rules of Order is used as the parliamentary authority. The chair should:

- Call the meeting to order.
- Determine that a quorum (a certain percentage of members required to do business by the bylaws) is present.
- Ask for corrections (corrections include changes and additions) to the minutes when approving minutes.
- Announce the business to come before the meeting in proper order.
- Recognize members who are entitled to the floor.
- State a motion after it has been seconded and before asking for discussion. Restate the motion before calling for a vote.
- Call for the negative vote even if the affirmative vote seems to indicate approval.
- Announce the result of each vote and what will happen as a result of the vote.
- Expedite business as much as possible without denying members their rights. Business may be expedited by taking a vote by "general consent" when there is no objection.

Rules to Remember

- It is not necessary to second a motion or resolution that comes from a board or committee. Two or more persons have already approved the motion.
- It is not necessary to take action on a committee report that is only factual.
- Do not sign a committee report or minutes except by name and office of the signer, "Respectfully submitted" is obsolete.
- Do not record opinions in the minutes, complimentary or otherwise. Minutes should include only motions and action taken, not a report of discussion.
- Do not adopt the treasurer's report. It is filed for audit and the audit report is adopted when presented.
- Do not "turn the meeting over" to anyone. The chair is always in control of the meeting until adjournment.
- The gavel is presented to the incoming president at the final meeting only as a symbol. The outgoing chair adjourns the final meeting.
- *Ex officio* means "by virtue of office." If given the privilege of *ex officio* status, a member has all the rights of the committee or board, including the right to vote, does not have the obligations of the committee or board, and cannot be counted in the quorum. The chair should notify *ex officio* members of meetings just as regular members.