



HOW TO BE A PARLI “PRO”

Surviving your first meeting, making a motion and being a pro

WHAT IS PARLI PRO

- Parliamentary Procedure (Parli Pro for short) is a standard style for conducting meetings in many organizations
- Parli Pro allows us to be organized and in “order” to conduct business
- There are many different styles, and while RHA isn't the strictest, we do try to remain within the rules during our meetings

STANDARD MEETING FORMAT

- Call to Order
- Guest Speakers
- Hall Updates
- Committee Time
- Executive Board Updates
 - Committee reports given by exec member who oversees the committee
 - Approve last week's minutes during VPAA's updates
- Unfinished Business
- New Business
- Advisor Updates
- Good of the Order
- Adjournment

MAKING A MOTION

- To make a motion, raise your hall sign and wait to be called on.
- Once given the floor, state your motion:
 - “I move to...”
 - Example: “I move to approve the minutes from last week.”
- After your motion is made, it must be seconded.
- To second a motion (not your own), raise your placard and say “Second!” when asked for a second.
- After a second is received, discussion can begin on the motion and if there is no discussion, we will go straight to a vote.

VOTING ON A MOTION

- Once we're in a vote, things are much simpler.
- The President will call for all those in favor of the motion to raise the sign, followed by those opposed and those abstaining.
- Raise your sign for your hall's choice and only raise it once!
- You should only "abstain" from voting if you are biased in some way and cannot make an impartial decision – don't abstain to simply avoid making a decision!

ELECTIONS

- Elections (for new executive board members) will be one of our main times that we will be using a lot of parli pro in a meeting.
- We will follow the same basic outline as previously described, except there will be speeches, specific discussion time and a private ballot vote.

DISCUSSION & DEBATE

- When we are in discussion on a motion or a person (elections), anyone present will be able to speak on the topic.
- To be called on to speak, simply raise your hall sign and wait to be called on from the speaker's list. (Alternatively, you can raise your hand if you do not have a sign or are not sitting with your hall)
- Be respectful, try to avoid repeating what others have said and give everyone a chance to speak (don't hog the discussion time for yourself).

DISCUSSION & DEBATE

- To avoid conflict in a meeting, it is recommended that you speak to the President (or the exec board as a whole) rather than to another hall or person directly – even if you are replying to a comment they made.
- This is simply to prevent fighting and to encourage a positive environment!

COMMON MOTIONS & TERMS

- “I move to approve the minutes from last week.”
- “I move to adjourn the meeting.”
- “I move to extend discussion by X minutes.”
- “Call the question.”
- “I move to caucus for X minutes.”
- “I move to table the motion till...”
- “I move to refer the motion to the _____ committee.”

POINT OF INFORMATION

- If you get confused in a meeting or need something explained, don't be afraid to ask! There is a way to do that in parli pro without being out of order!
- To get more information on what is going on, raise your hall sign and say "Point of Information" and once called on, ask your question.

POINT OF ORDER

- Similar to point of information, point of order is used to enforce order in a meeting. It is raised the same way as a point of information.
- Common points of order:
 - Enforce a time limit on discussion
 - A motion did not receive a second
 - The meeting is too loud or out of order in some way

POINT OF PERSONAL PRIVILEGE

- The last “point” is point of personal privilege. This can be used when you are not comfortable and something needs to be done so you can take part in the meeting.
- Common points of personal privilege:
 - Too hot/cold in the room
 - You cannot hear/understand the person speaking
 - You cannot see something being presented

MEETING ATTENDANCE

- In accordance with parliamentary rules, we must have a certain amount of halls present in order to do any business at a meeting (quorum). For RHA, that is 2/3 of all active halls.
- The LEAF President is your hall's representative, but if they cannot make it, someone else should be there so your hall has a member present.
- We encourage and want all LEAF members (executive board and committee members) to attend our meetings. If you all come, you never have to worry about having a representative present!

TIME TO PRACTICE

- MMA: Changing Our School Color
- Entertain Motion & Second, introduce legislation, discuss, and vote.

QUESTIONS???

