
DUTIES OF THE PRESIDING OFFICER & PARLIAMENTARIAN

When running a meeting, the presiding officer (the president) and the parliamentarian must work hand in hand in order to conduct business fairly and efficiently. Here is a run-down of each officer's responsibilities during meetings:

PRESIDING OFFICER RUNS THE MEETING	PARLIAMENTARIAN KEEPS PRESIDING OFFICER ON TRACK
<ul style="list-style-type: none"> • Open the session (call the meeting to order and announce the business before the assembly) • Recognize members wishing to speak • State questions before the assembly, put them to the vote, and announce the results of the vote • Refuse to recognize motions that are unnecessary or dilatory (obstructing the proceedings of the meeting) • Help to expedite business whenever possible • If necessary, identify members as being out of order • Decide on questions of order 	<ul style="list-style-type: none"> • Help the presiding officer prepare prior to meetings • Sit beside the presiding officer during meetings and advise him/her in matters of parliamentary procedure • Have important parliamentary resources, like Robert's Rules of Order Newly Revised and the organization's bylaws, readily available for referencing • Answer questions from the members pertaining to parliamentary procedure • Assist with election and voting procedures

HOW TO FACILITATE DISCUSSION & DEBATE

Debating can be one of the most challenging aspects of a meeting. Everyone wants his or her opinion to be heard, sometimes with disregard for others. This is why parliamentary procedure is so important for meetings. So, what are the proper rules for debating? And how do I even begin to debate? Debate is defined in the *Merriam Webster Dictionary* as, "the formal discussion of a motion before a deliberative body according to the rules of parliamentary procedure." So, what are the proper rules for debating; and how do I even begin to debate? Let's start!



STEP 1

- Someone in the assembly will receive recognition from the chair to make a motion



STEP 2

- A member seconds the motion
- The chair states motion and says: "Are you ready for the question?"

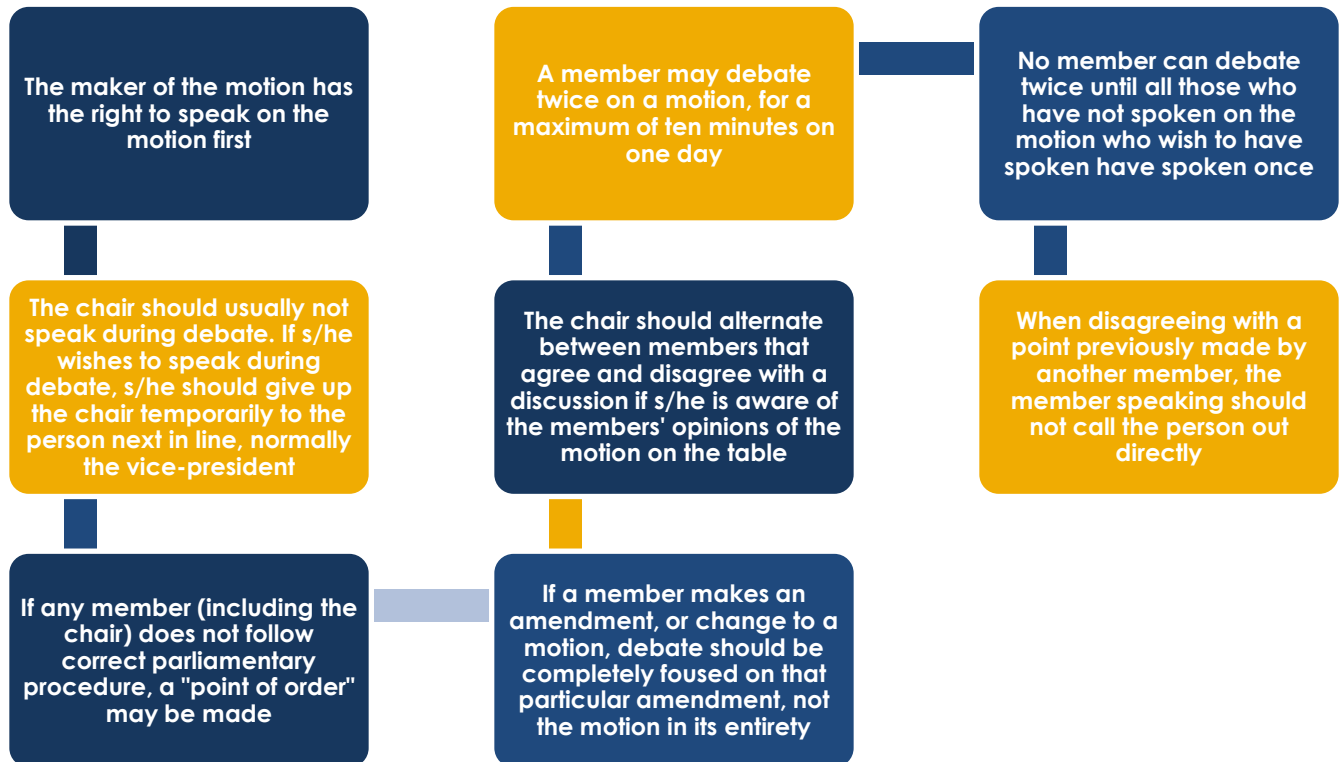


STEP 3

- Members may then speak/debate

Developed by Rachel Ford, FBLA Southern Region Parliamentarian

In terms of debating, there are certain rules that must be followed by the assembly. Familiarize yourself with the following principles and rules below:



I hope you all have learned more about how to facilitate debate! While this information will help you all get started, I strongly encourage you all to read *Robert's Rules of Order* in order to get a better grasp of this topic. While this piece of literature can be daunting, a great alternative can be *Robert's Rules of Order in Brief*. This basics book is very well-written and contains great information.

Good luck and have fun debating!

HOW TO MAKE A MOTION

A **motion** is any business that needs to come before the entire group to be discussed. Motions can range from holding a car wash to postponing an election date. It's useful to organize ideas into motions so that decisions that are made as a group can be easily recorded for future reference, increasing accountability for accomplishing goals. How does one make a motion? The process is quick and simple, just remember the mnemonic **SARD!**



- **SUGGEST** an idea by using the form, "I move that..."
- **APPROVAL** is needed by at least one other person. Someone else needs to "second" your motion because the assembly does not want to discuss something that only one person is interested in. This only means that they agree that the motion should be discussed, not that they hold the same point of view.
- **REITERATION** of the idea in the correct form is done by the chair, or presiding officer. The chair says, "It has been moved and seconded that..."
- **DISCUSSION** begins on your motion!

Sample

Person A: I move that the National Parliamentarian's Council have a conference call on the 14th of December.

Person B: Second!

Chair: It has been moved and seconded that the National Parliamentarian's Council have a conference call on the 14th of December. Is there any discussion?

--Discussion begins--

HOW TO TAKE A VOTE

The chair opens a motion up to a vote after debate is complete by "putting the question." To put the motion before the assembly, the chair should ask "Are you ready for the question?" After waiting for a moment, if no one has risen for further debate, the chair will open the question up for a vote and subsequently announce the result.

In parliamentary procedure, there are myriad methods of voting, each of which is specified for a unique purpose. A few of the most common methods of taking a vote are as follows:

VIVA VOCE (VOICE VOTE)

- Most common type
- Variation is: show of hands
- Chair says "those in favor, say aye. Those opposed, say no."
- Should be used only in a majority vote
- If there is a clear winner in this vote, the chair announces the vote. If not, members can move to have a different type of vote.

RISING VOTE

- If result of vote is inconclusive, members can move for Division of the Assembly by calling out "Division!"
- This requires assembly to have a rising vote, where members stand in favor or against the motion
- If unclear as to the result of this form of vote, any member can move to have the vote counted

BALLOT VOTE

- Provides for secrecy within the assembly
- Members stay in their seat while tellers distribute and collect results of the vote
- Chair then reads the result of the vote after the ballots have been counted

Most votes are majority votes in which the majority rules for the entire assembly. However, some votes require more than a simple majority. The following votes require a two-thirds vote:

- Amend or Rescind a Standing Rule, Program, Order of Business, previously adopted Resolution without notice given at a previous meeting or in the call for the meeting
- Take up a Question out of its Proper Order
- Suspend the Rules
- Make a Special Order
- Refuse to Proceed to the Orders of the Day
- Previous Question
- Limit or Extend Limits of Debate

More detailed rules for voting are available at <http://www.rulesonline.com/rror-08.htm>.

MEETING AGENDAS

What is an “agenda?”

The agenda of a meeting is the order in which business will be brought forward. It gives attendees the ability to learn in advance what will be going on throughout the meeting. The agenda must be followed as it has been presented to the membership. Failure to do so is a violation of the rules of parliamentary procedure.

Below is a sample official agenda. Familiarize yourself with its structure and organization, as this agenda style will help maximize efficiency and productivity during your meeting!

MINDEN FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA Officer Agenda Tuesday, November 15, 2011

1. Call to Order-Trevor Sorensen, President
2. Reading of the Minutes-Christian Schwenka, Secretary
3. Treasurer's Report-Carson Blum, Treasurer
4. Committee Reports
 - Finance- Trevor Jacobsen
 - Partnership with Business- Chelsey Miller
 - Area Meeting- Makayla Rutt
5. Unfinished Business
 - Motion to sponsor a concession stand during the Minden vs. Holdrege basketball game
 - Motion to donate \$100 dollars to the March of Dimes, with amendment to strike '100' and insert '200'
6. New Business
7. Adjournment

MEETING MINUTES

What are “minutes?”

Minutes represent the official record of what happened during an assembly's meeting. The minutes represent what is *done* during a meeting, not what was *said*. No opinion of the secretary, president, or member is placed in the minutes. The minutes are read at the beginning of the next meeting for approval. After the minutes are adopted, they become the official record of the society.

Below is an example of what official meeting minutes would look like after your meeting:

MINDEN CHAPTER OF FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA **Minutes of November 15, 2011**

Call to Order

The regular monthly meeting of the Minden chapter of Future Business Leaders of America-Phi Beta Lambda officer team was held on Tuesday, November 15, 2011, at 3:00 P.M. in the room of Mrs. Jane Blum in Minden High School. President Trevor Sorensen called the meeting to order with Secretary Christian Schwenka recording minutes.

Attendance

All members were in attendance.

Minutes

The minutes of the last meeting were read and approved as read.

Treasurer's Report

Treasurer Carson Blum reported a balance of \$3,000.

Committee Reports

The report of the finance committee was received and placed on file.

On behalf of the Partnership with Business Committee, Ms. Miller moved to adopt the motion to host a job fair as referred. **The motion was adopted.**

Unfinished Business

The motion to donate \$100 dollars to the March of Dimes was brought up with an amendment to strike '100' and insert '200.' **The amendment was lost. The main motion was lost.**

New Business

Mr. Schwenka moved to host a blood drive on January 10 in the high school gym. The motion was seconded. The motion was pending when the meeting adjourned.

Ms. Miller moved that the meeting adjourn. **The motion was adopted.**

Adjournment

The meeting adjourned at 3:45 P.M.

Secretary

Date of Approval

MOTIONS CHART

Motions	Action	Interruptible?	Second Needed?	Debatable?	Amendable?	Vote?	Reconsiderable?
Main Motions	Presents new business before the assembly						
Incidental Main Motion	motion that is made when no business is pending, but pertains to a motion that has already been taken care of (examples: rescind, ratify)	No	Yes	Yes	Yes	Majority	Yes
Subsidiary Motions	Changes the motion that is pending						
Postpone Indefinitely	kills the motion	No	Yes	Yes	No	Majority	Affirmative Vote
Amend	changes the motion	No	Yes	Yes	Yes	Majority	Yes
Refer to a committee	lets a committee investigate the motion and present their recommendations at a future meeting	No	Yes	Yes	Yes	Majority	Yes
Postpone to a Certain Time	sets a time in the future for debate on a motion to continue	No	Yes	Yes	Yes	Majority	Yes
Limit or Extend Limits of Debate	shortens or lengthens time allotted for debate	No	Yes	No	Yes	Two Thirds	Yes
Previous Question	stops debate, the motion goes to a vote	No	Yes	No	No	Two Thirds	Yes
Lay on the Table	sets the motion aside for more urgent business	No	Yes	No	No	Majority	Negative Vote
Privileged Motions	Don't relate for the pending motion but effects the assembly itself						
Call for the Orders of the Day	returns business to the proper order	Yes	No	No	No	Chair Decides	No
Raise a Question of Privilege	requests to do things like change the temperature or make a phone call	Yes	No	No	No	Chair Decides	No
Recess	allows the assembly to take a break	No	Yes	No	Yes	Majority	No
Adjourn	ends the meeting	No	Yes	No	No	Majority	No
Fix the Time at Which to Adjourn	to set the time for an extra meeting in the future	No	Yes	No	Yes	Majority	Yes
Incidental Motions	Relate to the pending motion and must be taken up immediately						
Division of the Question	divides one motion into two separate questions	No	Yes	No	Yes	Majority	No
Suspend the Rules	temporarily puts a side a rule	No	Yes	No	No	Two Thirds	No
Point of Information	a request for information relating to the pending business	Yes	No	No	No	N/A	No
Parliamentary inquiry	to request information on Parliamentary Procedure	Yes	No	No	No	N/A	No
Division of the Assembly	retaking the vote usually by rising	Yes	No	No	No	Chair Decides	No
Appeal	disagree with the decision of the chair	Yes	Yes	Yes	No	Majority	Yes
Point of Order	tells the assembly that something is against the rules	Yes	No	No	No	Chair Decides	No
Bring Back Motions	Brings a motion back before the assembly that has been voted on or set to the side						
Take from the Table	bringing something back that has been laid on the table	No	Yes	No	No	Majority	No
Reconsider the Vote	retaking a vote on a motion that members changed their minds about during the same meeting	No	Yes	Yes	No	Majority	No
Amend Something Previously Adopted	retaking a vote on a motion	No	Yes	Yes	Yes	Majority or	Negative Vote
Discharge a Committee	ending a committee	No	Yes	Yes	Yes	Two Thirds	Negative Vote

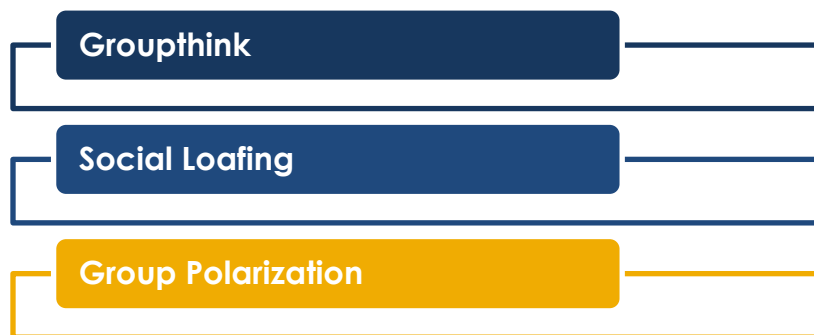


SOCIAL PSYCHOLOGY

GROUP MEETING SETTINGS

Building Awareness

Besides just using parliamentary procedure to lead productive and streamlined meetings, it is also important to understand the subtleties that underlie decision making as it pertains to group settings. In order to ensure equality among all members on a team, one of the core values of parliamentary procedure, it is important to understand certain psychological phenomena that may be preventing your team from reaching the best decisions possible. As a member of a leadership team, it is your duty to become aware of these psychological monsters and to practice fighting them off. Below are three common psychological principles that detract from a group's overall potential for positive change:



1

Groupthink

- Rather than critically evaluating information, group members form quick opinions that match group consensus
- Occurs when persuasive leader is present, inspiring members to agree with his or her opinion
- Harmony over individuality

2

Social Loafing

- Phenomenon of people making less effort to achieve a goal when they work in a group than when they work alone

3

Group Polarization

- Tendency of people to make decisions that are more extreme when they are in a group, as opposed to a decision made alone or independently

Practicing Prevention Techniques

Some of these principles probably sound familiar to you. In order to prevent yourself from succumbing to social loafing, groupthink, or group polarization, you must practice the following techniques.

Groupthink

In order to prevent yourself from agreeing with the rest of your teammates without fully considering the situation at hand yourself, you must be aware that groupthink is prevalent and ubiquitous. Before you agree with someone on their idea or their suggestion, reflect. Why are you agreeing? Is it because the person who suggested something is intimidating, powerful, or extremely vocal, and you are afraid of getting on their bad side? What exactly about this suggestion or idea do you like? It might seem silly to say, but don't be afraid to simply think a new program or proposal over first before offering your opinion. Stay true to your own, independent thoughts! You have to be willing to sacrifice harmony for individuality; a better decision and final outcome will be produced if every member on the team critically evaluates the situation at hand. A team isn't characterized by the promotion of a single person's ideas, but rather the synergy of different opinions, personalities, and suggestions to create unique work.

Social Loafing

From a team leader's perspective: If you are leading a team on the execution process of a conference, or a fundraiser, a simple tactic you can use to prevent social loafing of your team members is to assign specific, significant tasks to each member. By delegating work, you are not only ensuring that each member participates and contributes, but you are ensuring that a little piece of work will be accredited with that members' name. When each member has a specific task, it is less likely that one member will not complete their assignment. Another tactic to use is to embed free-choice within these assignments. If you allow members to choose which specific aspect of a project they would like to work on, they will be more inclined to choose something that is personally rewarding, exciting, or intriguing for them—something they will not mind spending time working on. So all you need to do is ask your team members to sign up for specific tasks. They'll feel significant and love the control they have with that specific part of overall project!

From a team member's perspective: If you are someone who believes you can get away with little to no work in a group environment, think again. By doing this, you are not only establishing yourself as a social loafer, but in the future no one will want to work with you on projects and no one will respect you or your work ethic. In order to prevent yourself from becoming a social loafer, focus on one specific aspect of the project and carry it out to completion. Hopefully you will be working on something that is interesting or meaningful to you, but if not, make it your priority to contribute meaningfully to the project at hand. Set goals for yourself along the way, or ask your team leader for guidance or assistance if you need it. Also always ask yourself the question: am I putting in the same amount of effort to this project as I would have if this were a solo project?

Group Polarization

Like fighting groupthink, fighting group polarization involves a great deal of awareness and reflection. You have to practice understanding the mentalities of your group members, and you have to be able to detect when you or another team member adopts an extreme stance on an issue as opposed to the more moderate stance you would expect. Again, don't forget to stop and take a moment to reflect on the situation, proposal, new project idea, etc. Before offering your own opinion, think about what you truly believe and what kind of decision you would make if you were sitting in your room, contemplating it alone. If you agree to an extreme decision and feel uncomfortable afterwards, make it known! Again, think about the ultimate goal of your business meeting: to reach positive decisions that are favored by a majority of the people on your team.

THE FBLA PARLIAMENTARY PROCEDURE COMPETITION

Are you ready to test out your knowledge of "parli pro?" Are you determined to win big at the National Leadership Conference? If so, FBLA has the competition for you!

Our Parliamentary Procedure competition is a team competition, involving a one-hour objective test and a group performance (a mock meeting that incorporates a case problem given onsite and follows proper parliamentary procedure).

If you're a beginner in the 9th or 10th grades, try the Introduction to Parliamentary Procedure event, which consists solely of a one-hour objective test.

For more information on either competition, visit <http://fbla.org/data/files/docs/2011-12%20fbla%20competitive%20events.pdf>.