



SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

2018

**PARLIAMENTARY PROCEDURE
&
GUIDE FOR CONDUCTING MEETINGS**

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1 **SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**
2 **PARLIAMENTARY PROCEDURE & CONDUCTING A MEETING**
3
4

5 **PARLIAMENTARY PROCEDURE**
6

7 **Importance of Parliamentary Procedure**

8 The fundamental principles of Roberts Rules of Order, Newly Revised, upon which
9 Parliamentary procedure is based, are designed to:

- 10
11 1. Assure courtesy and Justice to all.
12 2. Allow only one subject to be discussed at a time.
13 3. Assert the rule of the majority.
14 4. Guarantee an opinion from the minority.
15 5. Show partiality to none.
16

17 It is the responsibility of all members, as well as the officers, of any organization to have
18 a basic knowledge of parliamentary procedure and how to use it to facilitate the work of
19 the association.
20

21 **Parliamentary Authority**

22 Parliamentary law is the foundation of our system, having come to America from
23 England through Thomas Jefferson. In 1873, General Henry M. Robert wrote what is
24 known today at Roberts Rules of Order. They have been revised several times. The
25 book remains one of the all time best sellers and is used as the parliamentary authority
26 for most organizations today. A workable knowledge of parliamentary procedure can be
27 gained by studying Roberts Rules of Order, Newly Revised, along with “Parliamentary
28 Law” by General Robert.
29

30 **CONDUCTING A MEETING**
31

32 **Call to Order**

33 The president or chairman stands, raps the gavel sharply, speaks: “The meeting of the
34 (organization’s name) will please come to order.” (Gives brief greetings.) Still standing
35 speaks: “We will have the reading of the Minutes of the secretary. - (The Chairman is
36 seated during the reading.)
37

38 **Reading of the Minutes**

39 The secretary stands and reads, or distributes the Minutes to all board members,
40 closing with her name. The term “respectfully submitted” is obsolete. (Further
41 information as to content of Minutes and how to write them are included further in this
42 chapter under “Minutes.”)
43

44 **Acceptance of Minutes**

45 The chairman speaks: "You have reviewed the Minutes: are there any additions or
46 corrections? If not, the Minutes will stand approved as presented." (If there is a
47 correction, ask the secretary to record the correction.) "The Minutes will stand approved
48 as corrected." (still standing) "We will have the report of the treasurer." (Chairman is
49 seated.)

50

51 **Treasurer's Report**

52 The treasurer stands and reports on:

53 Balance brought forward

54 Receipts

55 Disbursements

56 Balance on hand

57 The chairman stands and speaks: "You have reviewed the report of the treasurer. Are
58 there any questions?" This report has been read for your information and will be filed for
59 audit."

60

61 **Correspondence**

62 "Is there any correspondence?" The secretary or the corresponding secretary if there is
63 one, reads each communication and the chairman states that communications will be
64 referred to proper committees, or may be taken up under new business, or may need no
65 action.

66 President reads each communication and states that communications will be referred to
67 proper committees, may be taken up under new business or may need no action.

68

69 **Report of Executive Committee or Board, According to the Bylaws**

70 The secretary reads a digest of business and recommendations. The chairman takes up
71 each recommendation separately, speaks: "What do you wish to do with this
72 recommendation?" (taking each in turn. A motion to adopt or reject is in order:
73 amendments are in order.) The chairman then says: "Are there any further questions? If
74 not, all those in favor of the motion which is say "Aye"; those opposed "No." In reporting
75 action, the chairman says: "The motion is carried and you have voted to..." or "The
76 motion is lost."

77

78 **Reports of Standing Committees**

79

80 **Reports of Special Committees**

81

82 **Unfinished Business New Business**

83 If there is a program, adjourn the business meeting and introduce the program chairman
84 to present the program. After the program, the president or chairman of the meeting
85 may adjourn the meeting.

86 **Announcements**

87 **Adjournment**

88

89

90 another example of agenda/order of business:

91

92 **SAMPLE AGENDA OR ORDER OF BUSINESS**

93 Call to Order by the President

94

95 One rap of the gavel.

96

97 President: "The meeting will come to order."

98

99 Invocation Chaplain: Should already be near the podium.

100

101 Roll Call

102

103 Secretary (to establish a quorum)

104

105 *Reading of the Minutes of the Previous Meeting*

106 President: "The secretary will read the minutes of the last meeting." Secretary:

107 Presents the minutes.

108 President: "Are there corrections to the minutes?" "They stand approved as
109 presented (or as corrected)."

110

111 *Correspondence*

112 Read by corresponding secretary if there is such an office, otherwise by the president.

113 (Any action required on matters of correspondence usually is considered under either
114 unfinished or new business whichever is appropriate.)

115

116 Reports of Officers: May be monthly done, but definitely annually.

117

118 *Treasurer's Report*

119 President: "We will hear the treasurer's report." Treasurer:

120 Presents the report.

121 President: "Are there any questions?" then "The Treasurer's report is filed for audit."

122

123 *Report of Action Taken by Executive Board or Board of Directors:*

124 A resume' of actions taken by the board is read for information ONLY. No action is
125 necessary or taken on the resume'. Recommendations of Board usually are acted upon
126 under either unfinished or new business, whichever is appropriate.

127 *Reports of Standing Committees*

128 Action is not taken on progress reports of standing committees unless the committee
129 makes a recommendation. Then action is taken on recommendation.

130

131 *Reports of Special Committees*

132 Action is not taken on a progress report unless the committee makes a
133 recommendation, then action is necessary on the recommendation. Special committees
134 re automatically dissolved when the special work assigned to the committee is finished
135 and a final report is made.

136

137 *Unfinished Business*

138 Often called “old business”-which is incorrect. This is business postponed by motion or
139 left unfinished from a previous meeting. The minutes of previous meeting should show if
140 any unfinished business.

141

142 *New Business*

143 Any member or the Chair (presiding officer) may introduce new business. A motion must
144 be made to bring an item of new business before the organization for discussion and
145 action.

146

147 *Announcements*

148 Made usually by Presiding Officer, but may be made by others.

149

150 *Program*

151 The President does not “turn the meeting over” to the program chairman for this item on
152 the agenda. The President or presiding officer announces the chairman who in turn,
153 presents the program and/or introduces a guest speaker. The President or presiding
154 officer is in the chairs throughout the meeting and may introduce the program unless by
155 agreement, this is done by someone else.

156

157 *Adjournment*

158 Adjournment is usually accompanied by unanimous consent.

159 President: “Is there anything further to come before the meeting? If not, the meeting is
160 adjourned (one rap of gavel).”

161

162 **Writing Minutes**

163 Minutes are a factual record of proceedings, and may be corrected at any time, without
164 reconsidering the vote that approved them. They should contain only the proceedings of
165 the meeting, and not the personal opinions or descriptions of the secretary. All names
166 recorded in the minutes should be spelled correctly and full names—not nicknames —
167 should be used.

168

169 Minutes are typed, double-spaced, with adequate margins to allow for corrections.

170

171 Corrections are made in ink, and Minutes are not retyped, but are filed with corrections.
172 When minutes are read and approved, they are so marked by the secretary at the
173 bottom of the page with the date of approval and the secretary's initials.
174

175 Minutes should record roll call, hour of meeting, all main motions (not withdrawn), points
176 of order, appeal (whether lost or sustained), all other motions not lost or withdrawn,
177 name of maker of main motions, vote, and time of adjournment.
178

179 The name of the person making a motion should be recorded, but not the one who
180 seconded it. Motions withdrawn are not recorded. The full report of Tellers should be
181 recorded.
182

183 Minutes should show:

184 Regular meeting.	Special meeting
185 Adjourned meeting.	Name of Organization
186 Date, place of meeting.	Presiding Officer Vacant
187 offices — how filled.	Approval of minutes
188 Summary of Treasurer's Report.	

189

190 **Miscellaneous Information**

191 The chairman, or presiding officer, is the servant of the assembly, and as such should
192 refrain from discussing questions or expressing opinions before the assembly, thus
193 maintaining an impartial attitude.
194

195 The President never turns the meeting over to someone else while the meeting is in
196 session. She introduces the program chairman who presents the program. She may,
197 under unusual circumstances if she feels it is necessary to take part in discussion of a
198 question, step down from the chair temporarily and ask the Vice President to preside
199 during this interim.
200

201 The President is not an ex-officio member of committees unless the Bylaws expressly
202 so state (Ex-officio means 'by virtue of office'). She is never an ex-officio member of the
203 Nominating Committee.
204

205 The Vice President does not act in place of the President as an ex-officio member of
206 committees.
207

208 The President cannot authorize anyone to act in her place if she is to be absent from a
209 meeting. The Bylaws usually provide for the Vice President to preside in the absence of
210 the President.
211

212 A member or officer serving in an ex-officio capacity is as much a member or officer as
213 if elected to the position.

214 When a member declines an office, it is proper to elect someone else, unless office
215 holding is obligatory.

216
217 In speaking on motions, no member is entitled to speak the second time on a question
218 until all those who wish to be heard have spoken. The member who has brought the
219 business before the assembly is entitled to close the debate with a speech if (1) she has
220 not exhausted her allotted speaking time, (2) if no one else wishes to speaker, or (3) if
221 debate has not been closed.

222 No member of the South Carolina Society may solicit funds on behalf of the Society for
223 his/her personal use or the personal use of another member.

224 225 **Resolutions**

226 An original main motion is a main motion that introduces a substantive question as a
227 new subject. This is the motion most often used, and is the basic device by which a
228 matter is presented to the assembly for possible action. A resolution is an original main
229 motion

230
231 No main motion is in order which conflicts with national, state or local law, or with the
232 laws (or constitution) or rules of the organization or assembly.

233
234 The Policy Handbook Committee has as its purpose the screening of all original main
235 motions to come before the conference. The establishment of a Policy Handbook
236 Committee in a conference represents a limitation on the ordinary right of members to
237 propose any number of motions from the floor without notice, and such limitation rises
238 from the need for keeping within a schedule and disposing of a large amount of
239 business within a short time.

240 241 **Discussion of Motions**

242 It is impossible to go into an extensive discussion of all phases of parliamentary
243 procedure and parliamentary law in this handbook. Refer to "Robert's Rules of Order,
244 Newly Revised" for a complete study. However, the following brief summary of motions
245 and their order of precedence is offered to give the average member of a working
246 knowledge of parliamentary procedure.

247 248 **IDEAS FOR ORIENTATION SESSIONS**

249
250 Purpose: To acquaint new members with all three levels of the association.

- 251
252 A. Timing of orientation sessions.
- 253 1. Special meeting set aside for all new members.
 - 254 2. Regular meeting night benefits new members and renewed members as
255 well.

- 256 3. New members arrive at least 15 minutes before regular meeting and talk
 257 to officers and committee chairmen. This will give them the opportunity to
 258 talk one on one with leaders.
 259
- 260 B. Introductions.
 261
- 262 1. Name tags for all members attending.
 263 2. Greet new members before meeting starts.
 264 3. Introduce officers, new members, and then members. (Each member
 265 could identify him/herself).
 266 4. Brief biographies.
 267
- 268 C. Topics for speaker(s).
 269
- 270 1. Identification and objectives of AAMA.
 271 2. Brief history of AAMA.
 272 3. Identification, activities and benefits of each of the three levels of the
 273 association, from national to state to chapter.
 274 4. Purpose of the Executive Office.
 275 5. Meeting times and dates reminder (at all three levels).
 276 6. Officers and committee chairmen briefly describe their responsibilities
 277 including how they relate to the other two levels of the association.
 278 7. New members state why they joined, members state why they have
 279 continued their membership.
 280
- 281 D. Conclusions/Question and Answer Session
 282
- 283 E. Membership Packets — materials to be considered for inclusion.
 284
- 285 1. Welcome letter from State President.
 286 2. Bylaws for SCSMA and AAMA.
 287 3. Fact sheets.
 288 4. Guided Study brochure.
 289 5. Insurance information
 290 6. Order Form for Merchandise and Supplies from Executive Office.
 291 7. Schedule of meetings at all three levels.
 292
- 293 F. Availability of publications and brochures for new members to peruse
 294
- 295 G. Social period.
 296 Miscellaneous

- 297 1. Assign a sponsor member for each new member. Ask sponsoring member
298 to bring new member to the meeting, or to greet new members before
299 meeting begins.
300 2. After orientation session, publication of a picture of new members in the
301 local newspaper.
302

303 **POSITIVE APPROACH TO BETTER MEETINGS**

304 **PLANNING**

- 305
306 1. Start with a plan: Get something down on paper. A list of what is going to happen
307 is good; an outline is better, a synopsis is best. The more you have written down,
308 the better meeting you will have.
309
310 2. Check: Check every detail before you start. If something goes wrong, if you and
311 your group are at one meeting place and your speaker is across town, it is not
312 the other person's fault, it is yours.
313 3. Inform your speaker: If you have a special adjournment time, tell him/her. Never
314 let a speaker start talking without letting him know how long he has.
315 4. Cover everybody: Tell everyone on the program what his/her job is, how much
316 time there is, and give any other help they need to do a good job for you.
317
318 5. Make a list of speakers: When you hear about a speaker and that he/she is good,
319 write down his name and address and get some extra data on how you go about
320 getting the person for your chapter or society.
321

322 **PROMOTING THE MEETING**

- 323 6. Mail out notices on time: Too often, the notice gets to the member the day of the
324 meeting. Give enough time. If you have a system to send two notices you are
325 much better off.
326
327 7. Use the telephone: This is a good way to help get out a crowd. Put some of your
328 members to work on the telephone and you will build up your meeting attendance
329 every time.
330
331 8. Get personal: A special personal mailing to follow can do a lot to bring people to
332 you. If you write just a short personal note on the regular notice, this too will help.
333

334 **THE MEETING ROOM**

- 335 9. Look your meeting room over: If you are meeting at a hotel or motel, check all the
336 facilities they have. Don't pick a poor room if a better one is available.
337
338 10. Watch your room set-up: Put the door behind the audience, not behind the
339 speaker.

- 340 11. See to a platform: If possible, put your speaker on a platform even if the person
341 is ten feet tall. A platform does something for a speaker and he does a better job.
342
- 343 12. Check the speaker's aids: If a speaker is using some visual aids, check to see
344 that they can be seen.
345
- 346 13. Use comfortable chairs: Try to get the best chairs that are available.
347
- 348 14. Check your seating: Think about width and move chairs far enough apart so that
349 audience can sit comfortably next to one another.
350
- 351 15. Check PA system: A system out of order can foul up any meeting. Check it out
352 before the meeting begins.
- 353 16. Set up any projector and screen before meeting: If it must be done during a
354 meeting, set it up during a recess. Check out projectors before the meeting
355 begins.
- 356 17. Place screen for slides high enough: Remember heads in the front will shut off
357 views. Sit down and really check the set up.
358
- 359 18. Know where the light switches are located: When a speaker wants the room
360 darkened, know where the switch is located. Assign someone to turn it off and
361 on.
362
- 363 19. Fill the front seats: Rope off the back. Do anything, but fill up those front seats.
364

365 **PROGRAMMING**

- 366 20. Have the meeting end on a high note. Wind it up with a "bang," even if you have
367 to sing the "old club" songs.
368
- 369 21. When you have more than one speaker: don't follow a "hot" speaker with one
370 "not-so-hot."
371
- 372 22. Get routine business out of the way: Never follow an inspiration speaker with
373 routine announcements and business. Get them out of the way early.
374
- 375 23. Sell: Sell the chapter, the program, the members if necessary, but get across to
376 other professionals and general public what the association stands for and does.
377

378 **RUNNING THE MEETING**

- 379 24. Get Chapter business out of the way: Never cut into a speakers' time. Know how
380 to preside.
381
- 382 25. Start on time: Do, ALWAYS.

- 383 26. Keep on time: Never run overtime if at all possible.
 384
 385 27. Keep your meeting going: Have an agenda and follow it. Continue with agenda if
 386 awaiting a speaker.
 387
 388 28. Relax: Never give the impression of impatience or rushing the meeting to a close.
 389
 390 29. Give enough time: A five minute recess is not enough time for a large group.
 391
 392 30. Do take time for a recess: Depending on the length of the meeting, a rest may be
 393 more important than your program.
 394
 395 31. Be decisive: Never give a choice of whether to take a recess now or skip it, to
 396 adjourn now or go on and finish. YOU DECIDE.
 397
 398 32. Keep disturbance down. Passing out paper, pencils or samples to an audience
 399 while a speaker is speaking is never done.
 400
 401 33. Use Courtesy: If there is a disturbance that does bother your guest speaker, do
 402 something about it.
 403

THE GUEST SPEAKER

- 404
 405 34. Don't Forget Your Speaker: Keep in touch, give the person all the information
 406 they need, have a member meet the speaker, make him/her welcome, and give
 407 whatever assistance is needed.
 408

Some Do's and Don'ts for Members

- DO observe the rules of courtesy. Stand when presiding. Come to the front of the room to report, and sit down when someone else is speaking.
- DO arrive at meetings on time. You may be needed to complete a quorum.
- DO sit toward the front of the room and leave the back seats for latecomers.
- DO make motions and second motions.
- DO take part in the discussion. If you have an opinion, it is better to express it in the meeting than outside AFTERWARD when it is too late.
- DO rise and address the chair when you desire to speak.
- DO accept some responsibility for the activities of your chapter. A chapter is only as

effective as its weakest member.

DO be as ready with praise as you are with criticism. Ask yourself “Would I do as well?” or “Am I willing to take over and do a better job?”

DON'T say “I don't know what I'm supposed to do.” If you have accepted a responsibility, it is your business to find out your duties.

DON'T sign minutes “respectfully submitted”

DON'T begin an announcement with “I'd like to announce.” If you have the floor, go ahead and make your announcement.

DON'T accept an office for which you are not qualified or on the theory that there will be nothing to do. If you accept an office, learn what the duties are.

DON'T criticize unless you have something better to offer.

410

411 **USEFUL DEFINITIONS**

The Meeting: The gathering of the members.

The Chair: The presiding officer, usually the President.

Pro Tem: For the time being, acting in place of (for instance, secretary pro tem).

Ex Officio: An ex officio member of a committee is a member who is so designated in the bylaws, by virtue of office (usually the President).

Quorum: The least number of members that must be present at a meeting in order to transact business. See bylaws.

Minutes: The record of business of each meeting kept by the secretary (Permanent record).

412

413 To Make A Motion: To propose that a certain thing be done by the organization.

414

415 Stated: “I second the motion.”

416

417 Agenda: Items to be discussed in a meeting under “Order of Business”

418

419 Parliamentarian: an advisor to the presiding officer. Never say: “The Parliamentarian
420 rules.” The President makes the ruling. The Parliamentarian only
421 advises.

422
423 To Adjourn: To dismiss or end the meeting.

424
425 **HELFPUL HINTS FOR WHEN YOU ARE CHAIRMAN**

426 Read all the information supplied you by your speaker: BUT choose only the vital
427 statistics for an introduction. Tell the group something in your own words.

428
429 Avoid stories: Eliminate funny stories about your guest speaker. They can be painful, if
430 the speaker wants it known, he will bring it up.

431
432 Eliminate all clichés: “Without further ado” has been said before.

433
434 Keep track of time: Never mention it

435
436 Sit away from the speaker: Never sit behind the speaker soaking up his spotlight. It is
437 his speech and he is the authority.

438
439 Keep your opinions to yourself: Your social and political beliefs are important only to
440 you.

441 Remain seated: After introducing your speaker, remain seated - never leave the room.
442 Listen: At least give the impression that you are listening to the speaker.

443
444 Avoid being a “Helpful Henrietta”: The speaker will ask you if he needs any assistance
445 what-so-ever.

446
447 Be consistent: If you ask for questions, don’t indicate by manner that you will shoot the
448 first person who asks one. Also, don’t ask for questions and then quickly say to speaker,
449 “I guess you must have covered the subject fully for there are no questions.” Thank the
450 speaker: Adequately, however, neither should you overdo it.

451
452 **HELFPUL HINTS FOR WHEN YOU ARE THE SPEAKER**

453 Speak loud enough: Louder than you feel you need to and you will be about right.

454
455 Became friends with the microphone: It won’t bite you, but don’t let it fool you.

456
457 Don’t whisper into it. Move back a bit and sound off.

458
459 Have everything you are going to use ready: If you do lose your notes or that cute little
460 poem you were going to quote don’t hunt for it. It’s just not that important.

461

462 Have a time limit: And don't promise to cover something later: The audience wants to go
463 home before that.

464

465 Stand up straight don't forget you're supposed to be the expert. That's why you're
466 speaking.

467

468 Tolerate some disturbance but don't compete with it: Stop while the waiter is serving, let
469 those fire trucks go by.

470

471 Dress at Home: Don't worry your audience with your inside buttons or pull at your
472 unmentionables, leave them alone.

473

474 If you use notes: If at all possible, put them on the lectern before you are called upon. If
475 you carry a large batch of notes, you just scare your listeners.

476

477

478 **2018-2019**

479

480