

## Basic "Parli Pro"

The Agenda of a meeting provides a guide for all attending the meeting as to what is going to take place and when. While the design of an agenda varies from organization to organization the following is a simple outline which can be followed or adopted in ways to meet the needs of your organization:

Call the meeting to Order

Roll call

Approval of Agenda for Meeting

Approval of Minutes of the last meeting

Officers Reports

Unfinished Business  
list items

New Business  
list items

Action Items

Announcements

Notification of Next Meeting

Adjournment of Meeting

The Chair of the meeting is responsible for keeping the organization on the agenda items. All who wish to speak at the meeting should be recognized first by the chair and then given the opportunity to "have the floor" (speak to the body). The Chair should be aware of the time constraints of a meeting and can establish time lines for presentation(s) and/or discussion(s). When a particular item on the agenda merits discussion it is important for the chair to keep a record of those that wish to speak to the item in order to allow the discussion to represent those present. If a time limit has been met, by prior acknowledgement of the chair and the members present, the chair is to instruct the body that the time has expired and that no further discussion can take place, unless there is a motion by the body to extend debate. During discussions or presentations, if the members of the body stray away from the agenda item being discussed, it is the responsibility of the chair to bring the discussion back on the item or suspend further discussion.

The Secretary recording the minutes of the meeting should record all actions taken at the meeting pertaining to motions, or assignment of responsibilities. When recording motions the secretary should signify who made the motion and who seconded the motion. If a vote by "Division of the House" (show of hands) is taken it should be noted the number of ayes, nays, and abstention. Otherwise the secretary should record whether the motion was approved or disapproved by the membership. To assist the secretary it can be a decision of the chair to have formal reports presented in writing which can be included in the minutes. In some cases it is helpful to have a prepared sheet on which motions can be recorded by the maker of the motion and signed off by the person who seconds the motion. When the motion sheet has been presented to the secretary, before the vote is cast the motion should be read to the entire body so that everyone is clear as to what they are voting upon. This should include amendments that are made to the motion or amendments prior to the vote. The secretary should also include any assignment of responsibility that has been accepted by a member. This should include who, what, and when the task is to be completed and how it is to be reported to the membership. The minutes of meetings should be completed in ample time prior to the next meeting for distribution. This will assist the organization in ensuring that actions taken and assignments made are followed up in a timely fashion.

Executive meetings are often designed for the officers to establish a meeting agenda and to review actions of the membership or assignments to make sure that organization is carrying out its responsibilities. The Chair can establish an agenda for the executive meeting and is responsible for guiding the direction of business of the executive board. The recording secretary should keep minutes of each executive meeting and present them at the meeting of the regular membership.

The basic intent of parliamentary procedure is to ensure that meetings are conducted in an orderly and timely manner whereby the decisions made and information given represents the work of the whole body.