

Plan of Action

Constitution, Bylaws and Standing Rules

Parliamentary

Department of Oklahoma 2017-2018

National ALA has requested that we study Parliamentary procedure as part of the Constitution and Bylaws this year. So I have included some fun activities to teach parliamentary procedure at your unit and district meetings.

Parliamentary procedure goes hand in hand with our Constitution and Bylaws. When we have properly written documents, reviewed and updated, policies and procedures strengthen our organization at all levels through clarification of roles and responsibilities. This creates an environment that allows goodwill to develop and grow.

Become familiar with all the resources that are available on the National ALA website: alaforveterans.org

Ideas for members:

Volunteer to create a game of Constitution & Bylaws questions for members to play at unit meetings: make Constitution & Bylaws fun!

Volunteer to write a resolution or amendment to be brought before your unit.

Volunteer to help your department, district and/or unit to update governing documents to conform to the national organization's governing documents.

Volunteer to present a Parliamentary Procedures game.

Year-end Narrative Reports are due to me by May 5, 2018 so that I can have my report to National by May 12, 2018.

Have a great year – I am just a phone call (580-527-1725) away or an email: marshall_charlene@rocketmail.com



Charlene Marshall

Constitution, Bylaws and Standing Rules
2017/2018 Chairman

Fun Activities to Teach Parliamentary Procedure

Activity Name: **Matching Game**

Purpose: reinforce principles of parliamentary procedure

Materials: two sets of printed cards, one group of questions and a second set of answers, each set on a different color of paper

Process: Divide the group into two smaller groups.
Give one set of cards to the each group so that each person has a card.
Ask the group to find their "match," that is the question and answer that fit together.
After each person has found his/her match, have each pair tell the rest of the group their question and matching answer.

Matching Ideas:

- What is the correct way to introduce a motion? – "I move that . . ."
- What is the minimum number of members who must be present to transact business? -- "a quorum"
- What is the proper way to address the chair? – "rise and say, "Madam" or "Mister President"
- What should the chair say after stating the motion? – "Is there any discussion?"
- What is the correct acclamation for a negative voice vote? – "Nay" or "No"
- What is said following a motion so that the item may be considered? – "I second the motion."
- *(You will find additional ideas for this game in the electronic Parliamentary Procedure game show.)*

Source: Amy Davis Derby, Dana Martin, and Robin VanWinkle, Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop "Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.



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Fun Activities to Teach Parliamentary Procedure

Activity Name: **Make a Pizza Parli Pro Style**

Purpose: to practice making and voting on motions

Materials: a basic pizza with crust and sauce toppings, such as pepperoni, onions, tomatoes, mushrooms, peppers, cheese, etc.

Process: The chairperson announces that the group will vote to finish making a pizza. Participants will vote on additional ingredients by making motions and amendments.

After each motion is passed, the person introducing the motion performs the task of adding the ingredient and then takes over the chairmanship. Continue the process until the pizza is complete.

Hints for success:

- The chairperson will hold up the items being considered to enhance the visual effect of the activity.
- In the beginning, keep the activity simple by voting to add one item at a time.

Discussion questions:

- Did our group reach consensus?
- How did parliamentary procedure help us achieve our goal of making a pizza?
- How did parliamentary procedure hamper our efforts?
- How does parliamentary procedure help a group making other types of decisions?

Source: Amy Davis Derby, Dana Martin, and Robin VanWinkle, Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop "Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.



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Ball Power for Conducting a Meeting

Thanks for agreeing to act out a 4-H club meeting. It's important that you really out your part by adding comments.

A script outline is given below. The important part of this activity is to show that only one person speaks at a time at a meeting. A person may speak in the skit only when they are holding the ball.

Script Outline:

All Actors: Come in rowdy and loudly discussing tonight's training. Keep up the noise and chatter.

President: Try to call the meeting to order but no one listens to you. Beat on the table until the members are quiet.

President: Start to talk but members become very noisy again.

Member #1: Throw the ball to the president.

All Actors: When the president catches the ball, everyone become quiet and remains quiet unless the ball is thrown to them.

President: "I feel this ball gives me power. From now on the individual who holds the ball is the only one who can speak. Now as President I am going to call this meeting to order."

President: Call on Member #1 to lead pledges and throw the ball to him/her.

All Actors: Stand and say pledges.

Member #1: Throw the ball back to the president.

President: Call on the secretary to read the roll call and throw the ball to the secretary.

Secretary: Read member name and throw the ball to that member who then responds and throws the ball back to the secretary. Repeat for all members. Throw ball to president.

President: Call on secretary to read the minutes and throw ball to the secretary.

Secretary: Make up some brief minutes to read and return ball to the president.

President: Ask for any corrections or additions. State that the minutes stand approved as read.

President: Ask for the treasurer's report and throw the ball to the treasurer.

Treasurer: Give a fictional report. Present one outstanding bill. Return ball to the president.

President: Ask for a motion to pay the bill. Throw ball to member #2 who stands.

Member #2: Make motion. Return ball to the president.

President: Ask for second. Throw ball to Member #3.

Member #3: Second motion. Return ball to president.

President: Ask for discussion. Throw ball to any members who want to comment. Take the vote. State whether the motion carries or fails.

End

Source: Strengthening Your 4-H Club Through Planning. **Minnesota 4-H: Building Effective Leadership Level 1**. Kathy Sperry and Juanita J. Reed-Boniface. 4-H-MI-6047-S. 1992. Level 1 Lesson 4 Page A-11.



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HOW TO BE AN EFFECTIVE PARLIAMENTARIAN

Committee:

Constitution & Bylaws

Contact Information for Questions:

constitution&bylaws@ALAforVeterans.org or your department Constitution & Bylaws chairman

Step-by-Step Instructions:

- **BE IMPARTIAL** – The parliamentarian is much like an official in a game. She is to be impartial and make sure everyone plays by the rules. Similarly, as the official does not play the game, the parliamentarian does not exercise the same rights as a member. She does not make motions, debate, or vote, except by ballot.
- **KNOW THE RULES** – Just as a referee must know the rules of the game, a parliamentarian must know the rules of the organization and of the parliamentary authority. As the size of the group increases, so must the depth of knowledge of the parliamentarian. A department parliamentarian must know and understand bylaws, standing rules, and parliamentary procedure much better than a unit parliamentarian.
- **PRESIDENT'S APPOINTMENT** – The president appoints the parliamentarian for her knowledge and skills, not as an honor or special appointment for a friend. The parliamentarian should be someone reliable and trusted to provide accurate advice for everyone on both sides of an issue. The president and parliamentarian should have a good working relationship.
- **VARIED ROLES** – The parliamentarian has a variety of duties before and during meetings with members, committees, officers, and boards. The goal is for the business to be handled properly and smoothly.
- **DUTIES BEFORE A MEETING** – Review the agenda with the president to be familiar with the business and possible problems that may arise. Review the bylaws and standing rules of the organization. Work with any committee members who request assistance in preparing reports for the meeting.
- **DUTIES DURING A MEETING** – Preparatory work before the meeting should reduce the work necessary during the meeting. The parliamentarian should arrive early to counsel as needed. Have a copy of the governing documents at the meeting. Keep track of the motions to assist the presiding officer. Be as inconspicuous as possible. Provide advice when requested and communicate with the president tactfully and discreetly. Remain impartial and be prepared to cite references if needed. Be available after the meeting for further counsel.



- **DUTIES FOR A CONVENTION** – The duties of the parliamentarian for a convention include those listed for meetings. Also be prepared to advise convention committees such as resolutions, credentials, rules, and elections. Review the script with the presiding officer. Stay focused, steady, patient, and fair.
- **PARLIAMENTARY AUTHORITY** – Any organization requires rules of operation. The most important should be the hardest to change. Typically these include a Corporate Charter, Constitution and/or Bylaws, Rules of Order such as *Robert's Rules*, and Standing Rules. The Charter, Constitution, Bylaws, and Standing Rules are written specifically for a given organization. Those rules take precedence in governance. On matters not specifically addressed in those documents, the Rules of Order specified in the Bylaws are the parliamentary authority. This is usually the most recent edition *Robert's Rules of Order, Newly Revised*. A parliamentarian should spend time studying these rules.
- **HELP MEMBERS LEARN** – During your year of service as parliamentarian also consider working with members to educate them in parliamentary procedure. This can be as you counsel them in their roles or teach lessons to further develop their knowledge and skills.
- **DEVELOP YOUR KNOWLEDGE** – Good parliamentarians are always learning their craft. Invest in your knowledge. Resources are available through Emblem Sales, through parliamentary associations, and online.

Resources Available through Emblem Sales at emblem.legion.org:

1. National Constitution, Bylaws, and Standing Rules (also available on the Auxiliary's website at www.ALAforVeterans.org)
2. *Robert's Rules of Order, Newly Revised* (also available on the internet at <http://www.robertsrules.com/>)
3. Parliamentary Procedure Booklet

See the Constitution & Bylaws page at www.ALAforVeterans.org for additional resources.

Unit/District Constitution, Bylaws and Standing Rules Report Form

Did any members attend fall conference and participate in the Parliamentary Procedure class?

_____ Yes _____ No _____ How Many attended? _____ Did you feel the class helped you understand Parliamentary Procedures? _____ Yes _____ No

Comments:

- Have you done an annual review of your Constitution & Bylaws? _____ Yes _____ No
- When were your unit/district Constitution & Bylaws last revised? _____ Unit _____ District
_____ Year _____ Year
- How were units inspired to review their governing documents? _____ Yes _____ No
- Has your unit/district sponsored any Constitution & Bylaws activities? If so, what were those activities?

- Did your unit participate in a web based Constitution & Bylaws activity? If so, was it helpful? _____ Yes
_____ No

Narrative Report:

Report prepared by: _____ Unit # _____ Town _____

Mail to Department Chairman: Charlene Marshall 1015 Ave C Beaver, Ok. 73932 or email to:

marshall_charlene@rocketmail.com