The Art of Meaningful Meetings

Brooke Thiel
School of Education
Faculty and Academic Staff Professional Development
Summer 2022
Why Parliamentary Procedure

• 4 basic principles of parliamentary procedure:
  – Extend courtesy to everyone
  – Focus on one item at a time
  – Observe the rule of the majority
  – Ensure the rights of the minority
Tips for Effective Meetings

• Set an Agenda
  – Start with committee and officer reports
  – Old business (items not completed from the previous meeting)
  – New business
  – End with announcements
Tips for Effective Meetings

• Utilize Committees
  – Best way to bring about action on a topic that requires lots of discussion
    • Saves time during your meeting if a group has discussed/researched/etc. an idea before the meeting
  – Committees can be created to act or report back
  – Committees can make a motion during their report at the beginning of a meeting
Utilize the Rules of Parliamentary Procedure to Handle Business

• Only one item on the floor at a time
• Debate is not in order until a motion is on the floor
• Each person gets to debate an item of business *twice* (for a max of 10 minutes per time)
Utilize the Rules of Parliamentary Procedure to Handle Business

• Debate must be *germane*
  – Germane: relate to the topic of business

• Use amendments, refer to a committee, and previous question to move business along
What do I do if I’m in a meeting that starts to derail…

• You can…
  – Call the person to order
    • “Call of order” (presiding officer must recognize you) “this debate is not germane to the topic at hand”
  – Ask to return to the set agenda
    • [address the chair], “I Call for the Orders of the Day”
Quorum

• Must be designated in bylaws
  – Majority of membership if not designated

• Business conducted without quorum is null and void
What Next?

• Set ground rules with your group at the beginning of the semester
• Collaboratively develop agendas and share the final copy in advance of the meeting
• Develop standing committees to handle business throughout the semester
• Focus on action items prior to announcements and updates
Questions?

Brooke Thiel
Agricultural Education
Brooke.Thiel@ndsu.edu

Google Folder with Materials