

NDSU NORTH DAKOTA
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The Art of Meaningful Meetings

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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?

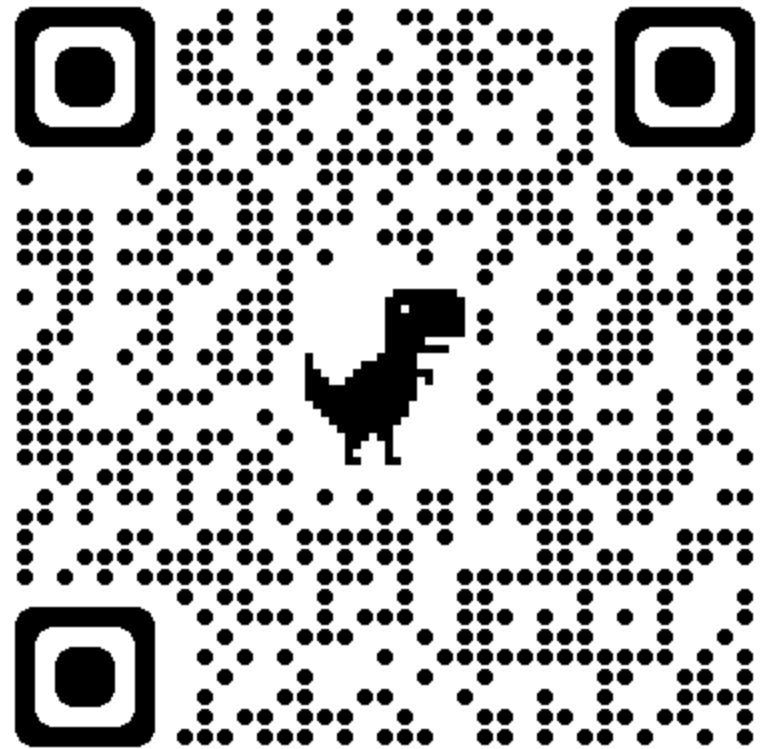
- Set ground rules with your group at the beginning of the semester
- Collaboratively develop agendas and share the final copy in advance of the meeting
- Develop standing committees to handle business throughout the semester
- Focus on action items prior to announcements and updates

Questions?

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Google Folder with Materials