



USWT Parliamentarian SIP

204-2025

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Welcome to a new USWT year!

I'm Michelle McGowan from Byron, MN; I'm excited to be your 2024-2025 USWT Parliamentarian!

Just a little introduction to who I am and what I do. I've been with my husband, Dan, for 31 years and married almost 20 years. We have two 5-year-old dogs, Luke is a yellow lab, and Chevy is a chocolate lab. My oldest son is 39 and has been married almost 19 years and has two kids. Rose, just graduated high school and James, going into 8<sup>th</sup> grade in the fall. Our youngest son is 26 and engaged to his high school sweetheart. I'm hoping for a wedding soon and more grandkids.

I work for Mayo Clinic as a Vascular Surgery Medical Administrative Assistant (Secretary). I started in 2012 as a Patient Appointment Scheduler and have worked in the Vascular Department since 2013.

I have been a member of the Byron Women of Today since 2006, in that time I have served in all positions on our Chapter Board including as the Past President/Parliamentarian. In 2015-2016 MN State Parliamentarian.

This year we will work on learning parliamentary procedure and how to help run an effective meeting. There will be little challenges throughout the year that will be easy for you to complete.

I'm looking forward to a fantastic year!

Michelle

1<sup>st</sup> Trimester Challenge - Fast Start

**Complete your Fast Start by August 15**

1. Send me an email with an introduction and tell me a little about yourself and your journey with Women of Today.
2. Include your Theme and Logo (if you have one). Send the email to:  
[parli@uswomenoftoday.org](mailto:parli@uswomenoftoday.org).

It's that easy and fast.

## What does the Parliamentarian do?

**The Parliamentarian does not rule!** The role of the parliamentarian during a meeting is purely an advisory and consultative one, helping the presiding officer to respond to points of order and parliamentary inquiries.

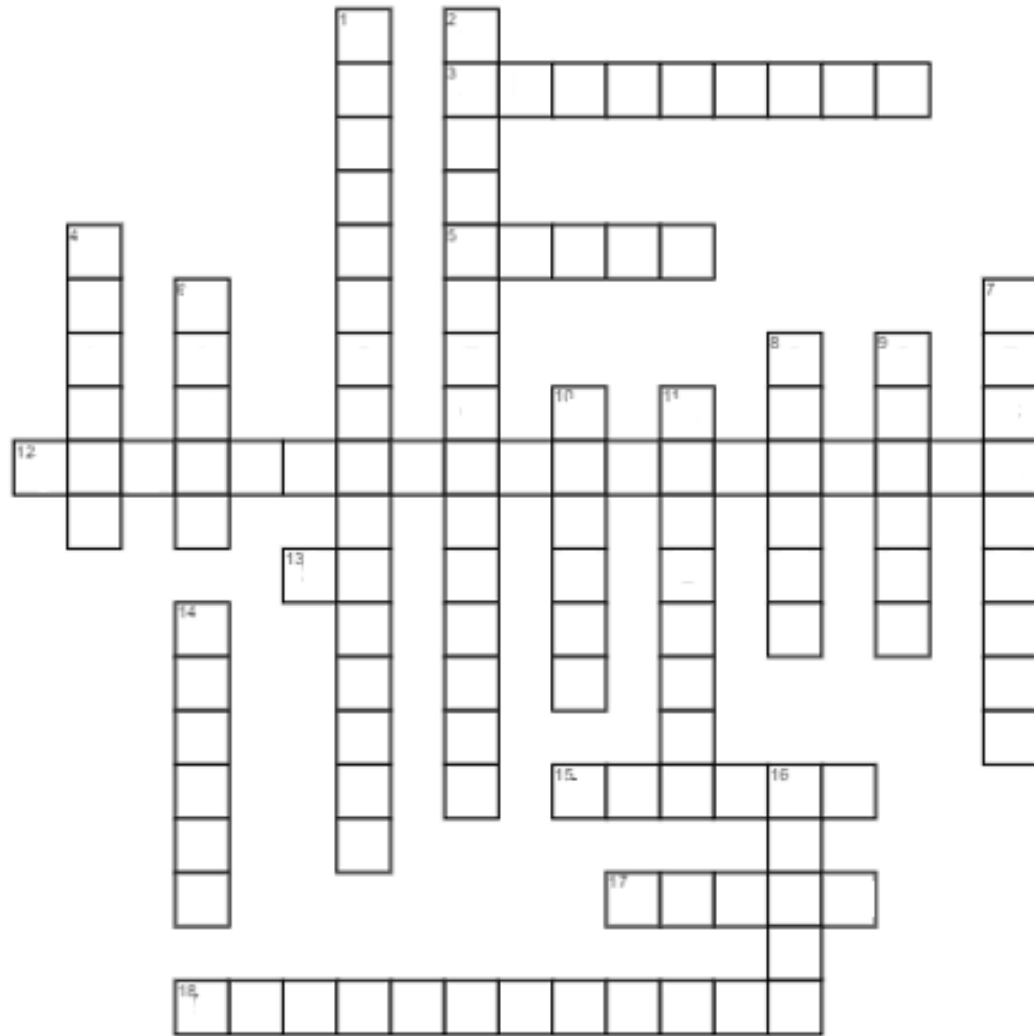
- ❖ **Educate:** to know more about your new position, review your chapters current bylaws and policies.
  - Read through your chapter's documents. Highlight and make notes of any items that may need updating or reinforcement.
  - Learn the basics of Robert's Rules of Order.
- ❖ **Assist:** give advice on parliamentary procedure and in matters involving the bylaws and policies.
  - Meet with the chapter president to identify ways to work together to make board and chapter meetings even more effective.
  - Support president to manage meetings as requested and advises on parliamentary procedure.
  - Provide information on Robert's Rules of Order.
  - Make sure all board members have access to the most current copy of your chapters bylaws and policies.
  - Have motion slips available at all board and chapter meetings.
- ❖ **Facilitate:** act as a facilitator for bylaws and policies.
  - Establishing a quorum. Make sure the quorum is clearly recorded at the start of each meeting.
  - A quorum is required to hold any official chapter business (voting).
  - Chair yearly chapter bylaw and policy review.
  - Update chapter bylaws and procedure when motions requiring change pass. Supervise chapter elections.
- ❖ **Train/Mentor:** mentor members on parliamentary procedure.
  - Create/update a cheat sheet for your chapter president.
  - Let all members know what your chapter defines a quorum as.
  - Provide information on parliamentary basics such as how to make a motion.
  - Ensure an updated copy of your chapters bylaws and policies are available for all members to reference at meetings.
- ❖ **Support:** the USWT State Parliamentarian is here to support you.
  - Read the Parliamentarian State Information Packets (SIPs) each trimester.
  - Send a copy of your chapters bylaws and policies for review.
  - Contact any time with questions and concerns ([parli@uswomenoftoday.org](mailto:parli@uswomenoftoday.org)).

### Orders of the Day (for Chapter Meetings)

1. Please have all cellular phones turned off or in silent mode during the business meeting.
2. As a matter of courtesy, please do not enter or leave the room when a speaker has the floor.
3. A motion slip must be prepared and given to the secretary.
4. Any member in good standing may present a motion, enter into discussion, and vote. Please keep all motions in the positive.
5. If you disagree with a motion, do not hesitate to vote no or abstain.
6. Please be ready to second a motion to expedite the business. Seconding simply means you would like to discuss the motion.

You should then state that "A quorum (has or has not) been established with X number of X members present." This is part of your responsibilities as your chapter or district parliamentarian.

# Parliamentary Procedure



**Across**

- 3. Used to change a main motion.
- 5. Put a motion on hold for discussion at a future meeting.
- 12. Book used for parliamentary procedure rules. (4 words)
- 13. All Opposed say \_\_\_\_\_.
- 15. A rule or plan of action adopted by an organization.
- 17. A rule made by an organization to regulate its meetings.

18. Used when one believes a parliamentary error has been made. (3 words)

**Down**

- 1. \_\_\_\_\_ is required to approve Meeting Minutes. (2 words)
- 2. To end a debate or discussion. (3 words)
- 4. The paper used to cast a written vote is called a \_\_\_\_\_.
- 6. Object used to call attention or order at a meeting.

- 7. Who keeps track of meeting minutes?
- 8. Number of members required to conduct business.
- 9. The Parliamentarian presents the \_\_\_\_\_ of the Day.
- 10. Be ready to \_\_\_\_\_ a motion when it is presented.
- 11. The process of calling out State/District/Chapter names for their vote.
- 14. Ordered list of matters to be discussed at a meeting.
- 16. The person running the meeting.

Return this to me with your Fast Start to get your name into a drawer for a gift card.