



USWT Parliamentarian SIP

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Can you believe it? We're already almost halfway through the year.

School is starting up again, weather is getting cooler and the leaves in my front yard are already starting to change color. It's time for football, cross-country races, homecoming, bon fires, flannel shirts and jackets.

That means with November coming we are entering our first Emphasis month. What does that mean for us as Parliamentarians? It means November is the perfect time to review your Bylaws and Policies then send them to me. It's also a great time to teach your chapter and state members what you do in your position....keep meetings from turning into utter chaos.

USWT Bylaw and Policy Review Zoom meeting will be held November 6 at 7:30pm Eastern time, 6:30pm Central time and 5:30pm Mountain time (had MTN time incorrect in the Today's Leader, time change is November 3).



2nd Trimester Challenge

Bylaw and Policy Reviews

Send me a copy of your Bylaws and Policies to review.

This will help to ensure that your chapter/state bylaws and policies are up to date.

Send the email to: parli@uswomenoftoday.org

It's that easy and fast.

What is a Point of Order?

Certain situations need attention during the meeting, but they don't require a motion, second, debate, or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- ❖ **Point of Order:** A member draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- ❖ **Point of Information:** A member can ask for a point of information if they want more information on a motion. A point of information should not be used as a means for the person calling for a point of information to present information.
- ❖ **Point of Inquiry:** A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.
- ❖ **Point of Personal Privilege:** A member may use a point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

What does it mean to Abstain?

An abstention refers to the decision by a board member (or member of another body) to not vote. Abstention doesn't mean the board member is in favor of or against a vote - it simply means the board member made a conscious decision to not vote.

Board members should always have a sound reason for not voting as they must serve the nonprofit's mission and act in its best interest.

Reasons to Abstain:

***Conflict of Interest:** A conflict of interest exists when a board member serves to benefit from certain actions or decisions they make as a member of the board. Such a situation could cloud a board member's judgment when voting and harm the nonprofit.

***Fear of Having a Lone or Minority Opinion:** Being the odd person out is hard when all other board members share differing opinions. Peer pressure and groupthink can cause a board member to vote the same as other board members even when they want to oppose an issue.

***Disagreeing with Other Board Members:** A board member may have openly or forcefully disagreed with another board member during meetings causing them to be at odds with one or more board members. By abstaining from a vote, a board member may avoid creating additional discord within the board.

***Internal Conflict on an Issue:** Board members may be on the fence about an issue causing uncertainty about making a responsible vote.

***Lack of Sufficient Information:** Certain board members may feel the board hasn't done its due diligence on researching a matter they've been asked to vote on.

***Lack of Focus on Board Activities:** Lack of involvement in board activities may motivate a board member to refuse to vote rather than vote irresponsibly.

Robert's Rules of Order

Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	<i>"I move to..."</i>	No	Yes	Yes	Yes	Majority
Amend a motion	<i>"I move to amend the motion by // (add or strike words or both)"</i>	No	Yes	Yes	Yes	Majority
Move item to committee	<i>"I move that we refer the matter to committee."</i>	No	Yes	Yes	No	Majority
Postpone item	<i>"I move to postpone the matter until..."</i>	No	Yes	Yes	No	Majority
End debate	<i>"I move the previous question."</i>	No	Yes	Yes	No	Majority
Object to procedure	<i>"Point of order."</i>	Yes	No	No	No	Chair decision
Recess the meeting	<i>"I move that we recess until..."</i>	No	Yes	No	No	Majority
Adjourn the meeting	<i>"I move to adjourn the meeting."</i>	No	Yes	No	No	Majority
Request information	<i>"Point of information."</i>	Yes	No	No	No	No vote
Overrule the chair's ruling	<i>"I move to overrule the chair's ruling."</i>	Yes	Yes	Yes	No	Majority

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

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