



Kandy Dorlack
USWT Parliamentarian
2026- 2027
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1st Trimester SIP

My name is Kandy Dorlack and live in Champlin, MN with my husband of 37 years. We have a daughter, son-in-law, a son and daughter-in-law, along with 3 grandchildren. I have been a member of the Champlin Women of Today for 22 years and currently serve as chapter president. I served on USWT staff as DVA, PVP and Extensions, MN staff positions as well as many local positions and have earned the Minnesota Key Women and USWT Ambassador awards. I enjoy volunteering, working on various art projects, am an avid camper and love the beach.

I am honored to serve as your 2026- 2027 USWT Parliamentarian.

First Trimester Fast Start Challenge

Complete your Fast Start by August 15th to receive an incentive.

- Send me an email to parli@uswomenoftoday.org
- Tell me about yourself and how long you have been a member of Women of Today.
- Include your Theme and Logo (if you have one)

My theme is "Rules of the Road". We will be traveling with Dear Robert to various locations each trimester. Our 1st trimester, we will visit the "Lands of Motion", 2nd trimester we will visit the "Land of By-laws and Policies, and 3rd trimester we will visit the "Land of Elections"

Do you have any questions to ask Dear Robert? He will have regular columns to help you understand parliamentary procedures as we travel the Rules of the Road.

Dear Robert,

As you get ready to tour the Land of Motions, can you please explain the motion process.

Sincerely,
Ms. Parli

Dear Ms.Parli,
Yes, I would love to explain the motion process to you.

First thing, establish a quorum. This is based on your bylaws. If a quorum has been met, then voting can take place.

The flow of a motion keeps meetings on track and everyone heard!

1. The person making the motion, should use a prepared motion slip with 3 copies (Secretary, President or Chairperson and the person making the motion). *See Attached sample Motion Slip*
2. How to make a motion –Someone brings an idea to the table and says, "I MOVE THAT WE..."
3. Second the motion – A second person agrees it's worth discussing and says SECOND.

4. Discuss the motion – The President or Chairperson reads the motion again, “THERE’S A MOTION ON THE FLOOR TO DISCUSS IS THERE ANY DISCUSSION?” Everyone gets a chance to be heard. The group shares thoughts and asks questions.
5. Vote on the motion – Once the discussion has ended, the President or Chairperson will say “IF THERE’S NO MORE DISCUSSION, WE WILL NOW VOTE ON THE MOTION. ALL THOSE INFAVOR OF THE MOTION (for the motion) SAY AYE, THOSE OPPOSED (against the motion) SAY NO, ANY OBSTAINING (not for or against) SAY AYE. Majority rules. Tie = motion fails. **NOTE:** Voting can be done by showing a raise of hands, by silent ballot or by email.
6. MOTION DECIDED! – The President or Chairperson then announces that either the motion PASSED or it was DEFEATED.
7. Meeting now can continue.

MOTION SLIP
(PERSON MAKING MOTION)

Date of Meeting _____

Name of person making motion _____ Position _____

I move that we _____

Name of person seconding the motion _____

Motion (circle one) PASSED / DEFEATED

MOTION SLIP
(SECRETARY)

Date of Meeting _____

Name of person making motion _____ Position _____

I move that we _____

Name of person seconding the motion _____

Motion (circle one) PASSED / DEFEATED

MOTION SLIP
(PRESIDENT or CHAIRPERSON)

Date of Meeting _____

Name of person making motion _____ Position _____

I move that we _____

Name of person seconding the motion _____

Motion (circle one) PASSED / DEFEATED