



PARLIAMENTARIAN

The parliamentarian is an elected officer of The Friendly Garden Club of Traverse City and as such is expected to attend all board and general membership meetings.

- If the parliamentarian cannot attend any of the required meetings, she shall notify the president as soon as possible so that the president can find a suitable replacement.
- Be familiar with the club's by-laws and policy and procedures as well as the current edition of Robert's Rules of Order.
- Act only in a consulting or advisory capacity to the president, board, and general membership.
- Remain impartial in all activities. The parliamentarian gives up the right to make motions or debate or vote except by written ballot. The parliamentarian shall not cast a deciding ballot that would be the responsibility of the president.
- Receive and review the agenda of each meeting with the president.
- To hold a meeting & conduct business you need a quorum which is of 51% of members for a vote, or 2/3 for a change of bylaws. The president and parliamentarian are not counted in the percentage.
- The board consists of the elected officers and a chair (or their representative) from each committee. Should there be two members of a committee present, only one committee member has a vote.
- If an officer is also a chair of a committee, their vote would be counted as an officer, and another representative of the committee should be present to vote for the committee.
- Hand out (or have the president email with the agenda) written parliamentary guidelines at any board or general meeting as appropriate, such as making a motion.
- Sit next to the club president at all meetings so she may quietly confer with the chair about any procedural questions and bring to the chair's attention any procedural errors that may substantially affect the rights of members.
- Use the current edition of Robert's Rules of Order for all questions concerning parliamentary procedure.

MOTIONS

- A motion requests that something be done or that something is the opinion or wish of the group. (I move that...)
- Only one motion should be placed before the group at a time.
- Someone from the group must second the motion (I second) or agree to the motion, so that it can be discussed. If the motion is a recommendation from a committee, a second is not needed.
- The motion on the floor is discussed by all members, addressing pros & cons. Each member needing to speak needs to do that before a member who has already spoken can speak again.
- “Call the question” by a member ends the discussion and should only be used if the discussion is repetitive/irrelevant.
- The president (chair) restates the motion before the group votes.
- The group votes by voice aye/no, by show of hands, or a secret ballot.
- The parliamentarian and the president do not vote. The president may only vote to break a tie.
- Motions should be printed in the agenda exactly as proposed.
- A copy of the motion should be given to the recording secretary for the record.