

## FREQUENT ERRORS

1. Failing to receive proper recognition from the Chair before speaking.
  2. Speaking across the room rather than through the Chair.
  3. Failing to properly identify yourself after receiving recognition from the Chair.
  4. Common Courtesy.
  5. There is no second required in a nomination.
  6. Executive Committee recommendations must be approved by motion of membership at the next regular meeting. No second is necessary for recommendations from Committee.  
Executive Committee minutes are approved only by the Executive Committee at their meeting, not the General Body.
  7. It is not necessary to name the person who seconds a motion when recording the minutes.
  8. Motion not properly stated. Correct: "I move that ..."
  9. Omission of discussion.
  10. Failing to repeat motion before vote is taken.
  11. Failing to vote on an amendment to the motion first—and then vote on the main motion.
  12. Failing to vote on a motion before continuing to the next item of business.
  13. The Parliamentarian must be asked for a ruling by the Chair. Her ruling is then addressed to the Chair.
  14. Presiding Officer should call herself "The Chair" and not "I".
  15. Conducting business without a quorum.
  16. Chair not relinquishing the podium to Vice Chair in order to participate in discussion.
  17. Chair failing to keep order and control.
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