

SOME BASICS IN PARLIAMENTARY PROCEDURE
Based on Robert's Rules of Order

Some Basic Dos and Don'ts

For President's

- DO start the meetings on time, and end on time
- DO know how to preside. Prepare yourself for the office.
- DO have an agenda and follow it.
- DO abide by the bylaws and standing rules; if they are wrong, take steps to amend them.

For Members

- DO observe the rules of courtesy and good taste.
- DO arrive at meetings on time; you may be needed to make a quorum.
- DO second motions, unless originating from a committee.
- DO take part in discussion (rather than outside after the meeting).
- DO rise and address the chair when you wish to speak.
- DO accept some responsibility for activities in the Unit. A Unit is only as effective as its weakest partner.
- DO be as ready with praise as you are with criticism.

For President's

- DON'T use the gavel except to preserve order.
- DON'T talk too much from the chair.
- DON'T let members wander in discussion from the subject of debate
- DON'T lose your sense of humor.
- DON'T "turn the meeting over" to anyone. If to someone who will preside, say "The Vice President will assume the chair," or to the Program Chairman say "The Chairman will present the program."
- DON't refer to yourself as "I", say "The Chair."
- DON'T say "My Board," "My Committees," or "My Year."
- DON't say, "The ayes have it." Say, "The motion is carried or adopted."

For Members

- DON'T sign minutes "Respectfully submitted."
- DON'T begin an announcement with, "I'd like to make an announcement." If you have the floor, go ahead and make the announcement.
- DON'T accept an office for which you are not qualified or not interested.
- DON'T criticize unless it's constructive, or you have something better to offer.
- DON'T say, "I don't know what I'm supposed to do." You have accepted the responsibility; it's your business to find out your duties.
- DON'T place a name in nomination. Nominate a person.