

October Parli Tips:

Hello Chapter Parliamentarians!

This is the first edition of this year's parli tips. This month I will explain the order of business.

The order of business can be summarized into one acronym... MRS. SUN

Reading and approval of the **M**inutes

Reports of officers, boards, and standing committees

Reports of **S**pecial Committees

Special orders

Unfinished Business

New Business

Reading and Approval of Minutes:

At the beginning of each meeting the presiding officer will ask the secretary to read the minutes of the previous meeting. After the secretary has read the minutes, the chair will ask "Are there any corrections to the minutes." If there are no corrections, the chair will state "If there are no corrections, the minutes are approved as read. If there is a correction, the chair will ask "Is there any objection to this correction? The secretary will make the appropriate correction. Are there any other corrections? If there are no further corrections, the minutes are approved as corrected."

Reports of Officers, Boards, and Standing Committees:

The chair will ask for reports in the order they are listed in the bylaws. The most common officer report is the treasurer's report. The treasurer's report may simply be a statement of the balance of money the organization has on hand. The assembly does not have to approve the treasurer's report. The report is simply filed with the secretary after any questions related to the report have been answered. A standing committee is a committee that is required in the bylaws. These committees are year round committees.

Reports of Special Committees

A special committee is a committee that is created only to consider one motion. Once the report has been given to the assembly, the committee ceases to exist. The chair calls for the reports of committees in the order they were created

Special Orders

These are items that were postponed from the previous meeting and made a priority at the next meeting by a 2/3 vote. If a specific time is set for the special order, all matters that are pending at the time the order was made for are postponed except for other special orders, recess, adjournment, and questions of privilege.

Unfinished Business

Unfinished business includes items that were pending when the previous meeting adjourned, items on the previous meeting's agenda not reached at the meeting, and items postponed to the current meeting but not made a special order.

New Business

Any motion a member wishes to make. The only restrictions are that a motion cannot be made if a motion of similar affect is still in the control of the assembly, and no member may make a motion that was voted down during the same session.