

KANSAS PTA

Parliamentary Pointer for Presiding Officers

1. Read the Unit Bylaws and Standing Rules. Have copies available for all Officers of members by request.
2. Be punctual – begin and end meetings at the announced time. Follow a written agenda. Make a copy for the Recording Secretary for Board and General Unit meetings.
3. When making an agenda, contact officers and chairmen to see if they have a report. It is not necessary to call on them if they don't have a report.
4. This is a membership organization. Only paid members have the privilege of making motions, debating and voting.
5. A "motion" brings an issue or action before the assembly (the Board or General Membership). After the motion is "moved" by a member it must be seconded (unless the motion comes from committee). The chair then restates the motion. At that point the motion is "before the assembly" and may be debated.
6. After the discussion and vote the chair should announce the result of the vote and the action that will be taken.
7. Enforce the rules of debate – a member may speak twice to a motion only after any member who wishes has spoken once.
8. As presiding officer you do not have the privilege of debate and may vote only when there is a ballot or a tie vote.
9. The chair may assume a motion to approve the minutes ("if there is no objection, the minutes will stand approved "as read", "as printed" or "as corrected.")
10. No action is required on the Treasurer's report – the report is filed for audit. The chair should thank the Treasurer and ask if there are any questions. The audit report must be approved.
11. The President should be invited to attend all committee meetings (except the nominating committee) and has the same privileges in committee as any member of the committee.
12. The President is always in charge and makes all rulings (the Parliamentarian acts only as an advisor, the ruling is made by the chair). However, members have the right to appeal a decision by the chair.
13. If the President wishes to speak in debate on a motion, he must pass the gavel to the next officer in line. The President does not resume the gavel until that motion has been resolved.
14. Parliamentary procedure is simply common sense- a way to conduct business with -
 - ❖ Courtesy and fairness to everyone
 - ❖ Taking one thing at a time
 - ❖ Allowing the minority to be heard, the majority to rule
 - ❖ Protecting the rights of the absentee

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References: *Robert's Rules of Order Newly Revised*, 10th Edition, pgs 26- 40 and *Pointers on Parliamentary Procedure* by Louise E. Bereskin (PRP), National Association of Parliamentarians, Fifth Edition, June 2001