

## Parliamentary Procedure and Protocol Tips

- ◆ Tap the bell once and say, “The meeting will please come to order.”
- ◆ If your club uses a podium, anyone giving a report should come to the podium to speak. This ensures that everyone can see the person and can hear the person.
- ◆ Consider doing an oral roll call at least every other month – especially if you have new members. Remind the members before the Secretary begins that the correct response to a roll call is “Present.”
- ◆ If the minutes were given to the members ahead of time, the Secretary does not have to “present the minutes.” The President may just say, “Are there corrections to the minutes?”
- ◆ The Treasurer asks if there are any questions on the financial report and notes any important information they think the members should know, but the President says, “The report will be filed for audit.”
- ◆ The President Elect is in charge of the Divisions, they should call on the Coordinators for their reports. This gives them an opportunity to be in front of the members and experience for the coming year.
- ◆ Never ask if there is any unfinished business. The President and Secretary should know this from previous meetings.
- ◆ Use your Executive Board to talk through items that need to come to the club members and bring recommendations from the Board to the Club. This speeds up your meeting.
- ◆ It is the Secretary that recorded the Board motion and it is the Secretary who should read the recommendation from the Board to the Club members.
- ◆ Do not ask for a second unless you are absolutely sure everyone is just sleeping!
- ◆ The correct way to ask for a vote is: “All in favor, say ‘aye’. All opposed, say ‘no’.”
- ◆ There may be only two amendments to any main motion. Don’t forget to vote on the original motion if you have an amendment or amendments.
- ◆ Tap the bell once and say, “The meeting is adjourned.”