

THE ROAD TO *Better Meetings*

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by CHARLOTTE KIRCHNER
and
ROBERT R. PINCHES

UNIVERSITY OF MINNESOTA
Agricultural Extension Service
S. DEPARTMENT OF AGRICULTURE

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THE ROAD TO *Better Meetings*

Charlotte Kirchner and Robert R. Pinches

OUR KIND of free society gives us the privilege of holding meetings whenever and for whatever purpose we choose. Meetings bring people together. People meeting, talking, working, and playing together strengthen our communities and our democracy.

From successful meetings come (1) understanding of problems, (2) decisions on what to do about them, (3) support for the group's action, (4) interest in the organization, (5) steady attendance, and (6) good times with our neighbors.

When people meet in groups they adjust to one another. They must know how to talk with one another and believe that working in a group strengthens their organization and their community.

But meetings vary. Some we enjoy—others were merely tolerate—and some we refuse to attend. Why? Check meetings you have attended against the list below.

- Meeting was poorly planned _____
- Officers did not know their jobs _____
- Meeting was poorly timed _____
- Business session dragged _____
- Meeting place was
uncomfortable _____
- Group did not participate _____
- Program was uninteresting _____
- No social hour was included _____

Many people must work hard to make a meeting good. Officers have important jobs. Committees have key duties. Every member has a part.

Let's Plan Better—Not More— Meetings

Many meetings are held in every community and generally involve the same people. Thus, the quality of meeting—not the number—is of prime importance.

First of all—a good meeting means good planning. This includes arranging the time, date, and hour, the place, the program, the recreation and refreshments, and the notices and publicity. It also includes selecting the committees to carry out the plans.



KEEP A REGULAR DATE

Plan to hold meetings on a regular date. Don't postpone a meeting except in extreme emergency. A postponed meeting is like warmed-over

mashed potatoes—it's hard to do much with it.

Notifying members is the next "must." Usually, the group secretary or attendance chairman is responsible for announcing meeting dates. See that each member gets a copy of the year's program to remind him of the meeting date. Send notice cards a week ahead of the meeting as added reminders. When you are talking with members, mention the coming meeting. When possible announce your meeting in local newspapers and by radio. These simple reminders will assure you fairly full attendance at your meetings.



Homes, schoolhouses, and village and town halls are the usual meeting places. Each presents its problems. In private homes rooms may be too small for the group and may be connected only by single doors. In schoolhouses desks of assorted sizes make seating uncomfortable, and there often is no space for recreation. Village and town halls often have backless benches and no serving facilities. The physical comfort of your group is important if you want to hold good meetings. Be sure your meeting place has the following comforts.

Chairs enough—arranged so that each member can take part easily.

Light—where it won't glare in anyone's eyes. Know where light switches are.

Ventilation — Put someone in charge.

Warmth—warm up the building *before* the meeting.

Equipment on hand—songbooks, blackboard, projector, game materials should be ready if needed.

For many communities an excellent project would be to work for a permanent home, well equipped for the activities of all the groups in the community.



If a meeting starts on time it is likely to stop on time. Remember that group members may have after-meeting plans. Evening meetings especially should end early enough so that members can get a night's sleep. Length of meetings is usually set by the hours members work and the kinds of meetings they are used to attending, but careful timing might be a goal for any

Activities for early comers	20 min.	7:40
MEETING STARTS		
Openers—group singing, etc.	15 min.	8:00
Regular business meeting	20 min.	8:15
Educational feature—speakers, discussion, demonstration	50 min.	8:35
Special entertainment	25 min.	9:25
Refreshments	15 min.	9:50
Quiet group games, singing, etc.	20 min.	10:05
Sign-off and good night	5 min.	10:25
MEETING ENDS		10:30

group. Each part of the meeting should be timed.



PLAN YOUR PROGRAM

Usually the more people who can be persuaded to help carry out the group's program, the greater and more enthusiastic will be participation in its meetings. The following plan using two types of program committees encourages members to take part and enjoy taking part.

1. At the beginning of the activity year the group's chairman may appoint a committee of members and officers to outline a program for the entire year. For each meeting the committee should plan the following:

Date

Place

Speakers*

Discussion leader and topic demonstrations*

Special entertainment*

A recreation committee

A lunch committee

A program committee (different members appointed for each meeting)

Here are some questions the committee may ask itself about its plans for the year's activities:

Have we considered the needs and wants of all members?

Are educational features important and interesting?

Are meetings different enough from one another so that members will want to attend all?

* As may be selected.

Does every member have a definite part in each meeting?

Is too much outside talent planned or is home talent well used?

Are members participating or are they merely spectators?

Is an enjoyable social hour planned?

2. Submit the outlined year's program to the entire group at its next meeting for suggestions, changes, and approval.

3. The special program committee for each meeting should check its program carefully. This committee should notify all those who are to take part, arrange for all equipment, place chairs, tables, and equipment, and announce the program at the meeting.

4. At the end of the meeting the group chairman should announce next month's program.



HAVE FUN!



Is your friendliness showing? Make sure your group's welcome mat is out. Program committee members for each meeting might serve as official greeters and start warm-up activities for early comers. The early bird may get the worm, but if we don't take care early comers to a meeting may get only silence and boredom. Speakers and other special guests will appreciate it, too, if someone welcomes them and introduces them to the group.



There's no talent like home talent! Singers, pianists, accordionists, tapdancers, readers, folks who "love" to put on plays, hobbyists, and

craftsmen—these should be encouraged to share their talents with an appreciative community. Why not hold a talent show? Then bring some of the talent found to each meeting. You will encourage local talent and liven up your meetings. Once you start, more and more folks will want to participate and fewer of your meetings will suffer from "spectatoritis."



Active games and folk dancing are fun for all—if you have space. This type of recreation needs definite planning and good leadership.

Young members of a group often can take the lead in games and dancing.



Refreshments can be a pleasant climax to a good meeting. Here are some tips for lunches at your meetings.

- Keep menus light—unless meeting is a special banquet.
- Surprise folks. The same kinds of sandwiches and macaroni salad every time are monotonous.
- Be adventuresome. Try a cheese ball and crackers instead of cake. The men will love it.
- Make it attractive. A festive table and trays will help.
- Keep it simple. There's no use wearing out the hostess or the committee in charge.
- Watch the holidays and make some lunches "special."
- Folks can't sleep? Fruit juice and milk drinks occasionally instead of coffee and soft drinks may help.

Members Make the Meeting

WITHOUT MEMBERS, a meeting is like a skeleton—dead and useless. Members working together give life to the meeting and to the organization. The plans and the work of committees are worth while only if members give their wholehearted enthusiasm and support. In a democratic organization the member is king—but he must accept some duties to serve this high position.

It is the right and duty of a group member:

1. To be informed of the group's activities.
2. To receive notices of and to attend all meetings.
3. To bring business before the group.
4. To make and second motions.
5. To vote for or against motions, candidates for office, and reports of officers and committees.

6. To be a candidate for office or to nominate others as candidates.
7. To serve on committees.
8. To raise questions concerning the proper conduct of a meeting.
9. To inspect books and records of the organization.
10. To be tolerant and understanding of other members and officers.

The member who understands parliamentary procedure can help make a meeting run smoothly or he can em-

barrass both members and officers. Members who do not take part fully and actively should not criticize.

The group and the meetings belong to the members. If there are faults, the members must correct them. If programs are fine and successful, the members should be proud and should congratulate those who took part.

MEMBERS ELECT OFFICERS, TOO

It is possible to have a good organization and good meetings without good officers—but it isn't easy. Because officers so greatly affect the welfare of the group, their election can be the most important event of the year. It is a job to be conducted fairly, openly, and with the good of the whole group in mind.

Who is a Good Officer?

We are looking for officers who—

Will serve the organization best during the coming year—not those who will ride on the successes of the past.

Will work with all members and give everyone an opportunity to participate.

Will train new leaders and give others a chance to develop.

Will represent the best interests of the group in outside contacts.

Will be dependable.

Will help plan a program which the group can support wholeheartedly.

Will work well with the other officers and executive committee members.

Will try their best to make the meetings worth while and interesting.

Electing officers is not a popularity contest, purely an award for past

work, or a division of spoils among members.

Getting Ready to Elect Officers

1. The time of the year for elections and the general procedure should be stated in the constitution or by-laws.

2. Notices of the coming election should be mailed to every member early. (Some constitutions require this.)

3. If a nominating committee is to prepare a list of candidates, the committee should be selected at the preceding meeting or sooner. In general it is better to elect than to appoint the nominating committee.

4. At the election place have ready necessary ballots, pencils, paper, and a blackboard for listing candidates.

Procedures in Nominations

1. If the constitution or by-laws do not state how nominations are to be made, any member may make a motion suggesting the method. This motion must be seconded and have a majority vote. It may be amended.

2. The common methods of nominating are by ballot, by a nominating committee, and by nominations from the floor. When nominations are made by a nominating committee, the chairman calls for additional nominations from the floor for each office.

3. Nominations may be declared closed by the chairman after members have had ample opportunity to make such nominations and propose no more. If a member wishes to restrict further nominations, he may make a motion asking that they be closed. This motion must be seconded and passed by a two-thirds vote. Nomi-

tions for any office may be re-opened by motion, second, and majority vote at any time before the voting for that office starts. This may be done regardless of how nominations were declared closed.

Voting for Officers

1. The constitution and by-laws should state the method of voting for officers. If not otherwise indicated, the preferable method is by secret ballot.

2. If the number sufficient to elect is not specified in the constitution, members may decide by motion, if it is to be a majority, the highest vote, or some other. Majority is the most common.

3. Members may always write in the names of candidates not nominated when voting is done by ballot. Most constitutions do not allow the secretary to cast a unanimous ballot when only one person has been nominated, because most constitutions call for election by ballot, and members may wish to add names of persons not nominated.



YOUR CHAIRMAN

Your chairman presides in order to carry out the will of the group. He should not try to force the group to carry out his will or the will of any small portion of the group. The good chairman is poised, fair, deliberate, tactful, and wields his gavel with impartial and wise judgment.

These are his duties:

- Call the meeting to order on time.
- Ask for each item in turn under order of business.
- Recognize all members who wish to speak from the floor.
- Restate all motions clearly after they have been seconded.
- Entertain only one main motion at a time and keep discussion centered on it.
- Maintain order in the meeting.
- Stand while presiding except when he grants the floor to a member.
- Receive all messages and relay them to the group.
- Name members of the committees when he has been directed to do so.
- Act as ex-officio member of all committees.
- Call vice-president or other officer to preside during absence.
- Vote any time voting is by ballot, to break a tie vote and cause motion to carry, or to make a tie and thereby cause measure to be defeated.
- Use his own judgment and consider the group's welfare in voting.
- Speak for or against a motion only after calling another (usually the vice-president) to assume the chairmanship temporarily. (Chairman does not return to preside until motion under discussion is disposed of.)
- Adjourn the meeting after business has been completed.



YOUR VICE-PRESIDENT

Don't let your vice-president be a shadowy ghost—he holds an important position. He must serve as president or chairman when this officer is away. This experience trains him for further service—perhaps a future presidency.

He then should be thoroughly familiar with the details of the president's job. The president of an organization has many decisions to make as an executive officer. These decisions gain strength if they are made after thorough discussion with another person and this person usually should be the vice-president.

These are his duties:

- Become thoroughly familiar with parliamentary procedure.
- Keep in close touch with the program and activities carried out by the president. Confer regularly with the president.
- Take over the duties of the chairman in his absence.
- Take over the chair when the motion concerns the chairman alone or when the chairman wishes to join discussion for or against a motion.

Additional duties often assigned:

- Act as hospitality chairman and promote attendance at meetings.
- Check with monthly program committees.

- Work out with committees ways of promoting understanding of the activities of the group and ways of interesting new members.

- Head the membership activities.
- Act as over-all chairman of the program committees.
- The vice-president must take a full share of the responsibility for helping an organization to function effectively.



YOUR TREASURER

Frequent and accurate reports on the financial status of an organization are essential to its growth and stability.

These are treasurer's duties:

- Take care of all group funds.
- Deposit in the bank all money he receives as treasurer.
- Pay out money only when authorized by chairman or other designated officer.
- Prepare a financial summary to be presented at each meeting if requested.
- Submit complete report to auditing committee and to entire organization at least once a year (usually at annual meeting).
- Officers who handle money or any sizeable amount should be bonded. Check with a bonding company for procedures.

Treasurer's Summary Report (for regular meetings—to be presented at

the group's request). Report is received, but not approved or adopted until annual or other designated meeting.

Summary Report _____	Club
Balance on hand (at close of last report)	\$182.09
Receipts:	
Dues	\$18.50
Donations	12.00
Fund raising event	88.75
Total	\$119.25
Disbursements:	
Announcements and posters	\$ 7.00
Expenses of delegates at district meeting	19.45
Refreshments at November meeting	9.00
Total	\$ 35.45
Net cash balance for month (or week)	83.80
Balance on hand	\$265.89



One of the main duties of the secretary is keeping complete and accurate minutes for each meeting. Any member may inspect these minutes. The minutes from a meeting are read at the following meeting so that all will know what took place and necessary corrections can be made.

After the minutes have been read and corrected they are either approved by the chairman with general

consent of the group, or a motion of approval is made and voted on. When the minutes are approved, the secretary writes "approved" and the date at the bottom of the minutes and signs his name.

Opening Form of the Secretary's Minutes. The opening sentences of the minutes contain the following: (1) kind of meeting (regular, special, adjourned, annual); (2) name of the organization; (3) date, place, and time of meeting; (4) the names of the presiding officer and the person taking the minutes.

Example: "The regular monthly meeting of the Smallcity Conservation Club was held on February 2, 1958, at the Sportsmen's Hall at 8:30 p.m. John Brown, president, called the meeting to order and Frank Jones, in the absence of the secretary, recorded the minutes."

Reporting the Actions Taken in the Meeting. The remainder of the minutes (in most organizations) consist of a brief chronological report of each action taken. The following is a list of items to be reported and examples of how this reporting may be done.

Minutes Approved: "The minutes of the January fourth meeting were read and approved."

Treasurer's Report: "The treasurer reported receipts for \$24 from dues; expenditures of \$6 for posters and \$5 for letterhead paper; leaving a balance in the treasury of \$124."

Bills: "Bills for \$8 for refreshments at the December meeting were presented by Mr. C. A motion was made by Mr. D and seconded by Mr. E that the bills be paid. Motion carried."

Reports of Committees: "Mr. F. reported for the public service committee. The committee recommended that members of the club be divided into groups of three and assigned to present material on the safe

handling of fire-arms at each of the high schools of the county. A motion was made by Mr. G and seconded to accept the committee's recommendation and that the committee be instructed to form the necessary teams of three and arrange schedules. Motion carried with 42 in favor and 6 against."

Main Motions: "A motion to send two members to the state convention was made by Mr. I and seconded. The motion lost. An informal show of hands indicated that 30 members had already made plans to attend."

Adjournment: "The meeting was adjourned following a motion by Mr. Y and a second. Motion carried."

Program Notes: (may or may not be included). "Following the business meeting a short talk on the principles of maintaining soil fertility was given by the county agent, Mr. K. He also showed colored films on soil management and conservation."

The minutes are a record of what is done and not of what is said. In general, personal opinions of members should not be included. The secretary should avoid passing judgment on any actions. Favorable or unfavorable comments are out of place in the minutes.

The Regular Order of Business

YOUR BUSINESS meeting should follow a logical and regular order. Clear up past items of business before new business is discussed. Report money on hand before bills are ordered paid. Committees should report before action is taken. Check attendance before official business requiring a quorum is allowed to come before the group. The good chairman checks off each item in order before proceeding with the next.

Call to Order—(Stops premeeting chats and gives meeting definite start)

Chairman: "The meeting of the _____ (organization) will please come to order."

Opening Exercises—(Unifies the meeting)

These may precede the call to order or may be omitted in some organizations. They might include community singing, salute to the flag, etc.

Roll Call—(Establishes presence of quorum)

Chairman: "The secretary will call roll." Sometimes the roll is taken silently and the secretary reports to the chairman on the presence or lack of a quorum. (A quorum is the number of members necessary for legal transaction of business.)

Reading of the Minutes—(Brings members up to date)

Chairman: "The secretary will read the minutes of the meeting(s) held on _____." The secretary stands and reads the minutes.

Chairman: "Are there any additions or corrections to the minutes?" (pause) "If not, they will stand approved as read (or corrected.)"

Treasurer's Report—Shows financial condition)

Chairman: "We will now hear the treasurer's report."

The treasurer reports on (1) balance at time of last report, (2) receipts, (3) disbursements, (4) present balance.

Chairman: "Are there any questions about the treasurer's report?" (pause) "If not, the report will be received as read."

The treasurer's report is subject to audit and normally is not voted on as **accepted** or **approved** until audit has been made and reported on, as at annual or quarterly meetings.

Correspondence—(Informs members of requests from others or suggestions from parent organization)

Chairman: "Is there any correspondence?" Secretary or corresponding secretary reads letters and chairman indicates whether they are to be referred to a committee, taken up under new business, or need no action.

Bills Outstanding—(Tends to clear financial slate before new obligations are entered into)

Chairman: "Are there any bills to be presented?" This is often done by treasurer. Routine bills which have been previously authorized need not be discussed.

Chairman: "What is your pleasure regarding these bills?"

Regular motion is in order authorizing payment up to limit of money on hand.

Reports of Committees—(Informs members of action taken, pending, or needing approval)

Chairman: "Are there any committee reports?"

Reports are in order from (a) executive committee, (b) standing committees, (c) special committees.

Chairman: "You have heard the report from the _____ committee. Do I hear a motion for the approval of this report?" If recommendations have been made, they are taken up one at a time and approved, rejected, or returned to the committee for further study.

Unfinished Business—(Clears postponed items)

Chairman: "We will now proceed to unfinished business."

Chairman starts by asking secretary if there were (1) any motions pending but not acted on at the close of last meeting, (2) any motions postponed for definite action at the current meeting.

Chairman: "Is there any other unfinished business?" (pause) "If not, we will proceed to new business."

New Business—(Opens floor to members for new ideas and proposals in the form of motions)

Chairman: "The floor is now open for new business."
See section on "Let's Take New Action."

Announcements—(Calls attention to coming events)

Chairman: "Are there any announcements?"

Adjournment — (Provides definite close)

Chairman: "That completes the business for this meeting. If there are no objections, we will stand adjourned. No objections?" (pause) "we stand adjourned."

OR—

Chairman: "That completes the business for this meeting; the Chair will receive a motion to adjourn."

Motion to adjourn requires a second, is not debatable, and majority rules. Chairman has right to call attention to business which he believes should be considered. Also, a motion to **fix the time to which to adjourn** (providing for a continuation of meeting at some time before the next regular meeting) is in order. This special or privileged motion can be made even after the motion to adjourn has been voted on if the chairman has not declared the meeting adjourned.

Chairman: "The meeting is adjourned."

LET'S TAKE NEW ACTION

In a democratic organization, members control the action. They exercise this control by making motions, add-

ing amendments, discussing the motions, and finally, by voting. This is the core of parliamentary procedure. In this section we have listed the steps in handling a motion and the form used for each step. The steps are printed in heavy type and the forms in small, lighter type beneath each step.

▷ **Opening floor for new business**

Chairman (standing): "The floor is now open for new business."

▷ **Obtaining recognition and right to speak**

Member (rising): "Mr. Chairman."

Chairman: "Mr. Jones."

▷ **Introduction of a main motion**

Mr. Jones: "I move that this organization make safety one of its main activities for the coming year."

▷ **Seconding the motion**

Chairman: "Is there a second to this motion?"

Mr. Smith: (seated except at large meetings): "I second the motion."

▷ **Statement of motion by chairman**

Chairman: "The motion has been made and seconded 'that this organization....' Is there any discussion?"

▷ **Discussion and remarks by members**

Member (rising): "Mr. Chairman."

Chairman: "Mr. Johnson."

Mr. Johnson: "I think that this is a good idea because accidents are the number one cause of death in the age group from one through thirty-five."

▷ **Completing the discussion and putting the question to a vote**

(Restatement of the motion by the chairman in the exact wording with which it was made is especially important if there has been prolonged discussion and the group is large.)

Chairman: "Is there any further discussion?"

Member (seated): "Question." (This sometimes is used to indicate a readi-

ness to vote. It does not stop discussion. Courtesy demands that it be used sparingly and only when it appears that all are through speaking.)

Chairman: "If there is no further discussion we will proceed to vote on the motion 'that this organization . . .'"

▷ **Voting**

Chairman: "All those in favor of the motion please (say aye), (raise your right hand), (stand). All opposed (say no), (raise your right hand), (stand)."

OR "The tellers will pass ballots and you will write yes if you are in favor or no if you are opposed."

▷ **Statement of results of vote**

Chairman: "The motion is (carried), (tied), (lost) by a vote of ___ in favor and ___ opposed (if voting was by other than voice). You have voted to . . ."

LET'S CHANGE THIS ACTION

There may be times when you will want to stop or postpone action. Listed below in italic type are the points during the progress of the motion where you can do this. Starred items are the kinds of motions used to dispose of a main motion by other than regular vote.

At time of introduction

Maker: "I move that . . ."

★ **Chairman** (if no second is made): "I declare the motion lost for want of a second." (No vote.)

After motion has been seconded

Member: "I second the motion."

★ **Maker**: "I wish to modify my motion by . . ." (No vote.)

★ **Maker**: "I ask permission to withdraw my motion." (No vote.)

Chairman: "The motion has been made and seconded to . . ."

★ **Member:** "I object to the consideration of the motion because" (No second necessary, $\frac{2}{3}$ vote.)

During period of discussion

Chairman: "Is there any discussion?" (Discussion continues until action of some sort is taken. One member talks at a time after being recognized by the chairman.)

★ **Member:** "I move to amend the motion by" (Second and majority vote.)

★ **Member:** "I move to amend the amendment by" (Second and majority vote.)

How discussion can be stopped

★ **Member:** "I move the previous question on (the motion), (the amendment)." (Second and $\frac{2}{3}$ vote.)

★ **Member:** "I move to lay the motion on the table." (Second and majority vote. Must be taken from the table by close of following meeting or automatically dies.)

★ **Member:** "I move to postpone this matter indefinitely." (Kills motion, needs second and majority vote.)

★ **Member:** "I move to refer this matter to a committee of _____ to be appointed by _____." (Second and majority vote.)

★ **Maker:** "After the foregoing discussion, I ask permission to withdraw my motion." (No second, majority vote. Does not appear in minutes.)

At time of voting

Chairman: "If there is no further discussion we will vote on the motion to All in favor All opposed Motion is (carried), (lost)."

★ **Member:** "I call for a division of the house." (No second. Chairman calls for a standing vote or show of hands so definite count can be made.)

After the vote

(During the same meeting or following)

★ **Member:** "I move to reconsider the vote on the motion to I voted with the majority." (Second and majority vote.) **OR**

(The following proposal can be made only on the day the original motion was voted on.)

★ **Member:** "I move to reconsider the vote on the motion and have it entered on the minutes. I voted with the prevailing side." (Second but no vote required until next meeting. Majority vote returns original motion to status before vote was taken.) The effect of this motion is to suspend action on a motion until next meeting when a more representative membership may be present.

(If there is strong opposition to the course of action at any later time.)

★ **Member:** "I move to rescind the motion to" (Second and $\frac{2}{3}$ vote.)

OR "I give notice that I will move to rescind the motion at the next meeting." (No second, majority vote at next meeting.)

WHAT'S IN ORDER?

Do just one thing at a time! Only one person talks at a time. Only one action is taken at a time.

Follow order of business and regular procedure in making motions! Both have regular, chronological steps which should be followed once started.

Only one main motion on the floor at a time! The main motion is the most common type of motion. Most other motions are to amend, postpone, or dispose of main motion already on the floor.

The last amendment or action suggested regarding the disposal of a main motion shall be acted on first!

Motions of high rank or priority can be made even though motions of a lower rank are already on the floor. Motions of low rank are "out of order" when made after one of a higher rank.

The chairman must decide many times whether or not he can accept some suggested action to dispose of a motion on the floor. The examples below describe the basis for this decision.

Examples:

1. Main Motion (A), although most common, are low in rank. If a motion such as (B) (applying to another previous motion) is on the floor, a new main motion (A rank) would not be in order.

(High) E Lay on the table
D Refer to committee

C Amend

B Postpone indefinitely

(Low) A main motion

2. If a main motion (A) was made, followed by a motion to amend the motion (C), a motion to postpone indefinitely (B) would not be in order because it is of lower rank than (C).

3. If a main motion (A) was made, followed by a motion to amend the motion (C), a motion to refer to a committee (D) would be in order because it is of higher rank than (C).

4. The chairman can accept motions in order of increasing rank such as (A), (C), (D), and (E). However, they are voted on in reverse order—(E), (D), (C), (A).

5. With the exception of amendments, when a higher ranking motion is passed, it disposes of all lower motions as well as the main motion. Suppose a main motion (A), an amendment (C), and a motion to refer

the matter to a committee (D) were before the assembly. A motion to lay on the table (E) would take precedence. If (E) were passed, there would be no further discussion. (A) and the attached motions, (C) and (D), would then be postponed until the assembly voted to take up the matter later.

Incidental motions concerning procedures in the conduct of the meeting can be made at the time an error occurs or before action on the point under discussion is taken.

The following points are minor and should be used when the occasion demands. Too frequent use on the part of a minority can disrupt the meeting and should be ruled out of order.

★ To correct a parliamentary error, rise to—

a point of order (to insist on adherence to rules, etc.).

★ To make a request during debate, rise to—

a point of information (to ask chairman for information);
ask the speaker a question (to clarify facts);

a parliamentary inquiry (to determine proper procedure);

a point of privilege (for the safety or comfort of the group).

★ To correct or reverse chairman—call for a division of the house (to check vote); appeal from the decision of the chair (to approve or disapprove a ruling made by chairman).

★ To take action violating standing rules, move—

to suspend the rules— $\frac{2}{3}$ vote (constitution excepted);

to take up a question out of proper order— $\frac{2}{3}$ vote.

UNIVERSITY OF MINNESOTA, INSTITUTE OF AGRICULTURE, ST. PAUL 1, MINNESOTA

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