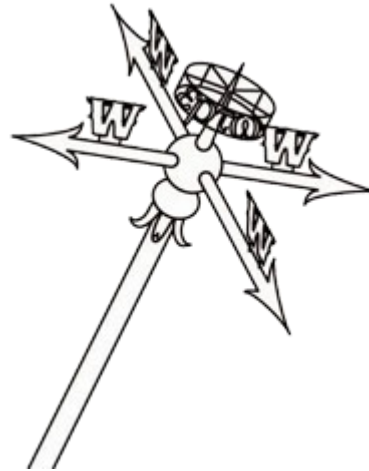


Ten Rules of Parliamentary Procedure

1. Organization's rights before the individual's
2. All members have equal rights
3. Quorum is required
4. Majority rules
5. Silence is consent
6. 2/3 rds Rule
7. Only one speaker can have the floor at once
8. Right to debate
9. Once voted, no same issue again
10. Personal comments always out of order



WESST is BESST

ANY OTHER QUESTIONS?

Claire Smith

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Or

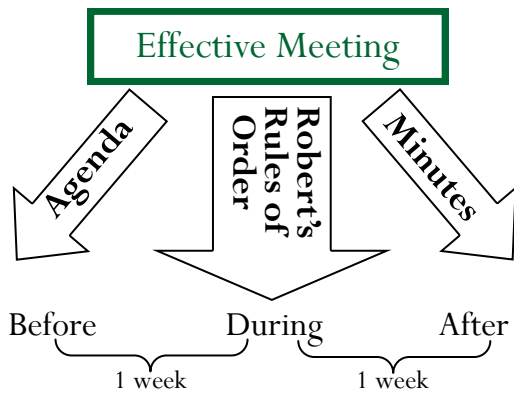
Robert's Rules Easy Guide:
(Robert's Rules in Plain English by Doris
P. Zimmerman)

WESST EXECUTIVES'
MEETING
UBC, JUNE 2010

**RUNNING
EFFECTIVE
MEETINGS**
•
ROBERT'S RULES
•
**EXTERNAL
REPRESENTATION**



A Quick Overview



Agenda (Recipe of the Meeting)

- Date
- Attendance
- 1.0 Call Meeting to Order
 - 2.0 Approval of Agenda
 - 3.0 Approval of Minutes (last meeting)
 - 4.0 Reports
 - 5.0 Old Business (Arising from minutes)
 - 6.0 New Business
 - 7.0 Announcements
 - 8.0 Date for Next Meeting
 - 9.0 Adjournment

Minutes (Memory of the Meeting)

- Record:
- Attendance
 - Date and time (call to order/adjourn)
 - All motions
 - Votes

Also it is helpful to record the discussion if possible as it is beneficial to explain why the specific decision was reached, esp. when looking back years later

**Minutes should be archived after approved at the following meeting

Meeting Body (Meat of the Meeting)

- Reports + Updates
- New/Old Business - Motions
- Eng Socs - Mostly informal process
 - *Policy changes, budget
 - *Mostly general consent
- WESST/CFES meetings - more formal
 - *Plenary - elections, bids, action items

Robert's Rules (Road to Order)

Process:

Motion - Mover + 2nd = action

Debate - Intro, discuss merit

Vote - Majority or 2/3rds



Motion

- Whereas - Preamble, explain why
- Be it Resolved that - Action
- Brief + Concise = BESST

Debate

- Discussion
- Finger Rules:
 - * 1 finger = New point
 - * 2 fingers = add to last point
 - * 3 fingers = circular discussion (aka: Put your fucking hand down)
 - * Pinky = Points (see below)
- Changes (Amendments) can be made to the original motion
- Amendments can be friendly, if not they must be voted on (see diagram)

Pinkie Points

- Privilege - volume, temperature, recess
- Order - suspect chair has ruled incorrectly
- Information - Question (factual)
- Parliamentary Inquiry - Procedural Q's

WESST and CFES Plenary RR Tips

- 1) All main motions are read and debated
- 2) Counterproposals read and debated
- 3) Voting
 - Counterproposals are major amendments that need time, not on the fly
 - Voting like the amend diagram below, the last submitted CP first, if passed done! (all others are void) but if fails move to next CP / the Main Motion
 - Motion to Commit: Send the action or task to a committee for work (Beware this is where motions go to die)
 - Motion to adjourn: Everyone's favorite, Not amendable or debatable!

Amendment, Debate, Vote Procedure

