

MEETINGITIS

PHYLLIS PIEFFER, NCTM

MTNA PAST PRESIDENT

MTNA

LEADERSHIP SUMMIT

SEPTEMBER 9-11, 2016

DIFFERENCES BETWEEN LARGE MEETINGS AND SMALL BOARD MEETINGS OF A DOZEN OR LESS (p. 469-471 RONR 10th Edition)

1. In large board business is transacted according to same rules of procedure as for deliberative assemblies.
2. In smaller boards (dozen or less), rules apply as far as practicable with some exceptions:
 - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - b. Motions need not be seconded.
 - c. There is no limit to the number of times a member can speak to a question.
 - d. Motions to close or limit debate generally should not be entertained.
 - e. Informal discussion of a subject is permitted while no motion is pending.
 - f. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced.
 - g. Unless agreed to by unanimous consent, all proposed actions of a board must be approved by vote under the same rules as in other assemblies.
 - h. The chairman need not rise while putting questions to vote.
 - i. The chairman can speak in discussion without rising or leaving the chair, and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.”
3. Effect of periodic partial change in board membership
“In cases where a board is constituted so that a specified portion of its membership is chosen periodically..., it becomes, in effect, a new board each time such a group assumes board membership. Consequently, all unfinished business existing when the outgoing portion of the board vacates membership falls to the ground.”

ELECTRONIC COMMUNICATION

1. Efforts to conduct the deliberative process by postal or electronic mail or fax transmission—which are not recommended—must be expressly authorized by the bylaws and should be supported by special rules of order and standing rules as appropriate, since so many situations unprecedented in parliamentary law may arise and since many procedures common to parliamentary law are not applicable. (p. 2 RONR-10TH EDITION)
2. The bylaws may authorize a board or committee to meet by videoconference or teleconference. If they do, then such a meeting must be conducted by a technology that allows all persons participating to hear each other at the same time (and, if a videoconference, to see each other as well). The opportunity for simultaneous communication is central to the deliberative character of the meeting, and is what distinguishes it from attempts to do business by postal or electronic mail or by fax. (P. 483 RONR 10TH EDITION)
3. As with respect to non-secret ballots, electronic mail and other means of electronic communication may be able to be tailored to comply with the requirements for balloting. (P. 411 RONR 10TH EDITION)
4. The personal approval of a proposed action obtained separately by telephone, or individual interview, even from every member of a board, is not the approval of the board, since the members were not present in one room where they could mutually debate the matter. If action on such a basis is necessary in an emergency, it must be ratified at the next regular board meeting in order to become an official act of the board. (P. 469 RONR 10TH EDITION)
5. MTNA Bylaws (as recommended by our lawyer)
“ Action taken by unanimous written consent of the members of the Board of Directors via mail, or electronic transmission shall be a valid action of the Board. Such action of the Board shall be preserved and reported in the official minutes.”

PARLIAMENTARY WORK SHEET

MOTION:

	MAIN MOTION	AMENDMENT (Primary)	AMENDMENT (Secondary)
MOVE Second			
Stated			
DEBATE			
For			
For			
For			
Against			
Against			
Against			
PREVIOUS QUESTION/ LIMIT DEBATE	For____ Against____ 2/3 vote	For____ Against____ 2/3 vote	For____ Against____ 2/3 vote
OTHER SUBSIDIARY MOTIONS			

VOTE REQUIRED
Tally: For _____ Against _____

LEADERSHIP RESOURCES

SUMMIT FOR MTNA LEADERSHIP

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Blanchard, Ken, and Johnson, M.D., Spencer. The One-Minute Manager. William Morrow and Company, Inc. New York. 1982. ISBN 0-688-01429-1.

Blanchard, Ken, and Lorber, Robert. Putting the One-Minute Manager to Work. William Morrow and Company, Inc. New York. 1984. ISBN 0-688-02632-X.

Cameron, Julia. The ARTIST'S WAY. Tarcher/Putnam. New York, NY. 1992. ISBN 0-87477-694-5.

Collins, Jim. Good to GREAT. HarperCollins Publishers. New York, NY. 2001. ISBN 0-06-662099-6.

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Covey, Stephen R., Merrill, A. Roger, and Merrill, Rebecca R. First Things First. Simon & Schuster, New York. 1994. ISBN 0-671-86441-6.

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Hersey, Paul, and Blanchard, Kenneth H. Management of Organizational Behavior: Utilizing Human Resources. Prentice-Hall, Englewood Cliffs, NJ. 1977. ISBN 0-13-548867-2.

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Johnson, Spencer, M.D. Who Moved My Cheese? G. P. Putnam's Sons, New York. 1998. ISBN 0-399-14446-3.

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Peters, Thomas J., and Austin, Nancy. A Passion for Excellence. Random House, New York. 1985. ISBN 0-394-54484-6.

Peters, Thomas J., and Waterman Jr., Robert H. In Search of Excellence. Harper & Row, Publishers, New York. 1982. ISBN 0-06-015042-4.

Riggenbach, Judy A. Up Your Effectiveness. Communication Dynamics, Wheat Ridge, CO. 1982. ISBN 0-937050-34-2.

Roberts, General Henry M. Robert's Rules of Order, Newly Revised (10th Edition). Perseus Publishing. Cambridge, MA. 2000. ISBN 0-7382-0307-6.

Robert III, Henry M., Evans, William J., Honemann, Daniel H., Balch, Thomas J. Robert's Rules of Order Newly Revised IN BRIEF. Da Capo Press (Perseus Books). Cambridge, MA. 2004. ISBN. 0-306-81354-8.

Sawi, Beth. Coming Up for Air. Hyperion, New York. 2000. ISBN 0-7868-6549-0.

Shriver, Maria. Ten Things I Wish I'd Known—Before I Went Out into the Real World. Warner Books, New York. 2000. ISBN 0-446-52612-6.

Sloma, Richard S. No-Nonsense Management. Macmillan Publishing Co, Inc. New York. 1977. ISBN 0-02-929220-4.

Susskind, Lawrence E., Cruikshank, Jeffrey L. Breaking Robert's Rules. Oxford university Press, New York. 2006. ISBN 0-19-530836-0.

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*Prepared by
Phyllis I. Pieffer
MTNA Director of Member Development
MTNA Past President
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