

# NEW EXECUTIVE COUNCIL MEMBER

## Crash Course in Parliamentary Procedure

### All those in favor say:

#### Why?

We conduct meetings using parliamentary procedure because it helps keep things moving, gives everyone a voice (Even newbies like you!), and saves time.

We mostly follow the meeting rules outlined in Robert's Rules of Order Newly Revised. Feel free to take a crack at reading it, but at about 700 pages we'd understand if you just stuck to the basics we'll be giving you here.

### Roll Call

The Executive Council is mostly made up of 2 groups: elected officers, and appointed committee chairs.

Both groups have equal rights at meetings. Everyone gets one vote, everyone can debate, everyone can say aye or nay, and everyone can bring business to the table.

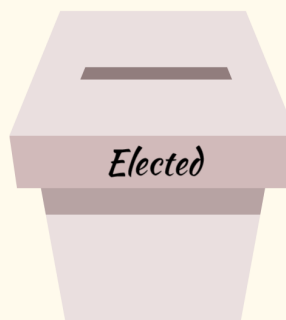
No member at the table has more or less power than another.

The only exception is the President, but only because they're supposed to remain fair and impartial, so they don't debate or take sides without temporarily stepping down.

### MEETING BASICS

- ✓ A majority of the total members on the council must be present to start a meeting. We call this majority a quorum.
- ✓ Each meeting follows an order of business, or agenda. Officers and committee chairs call or email the President in advance to add to the agenda. New business is introduced at the end of the meeting.
- ✓ Business is discussed and voted on one item at a time to keep things focused.
- ✓ Each member may speak twice on an item.
- ✓ A member can't speak twice until all members wishing to speak once have spoken.
- ✓ The President chooses who speaks and switches between pro and con when possible so both sides are heard equally.

### EXECUTIVE COUNCIL



President  
Vice President  
Past President  
Secretary  
Treasurer  
Parliamentarian  
President Elect  
West Building Rep.  
East Building Rep.  
(Pres. of Paras)  
(Pres. of Secretaries)

#### Appointed



SWAC Rep.  
SWICLC Rep.  
SWICLC Delegate

Comptroller  
Nominations and Elections  
Calendar  
Constitution  
Budget and Finance  
Grievance  
Insurance  
Legislative/Cope  
Membership  
Negotiating  
Public Relations  
Professional Issues  
Technology  
Health and Safety