

Transacting Business at a Meeting

You'll see these terms and procedures referenced in the Bylaws and at Annual Meeting. Annual Meeting is a formal business meeting following parliamentary procedure. This is to ensure that all parties involved in governance are represented at the meeting and that all agenda items are addressed.

QUORUM

A quorum is the minimum number of members who must be present at a meeting for business to be legally transacted.

PARLIAMENTARY PROCEDURE

The parliamentary rules followed by Girl Scouts Western Pennsylvania are Robert's Rules of Order Newly Revised.

PARLIAMENTARY PROCEDURES – BASIC POINTS

To be recognized by the chair, you must obtain the floor by stating your name and Girl Scout position.

A motion must be made and seconded to open any matter for discussion. Motions must relate to the business before the council.

When making a motion during the business meeting, simply state, "I move that...".

Motions should be positive statements (e.g. Will is positive, will not is negative).

First or main motions may be amended (changed or clarified) by: adding to (add more words or phrases, etc.) changing words (strike or delete words and insert others) or substitution (a different motion may be made to replace the first one).

Group action on amended motions begins with the last amendment made and each succeeding amendment until the first motion appears (as it was made or changed through amendments as defeated or passed). Action is then taken on the main motion.

A motion to move "previous question" or "question" is one designed to close or limit debate.

Rising to a point of order may interrupt discussion. Members may use this to ask the chair for a clarification or decision on rules and procedures or to ask the chair for information. Note: All requests for information are addressed to the chair even though the information requested is from another person.

To postpone a decision on the motion, members may make a motion "to refer" (to a specific group), "to postpone" the decision to another meeting or "to table" a motion.

Members who wish, may question the vote count and call for "division".

Members wishing a former motion be brought up again may move "to reconsider" and specify the motion. (Requires mover to have voted "in favor" of the motion she or he wishes to reconsider.)