

## PARLIAMENTARY DON'TS FOR MEMBERS

- Don't** be late for the meeting. You may be needed to complete a quorum.
- Don't** sit in the rear. Leave the rear seats for the late ones.
- Don't** say "I make the motion" or "I move you." Say "I move."
- Don't** wait to obtain the floor in order to second a motion.
- Don't** stand while another is speaking.
- Don't** fail to take part in the debate if you have a viewpoint to express, or want information of parliamentary assistance.
- Don't** claim the floor the second time if there are others who wish to speak the first time.
- Don't** speak on a motion while the vote is being counted or taken.
- Don't** address a woman chairman as chairlady—say "Madam Chairman."
- Don't** carry on a conversation with your neighbor while someone is speaking.
- Don't** forget to notify the chair of a committee of which you are a member if you cannot attend a committee meeting.
- Don't** delay paying your dues on time.
- Don't** accept an office unless you are willing to assume the responsibilities of the office.
- Don't** use your knowledge of parliamentary law to hinder business by constantly raising points of order, and insisting upon the strict observance of every rule at a meeting in which the majority of the members have no knowledge of these rules.
- Don't** leave the meeting, unless necessary, until the President declares the meeting adjourned. You may be needed for the quorum or something very important may come up at the last moment.