

PARLIAMENTARY LAW MADE EASY PART II OR ROBERT'S RULES OF ORDER CAN HELP TO RUN A SMOOTH STAFF MEETING

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There are three fundamental principles of democracy and Parliamentary procedure. Knowing these principles, you will be able to solve problems that come up in your organization and meetings will help even if you don't know specific rules.

1. **TAKE UP BUSINESS ONE ITEM AT A TIME.** Doing so maintains order, expedites business and accomplishes the purpose of the organization.
2. **PROMOTE COURTESY, JUSTICE, IMPARTIALITY AND EQUALITY.** This ensures that everyone is heard, that members treat each other with courtesy, that everyone has the same rights and that no individual or special group is singled out for special favors.
3. **THE MAJORITY RULES, BUT THE RIGHTS OF INDIVIDUAL, MINORITY AND ABSENT MEMBERS ARE PROTECTED.** This principle ensures that, even though the majority rules, the minority has a right to be heard and its ideas are taken seriously.

WSSMA has adopted Robert's Rules of Order current edition as stated in WSSMA Bylaws as our guideline for conducting our business. Most organizations and businesses use these guidelines to keep the meetings organized and under control. Staff meetings are one place that Robert's Rules could help. In your staff meetings or if there is conflict in your office, following these Rules may help with staff meetings or another way to make resolutions of conflict.

REMEMBER: Your Leadership notebook has most of this information.

AGENDA

This is an important tool at any meeting, especially staff meetings. This Agenda is to be given to the staff/physicians prior to the meeting. This is why our President gives the Board and Chairs of Committees and agenda prior to our Board meetings as this gives everyone invited to the meeting a chance to know what is going to be addressed at the meeting. It gives staff and members of the board a place where new and old business is to be addressed and where announcements can be made. This is very helpful to keep the meeting orderly and effectively keeps the meeting on time. Another item that can be on the Agenda is committee reports. These may be on safety or potluck committees or at board meetings may be membership or audit committees. It is important to listen to these reports as if there is a "Recommendation" in the report, it may require action. This may need a vote or require further information for implementation by the board or office.

Of course, if you are attending a board meeting those recommendations from the Bylaws Committee will be addressed at the House of Delegates. Those recommendations need to be taken back to the Chapters for discussion even if they are just housekeeping changes.

**BYLAWS ARE TO BE CHANGED AT THE HOUSE OF DELEGATES.
STANDING RULES CAN BE CHANGED AT BOARD MEETINGS.**

REMEMBER: Agendas are to be kept simple – an outline of the business to be discussed.

QUORUM

In most organizations that have regular meetings, members could be absent. The organization should not be bound by decisions made by a representatively small number of members who might attend a meeting. To prevent this, a QUORUM – a minimum number of members who must be present – is required for a meeting to conduct substantive business.

In WSSMA Bylaws, Article Fifteen Section 7, it is stated a majority of the ELECTED DELEGATES shall constitute a Quorum . A Quorum may not be needed at a staff meeting , just a simple majority if there is a controversial item. It is also stated that the Speaker of the House needs to have those names of the WSSMA ELECTED DELEGATES 60 days PRIOR TO THE HOUSE OF DELEGATES.

How to figure a quorum is to divide the number of WSSMA ELECTED DELEGATES by two and add one. For instance the Elected Delegates is 50, divide by two and add one, so the Quorum would be 26.

A Quorum is needed to make sure there are enough elected delegates seated to hold a House of Delegates per our bylaws.

REMEMBER: Elected Delegates is the number to decide if there is a quorum.

For instance, if Greater Spokane Chapter can only elect three delegates even though they are entitled to seat four, it is only the three delegates that were elected who will be counted for the quorum.

NOTE: At AAMA National the Speaker of the House only announced that there was a quorum present and no numbers were given.

MAJORITY

Majority is the number of seated delegates plus proxies divided by two and add one. For example, King County has seated four delegates and they have two proxies. All six votes will be counted in the majority. At the House, if the seated delegates number 52 and there are six proxy votes the majority the majority would be 30 (52 plus 6=58, divide by 2=29 plus 1=30).

The difference between a Quorum and a Majority is: a Majority is the number of seated delegates plus proxy votes divided by two and add one. A Quorum is the number of elected delegates divided by two and add one.

