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**Glenda Masingale Manson**  
Central Area Director



# Taking Care of Business

## Central Area

# “Power of One Chat”

## 8:00 P.M. EST

# February 28, 2016



Glenda Masingale Manson  
Central Area Director



# Taking Care of Business

## Link Sarah Brown-Clark Central Area Parliamentarian



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Central Area Director

# Contents

- Amending National Documents
- Bylaws Checklist
- Presiding Tips for Chapter Presidents
- Role of the Parliamentarian
- Role of the Membership



# Amending the Links Incorporated Constitution and Bylaws

- December 29, 2015
  - Proposed amendments to the Links Incorporated Constitution
- February 29, 2016
  - Proposed amendments to the Links Incorporated Bylaws
- May 29, 2016
  - Proposed amendments to the Links Foundation Bylaws



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Submit to:

- Link Margaret Winn  
–Margo1890@aol.com



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# Submitting a Proposed Change

- Unclear current bylaw provision
- An item unaddressed in the bylaws
  - Qualifications of Officers
  - Duties of a Committee
- Conflicting Bylaw provision



# Hierarchy of Rules

- Federal, State, and Local Laws
- Corporate Charter of The Links, Incorporated
- Constitution and Bylaws of The Links, Incorporated
- Policy Documents of The Links, Incorporated
  - Manual of Procedure
  - The Membership Manual
  - The Financial Handbook
- Chapter Bylaws
- Parliamentary Authority (Robert's Rules of Order)



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# Chapter Bylaw Checklist

- Use the Checklist to compare to the chapter bylaws
- Provisions to Include
- Suggested wording
- Useful during the chapter's bylaws consideration check [www.LinksInc.Org](http://www.LinksInc.Org)
  - Members Only

## Section/Documents/Constitution and Bylaws

# The Chapter President

- 1. Learn your position
  - Rule #1 –You are never going to “wing it” and do a good job
  - Solicit advice from people who are good at presiding
  - Solicit feedback from officers
  - Learn to use humor to lighten tense meetings
  - Use recesses to let off steam and re-focus meetings

# The Chapter President

- Prepare thoroughly
  - Review and understand your governing documents
  - Know the history of the chapter and the national organization
  - Understand the people/ group dynamics
  - Consult with the parliamentarian before the meeting

# The Chapter President

- Create substantive agendas
  - Create agendas with an order that makes sense and is considerate of the members
  - The agenda should make members feel like coming to the meeting
  - Focus on the objectives of the organization
  - Show leadership
  - Communicate your expectations

# Agenda Sample

1. Called to Order – Opening (Links pledge and song)
2. Roll Call
3. Reading and Approval of Minutes
4. Correspondence
5. Reports of Officers and Standing Committees
6. Reports of Special (Ad Hoc ) Committees
7. Unfinished Business
8. New Business

# The Chapter President

- Transparency
  - Explain what you are going to do, what you are doing and what you did
  - Ask for questions and comments
  - Respond directly to questions and assure a quick response if you don't know the answer
  - Allow your opponents the access and time to which they are entitled but no more
  - Acknowledge mistakes quickly and move on



# The Chapter President

- Follow through on promises
- Keep executive sessions and closed meetings to a minimum

# The Chapter President

- Be Patient and Professional
  - Remain neutral in the chair
  - Always follow the rules
  - Help members craft motions
  - Foster an environment of fairness
  - Be observant of quorum requirements
  - Begin and end meetings on time



# The Chapter President

- Protect Member Rights
  - Don't allow members to speak out of turn or more than the rules allow
  - Allow members the rights to which they are entitled
  - Always observe decorum
  - Do not allow members to question another member's character or motives
  - Do not be afraid to call an unruly member by name

# The Chapter President

- Remember that Robert's is there to allow the minority to make their best case, but also to protect the rights of the majority

# The Chapter President

- Make others successful
  - Create committees to help accomplish important work
  - Be a good mentor
  - Provide leadership opportunities
  - Acknowledge capable people
  - Foster an environment of productive teamwork
  - Reward good work

# Bylaws

- Bylaws are rules adopted and maintained by the organization to define and direct its structure and management.
- Bylaws define how the organization is formed and how it will be run.
- Bylaws are the agreement between the organization and its members that generally will be honored and enforced in a court of law.

# Bylaws

- Bylaws describe rights and obligations of members and officers.
- Bylaws should be the primary reference in avoiding or resolving differences.
- Bylaws should be adopted, reviewed regularly and amended as needed.

# Purpose of Parliamentary Procedure

- To expedite business
- To assure legality
- To protect the rights of the minority

# The Chapter President

- Use time wisely
  - Provide timely, clear and complete notices of meetings
  - Avoid springing surprises on the members in the meetings
  - Make sure meetings are organized and flow well
  - Learn skills that help move meetings along
  - Train members to contribute effectively and efficiently

# The Chapter President

- Remember: members will continue to participate when their time is well spent
- Choose a parliamentarian who is willing to do the work
  - Be familiar with the National Bylaws and Constitution, the Chapter Bylaws and the parliamentary authority, Robert's Rules of Order
  - Be familiar with the policy documents of The Links, Incorporated
    - Manual of Procedure
    - The Membership Manual
    - The Financial Handbook



# The Chapter Parliamentarian

- Gives advice to the presiding officer
- Helps the presiding officer preside efficiently and effectively and tries to keep them from panicking
- Works with the president between meetings and reviews the agenda before meetings
- Much of the work of the parliamentarian should be done outside of the meeting



# The Chapter Parliamentarian

- Helps expedite the business and assists the President in keeping the meeting moving
- Calls the President's attention to infractions of the rules as quietly and inconspicuously as possible
- Keeps notes of the business of the meeting in order to help the chair know what the current parliamentary situation is and to help keep the business on track

# The Chapter Parliamentarian

- Knows the bylaws and understands at least basic parliamentary procedure and the nominating/ election process
- Does not vote unless the vote is taken by ballot and the parliamentarian speaks as little as possible in debate
- Seeks advice from other sources when in doubt about parliamentary problems

# The Chapter Member

- Prepare thoroughly for each meeting
  - Standing Committee Reports, Facets, etc.
  - Provide written reports for membership and Chapter Secretary
  - Explain what you're going to do, what you're doing and what you have done
  - Be prepared for questions from other members
  - Politely respond to questions, "through the chair"

# Motions

- Main Motions
  - Bring significant question to the membership for debate and action
  - Subsidiary motions deal with the original main motion
  - Privileged motions do not relate to any business, but they take precedence over everything
  - Incidental motions do not necessarily relate to business but answer questions of procedure with regard to motions



# Subsidiary Motions

- Postpone indefinitely - kills the original motion without a direct vote
- Amend – modifies main motion before vote
- Commit or Refer – assigns motion to committee for investigation or report
- Postpone Definitely – delays question to a definite time
- Limit or extend debate
- Previous question closes debate – immediate vote
- Lay on the table interrupts current business to introduce urgent business



# Privileged Motions

- Call for the orders of the day
- Raising a question of privilege which permits an emergency motion or question dealing with the rights and privileges of the members
- Recess- short break from the meeting
- Adjourn – closes the meeting
- Fix the time to adjourn



# Incidental Motions

- Do not necessarily relate to business but answer questions of procedure.
- They take precedence over any pending motions.
- They must be decided before business can continue.





# Incidental Motions 2

- Point of order – requires a ruling from the chair when a member thinks the rules were broken
- Appeal – takes a decision from the chair and gives it to the membership
- Suspend the rules – when the membership wants to do something it cannot do without breaking the rules
- Objection to consideration – a means of avoiding a main motion that the members think should have never come before it
- Parliamentary Inquiry – question on parliamentary procedure
- Point of information requests information from the chair about the matter at hand
- And many more – check Robert’s Rules of Order

## Pointers 2

### The Main Motion may:

- Be postponed indefinitely
- Amended
- Referred to Committee
- Postponed to a certain time
- Debate may be limited or extended (2/3)
- Previous question (2/3)
- Laid on the table (2/3)
- Reconsider (2/3)

# The Chapter Member

- Address comments and questions “through the chair”
- Acknowledge mistakes
- Know your governing documents and follow the rules
- Respect chapter officers and members
- Learn the appropriate language for motions and when possible, submit your motions to the Chapter secretary in writing



# The Chapter Member

- Be on time for meetings
- Be respectful of the meeting by refusing to engage in “side” conversations
- Express yourself in the meeting, not in a post meeting parking lot or telephone conversation

# The Chapter Member

- Remember that your chapter of The Links, Incorporated should a place:
  - Where business is handled in a polite, orderly fashion
  - Where members feel welcome and look forward to attending
  - Where members are busy developing programs that serve the community

# New Business

- New items brought up by a member offering a proposal, an idea or an action by making a motion
  - Chair recognizes the member
  - Member says, “I move that....”
  - Another member seconds the motion
  - Chair states the motion
  - Members debate
  - Chair puts question
  - Chair announces results

# Pointers

## The Main Motion may:

- Be postponed indefinitely
- Amended
- Referred to Committee
- Postponed to a certain time
- Debate may be limited or extended (2/3)
- Previous question (2/3)
- Laid on the table (2/3)
- Reconsider (2/3)

## Pointers 2

- The Previous Question
  - Used to bring members to an immediate vote
  - Closes debate and amendments
    - “I move the previous question”
    - Requires a “second”
    - Requires a 2/3 affirmative vote
  - Calls of “question” by members from their seats are not motions for the previous question and are disorderly conduct





# From National Parliamentary Prescriptions for the Future

- 1. Just as we take charge of our health, we should take care of our organization's adopted documents by:
  - Reviewing
  - Proposing changes and updating as appropriate
- 2. The National Constitution and Bylaws always take precedence
  - Some inconsistencies in manuals are being addressed



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# Important to Know

- It is imperative that the appropriate protocol is used
  - Chapter Parliamentarian
  - Area Parliamentarian
  - National Parliamentarian

## Prescription 4

- All members should know our governing documents

# Summary

- Every member of The Links, Incorporated has a responsibility to uphold the programs and standards of the organization
- Your ideas may not always prevail, but as long as we are providing meaningful service to our communities, you should agree to disagree and move the organization's agenda.
- So, finally, my sisters, let's get busy and take care of our Chapter, Area and National business, and let's do this decently and in order!



- We pledge to conduct our meetings decently and in order.
- Thank you for your time and attention to details! Please feel free to contact me at **[sbrowclark@cboss.com](mailto:sbrowclark@cboss.com)**



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# Taking Care of Business



# Questions?



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