



Virtual Meetings & Parliamentary Procedure

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PARLIAMENTARY PRINCIPLES

- One subject at a time
- Majority rules
- Member equality
- Debate decorum
- Minority must be heard
- Absentee rights
- Silence is consent

MEMBER RIGHTS

- to speak
- to be heard

CONFLICTS

- Order

ORDER “trumps” members’ right to speak & be heard

A GREAT MEETING

- Proper wording of a **motion** leads to debate.
- **Debate** that leads to a resolution, a decision, a conclusion
- Order, procedures, rules, **AGENDA**
- **Expedite** business, maintain order & fairness, courteous, logical & efficient

Expedite Business

- Use **unanimous consent** (demonstrate)
“If there is no objection **(state the motion)** is adopted.” [PAUSE] “No objection is heard, the motion to **(state the motion)** is adopted.” OR
“An objection is heard, is there any debate on the **(state the motion)**.”
- **Assume a motion (done by chair)** (demonstrate)
 - Adopt minutes – “Are there any corrections to the minutes?”
[PAUSE] There being no corrections, the minutes are approved.”
 - Adjourn – “Is there any further new business? [PAUSE] If there is no further new business, the meeting will be adjourned?
[PAUSE] The meeting is adjourned.” [rap gavel once, ending the meeting]
- **Consent Agenda helps to expedite business**

Virtual Recognition

- **“Second”** – Unmute and announce “second” or type “second” in the chat box.
- **“Division”** – There is no division in virtual meetings as all voting is done via “Polling” or “Unanimous Consent”.
- **“Point of Order”** – The “raise hand” icon can be used.
- **“Call for the Orders of the Day”** – The “raise hand” icon can be used.

CAN I TALK NOW? – IT ALL DEPENDS!

It is the chair's job to recognize members who are **entitled to the floor** (right to talk).



Use the **chat box** to indicate a desire to be recognized.

VIRTUAL MEETING TIPS

Virtual meetings require additional rules to ensure order. These are “Special Virtual Meeting Ground Rules”.

Ensure proper “notice” of the meeting is given & members know how to access the meeting (link).

Maintain proper decorum & speaking rules.

The motion under discussion is displayed or screen-shared for all members to see.

For voting, use “raised hand” icon, on-line polling or voting software.

SPECIAL RULES FOR VIRTUAL MEETINGS

1. Each member is responsible for their connection to the internet, no action will be invalidated on the grounds that the loss of, or poor quality of a member's connection prevented participation in the meeting.
2. Polling feature will be used in the place of voice votes, unless at the discretion of the chair unanimous consent is used.

SPECIAL RULES FOR VIRTUAL MEETINGS

3. RECOGNITION: To seek recognition, a member must type their name in the chat box.
4. Member intending to make a motion, ie offer an amendment, refer to a committee, etc. will post the motion in writing in the chat box.
5. The chat box will not be used for any other purpose.
6. Each member must identify themselves with their first and last names.

SPECIAL RULES FOR **VIRTUAL MEETINGS**

7. The chair may order the muting of any member's connection if it is causing undue interference with the meeting.
8. Display of Motions: The Secretary shall be responsible for the display of motions or the immediately pending amendment until disposed of.
9. Interrupting a member maybe made by using the "raise-hand" icon and shall wait a reasonable time for the chair's instructions before attempting to interrupt by voice.

FINAL THOUGHTS

Things take longer in virtual meetings.

Members may have to be reminded to “Unmute”.

Don't let the discussion drift to unimportant peripheral points.

Take a 10-minute break after each hour to help maintain focus.

