

TOP 10

Parli-Pro Things to Know in your county Farm Bureau

1. Before any business can be transacted the meeting must be called to order. Once that is done business can be accomplished by making and receiving motions.
 - a. For a person to make a motion they would say "I move to ..." or "I move that ...".
2. The motion will then need to be seconded or supported. If a motion does not receive support the motion dies.
3. There should only be one motion on the floor at a time. Until that motion is disposed of no other business should be addressed.
4. Do not make negative motions – if you do not support something do not act on that item.
5. Making or seconding a motion does not necessarily mean that the member favors the motion, but might only wish to place the motion on the floor to discuss. On the same hand, a member should never feel compelled to vote – a member can abstain from a vote at their discretion.
6. Members can amend a motion to add language, insert language, strike out language, or strike out and insert language. Be sure to discuss and vote on the amendment before returning to the main motion.
 - a. Primary Amendment
 - b. Secondary Amendment: must apply directly to the primary and not skip back to the main motion.
 - i. Example:
 1. Main Motion – "to purchase a table"
 2. Primary Amendment – "to insert 'oak' before table"
 3. Secondary Amendment – "to insert 'blond' before oak"
 - ii. In this example you would vote on the secondary amendment, then the primary amendment, and then the main motion.
 - c. Friendly Amendment: must have unanimous consent – if not it must be handled like a normal amendment.
7. At a board meeting, you must approve minutes, financials, new members and address any new business that comes before the meeting. Not sure if you need a motion? If the project is already in your budget, you do not need to have a motion. If the project will cost the county money not originally budgeted for, a motion would be in order. If you are requesting specific action of board members or a committee, a motion would be in order, for example making a motion to get at least three quotes for snow removal.
8. You can approve multiple month's minutes and financials in one motion, in fact, you could adopt a consent agenda where minutes, financials and memberships are approved in one motion!
9. Always remember executive session! If a sensitive topic comes up, call an executive session – that is your right. This would dismiss all non-voting members from the board room. You could ask your regional manager and CAM to stay if you would like but at times you may want to excuse them as well and you can!
10. In case of heated discussion, debate – if needed the chairperson can defer the chair to the vice-president to dispose of the motion in order to reduce biases. (Note: Disposing of a motion simply refers to making some decision about the motion so that you can move on to the next item of business – in other words, it's the result of all the talk.)

For a more in-depth Parliamentary Procedure rules and guidelines, please reference the "The Meeting Will Come To Order" booklet.

SAMPLE SCRIPTING FOR MAIN MOTIONS AND AMENDMENTS:

Accepting a Main Motion:

1. If support does not happen immediately, ask "Is there support?".
2. If yes, proceed: "It has been properly moved and seconded to _____. Is there any discussion?"
3. Give board members time to discuss before calling for a vote – the maker of the motion should have the first chance to discuss.
4. Once discussion concludes: "Is there any further discussion? Seeing none, we will proceed to vote on _____. All those in favor say "aye", all those opposed say "no".
5. "Motion Passes/Fails"

Primary Amendment:

1. When an amendment is made you must handle the amendment before the main motion.
2. If the amendment is supported: "It has been moved and seconded to amend the motion by (adding, striking and/or inserting) _____. Is there any discussion?"
3. Give board members time to discuss before calling for a vote – the maker of the amendment should have the first chance to discuss.
4. Once discussion concludes: "Is there any further discussion? Seeing none, we will proceed to vote on the amendment _____. All those in favor say "aye", all those opposed say "no".
5. "Amendment Passes/Fails"
6. If the amendment passes or fails, you will return to discussing the main motion as amended or as originally presented, see line 3 above.

Secondary Amendment:

1. A secondary amendment may be made, if it applies directly to the primary motion.
2. If the amendment to the amendment is supported: "It has been moved and seconded to amend the amendment by (adding, striking and/or inserting) _____. Is there any discussion?"
3. Give board members time to discuss before calling for a vote – the maker of the amendment should have the first chance to discuss.
4. Once discussion concludes: "Is there any further discussion? Seeing none, we will proceed to vote on the amendment to the amendment _____. All those in favor say "aye", all those opposed say "no".
5. "Amendment Passes/Fails"
6. If the secondary amendment passes or fails you will return to discussing the primary amendment, as amended or in its original form. See line 3 above.

Friendly Amendment:

1. "Is there unanimous consent to accept this as a friendly amendment?"
2. If yes, pursue discussing the motion as amended.
3. If no, handle as a normal amendment.