



**MAKING
MEETINGS
RUN
SMOOTHLY**

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Answering Parliamentary Questions

by
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ORAL QUESTIONS

Sometimes the answer to a question will change when additional information is provided. Always be sure to get all the facts before rendering an answer.

1. "Can the secretary make a motion?"

IF: _____

2. "Can the chairman of the board speak in debate during a board meeting?"

IF: _____

3. "Was it in order for the secretary to change the minutes without a vote of the members?"

IF: _____

4. "Can the board prevent a general member from attending a meeting?"

IF: _____

5. "A two-thirds vote is required to rescind a motion, correct?"

IF: _____

USING THE TINTED PAGES

6. What vote is required to Reconsider the vote on a motion in a committee?”

Tinted pages ____ - ____, # ____

7. “Is a motion to create a blank by striking out debatable?”

Tinted pages ____ - ____, # ____

8. “Does the motion Take From The Table require a second?”

Tinted pages ____ - ____, # ____

9. “What is the proper language to use when making a motion to Fix The Time To Which To Adjourn?”

Tinted page ____, # ____

10. “What vote is required to approve the minutes?”

Tinted pages ____ - ____, # ____

QUESTIONS VIA E-MAIL

Ms. Jane Doe:

Thank you for your inquiry. I have included your question and my response below:

QUESTION: A motion was put to a vote and it passed. Later, it was discovered that the motion never received a second. What should we do now?

RESPONSE: After a motion has been adopted, the lack of a second is immaterial. See RONR (12th ed.) 4:13, which states, “If a motion is considered and adopted without having been seconded—even in a case where there was no reason for the chair to overlook this requirement—the absence of a second does not affect the validity of the motion’s adoption.”

The preceding are general responses, based on common parliamentary law and Robert’s Rules of Order Newly Revised. They do not account for any factors beyond the information that you have provided, such as specialized rules of your organization or applicable procedural laws in your state, which may affect the accuracy of the responses. These responses are not intended to be used in place of or to refute the professional opinions of any parliamentarian.

Best regards,

Paul LeMon Terrian

WRITTEN PARLIAMENTARY OPINION

Do Not Rely On The Client For The Questions

The parliamentarian should assist in determining the following details:

- How many questions will there be?
- What is the ultimate goal of the Parliamentary Opinion?
- Will the answers achieve the ultimate goal?
- Are the questions clear and complete?

Governing Documents

- Obtain All Governing Documents
- Find Out If The Organization Is Incorporated
- Find Applicable Procedural Rules In State or Federal Statutes

Preparation

- Do A Quick Initial Search For The Answer
- Note Any Subsequent Questions Or Doubts You Have
- Search For Answers To Your Subsequent Questions Or Doubts
- Write A Rough Draft
- Review Governing Documents Completely, From The Top Down

Managing Expectations

- Advise The Client That You Won't Know The Outcome Until The Opinion Is Complete
- If The Client Insists On A Specific Outcome, Turn The Job Down
- Not All Clients Are Expecting Any Particular Outcome
- It's Okay To Alter Some Details Of The Opinion, So Long As The Accuracy Isn't Compromised
- Avoid Names Whenever Possible

PARLIAMENTARY OPINION

for the ABC Association

January 1, 2029

INTRODUCTION

I have been asked by the ABC Association to submit a parliamentary opinion answering the following questions:

1. Can Life Members serve as Directors?
2. Can a Life Member make nominations for the office of Director?

BACKGROUND INFORMATION

I was provided a copy of the ABC Association's Articles of Incorporation and Bylaws, by the ABC Association.

RESOURCES REFERENCED

Procedural rules contained in the Florida Statutes — FL Statutes

Articles of Incorporation of the ABC Association — The Articles of Incorporation

Bylaws of the ABC Association — The Bylaws

Policies & Procedures of the ABC Association — The Policies & Procedures

Robert's Rules of Order Newly Revised 12th Edition — RONR (12th ed.)

DISCUSSION

1. **Can Life Members serve as Directors?**

There is no rule in the governing documents of the ABC Association or in *Robert's Rules of Order Newly Revised* 12th Edition that established eligibility requirements for serving as a director. Without an eligibility requirement that would prohibit an individual from serving in the office of director, any individual is eligible to serve as a director.

2. **Can a Life Member make nominations for the office of Director?**

The Bylaws, Article III, Section 4, states, "Life Members shall have all of the privileges of Regular Members." The Bylaws Article III, Section 2, states, "Once elected to membership, and upon the payment of the initiation fee, Regular Members shall have full membership rights." These provisions make it clear that Regular Members have full membership rights and that Life Members share this privilege of full membership rights.

RONR (12th ed.) 1:4, states, "A member of an assembly, in the parliamentary sense . . . is a person entitled to full participation in its proceedings, that is, . . . the right to attend meetings, to make motions, to speak in debate, and to vote. No member can be individually deprived of these basic rights of membership—or of any basic rights concomitant to them, such as the right to make nominations . . . except through disciplinary proceedings." This provision makes it clear that the right to make nominations is a basic right of membership.

CONCLUSION

1. **Can Life Members serve as Directors?**

Yes. There is no prohibition against a Life Member serving as a director.

2. **Can a Life Member make nominations for the office of Director?**

Yes. The right to make nominations is a basic right of membership.

DISCLAIMER

This opinion is based on Common Parliamentary Law, which deals with the established principles of parliamentary procedure relating to the fair and orderly transaction of business in deliberative assemblies and the protection of the rights of members, and which is a separate field from federal, state, and local law. This is not a legal opinion, and nothing in this opinion is intended to be legal advice or legal counsel. An attorney should be consulted in regards to any legal questions.

**EXERCISE:
DRAFTING A WRITTEN PARLIAMENTARY OPINION**

1. Can the Recording Secretary, the Corresponding Secretary, and the Treasurer call a special meeting of the Executive Board?

2. Can the President prevent a special meeting from being called?

Preparation

- Do A Quick Initial Search For The Answer
- Note Any Subsequent Questions Or Doubts You Have
- Search For Answers To Your Subsequent Questions Or Doubts
- Write A Rough Draft
- Review Governing Documents Completely, From The Top Down

Subsequent Questions: _____
