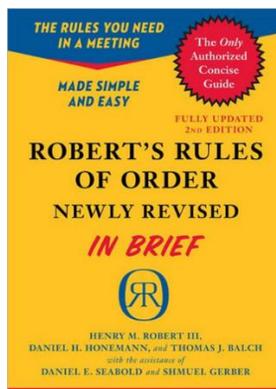


Parliamentary Resources:

It is an honor for me to serve again as Springfield Council of PTAs Parliamentarian. My experience in Parliamentary procedure has come solely from my volunteer service in PTA for the past 20 years, including serving as Past President of Springfield Council of PTAs and Past President of the Missouri PTA.

New PTA/PTSA presidents and also veteran volunteers are well served by reviewing the Bylaws of your PTA. If you are the president of your PTA, or the parliamentarian, you should be the one in the room who has the most knowledge of your own PTA bylaws.

My favorite resource for answering questions of parliamentary procedures (that are not answered from a review of the bylaws) is the book Robert's Rules of Order *IN BRIEF*. This book is available at www.parliamentarians.org in the website store for only \$7 plus shipping. It should be able to answer all your parliamentary questions. If not, please consider me your resource on call 417.830.4352 or petiford@sbcglobal.net. If I am unable to answer your questions, Missouri PTA has a professional parliamentarian, Dr. Leonard Young, available to help as well. Dr. Young has served the Missouri PTA and its member units for over 20 years. He teaches workshops at the Missouri PTA convention each year, and I highly recommend PTA leaders attend his workshop.



The council website has articles on Parliamentary procedure that you might also find useful. <https://scptamo.com/officer-resources/parliamentarian-questions/> I will also be reviewing best practices in the council newsletter each month. Again, please don't hesitate to ask if I can help in any way.

Parliamentary Tips:

If your meetings tend to run longer than expected and those attending the meeting have voiced their concern over the length of your meetings, ask the group if they would like to appoint a timekeeper. Also ask the group to consider timing each agenda item. The time to begin each discussion as well as the allotted time would be outlined on the agenda. The appointed timekeeper will help the group stay on track. (This duty should be rotated to allow all members

to understand the role of the timekeeper). If a discussion goes over the allotted time, have the group decide if the discussion should continue. If using this method, it is a good idea to circulate the agenda at least a couple of days before the meeting.

Items that need more discussion can also be tabled until the next meeting or sent to a committee for further consideration/discussion and a report for next time.

Spend the last few minutes of your meeting evaluating your meeting and planning for the next meeting. Consider a flip chart with "+" on the left and "-" on the right. Identify the things that went well in the meeting that you want to retain and those that need improvement for future meetings. Discuss items that need to be on the agenda for the next meeting. If you notice continued discussions in the parking lot after your meeting, ask the group "what thoughts or feelings are likely to be discussed in the parking lot after the meeting?" These considerations, if accepted without defensiveness, will provide information that the group needs to learn collectively.

Another effective way to keep your meeting on time is to start on time. Dr. Leonard Young suggests that while using a gavel to start the meeting may seem too formal for your group, it is an excellent way to signal that the meeting is starting. Another way is to have the chair greet attendees at the door. When the chair takes their seat, this should be a signal to the others that the meeting is starting.