

Parliamentary Procedure 101

The Basics of Effective Meeting Management

Smile & Think Leadership Programs
Michael DeRosa

Parliamentary Procedure 101

Program Outline

- Terms to Know
- Basic Meeting Tools
- Brief History Lesson
- Motions/Second
- Debate/Discussion
- Bringing a Motion to a Vote
- Voting
- The Language of Motions
- Tips for Presiders
- 8 Easy Steps!
- Keeping the FUN in your meeting!

...Now, let's begin!

Parliamentary Procedure 101

Terms to Know

- Parliamentary Law
- Parliamentary Procedure
- Robert's Rules of Order
- Charter
- Constitution/Bylaws
- Ranking of Importance
- Meetings/Sessions/Recess/Adjournment

Parliamentary Procedure 101

Terms to Know

- **Parliamentary Law**
- **Parliamentary Procedure**
- **Robert's Rules of Order**

Parliamentary Procedure 101

Terms to Know

- **Charter**
- **Constitution/Bylaws**
 - *Please refer to Handout 101A*
- **Ranking of Importance**

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Terms to Know

- **Meetings**
- **Recess**
- **Adjournment**
- **Sessions**

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Basic Meeting Tools

- **Invitations/Notice**
- **Room Set-up**
- **Audio-Visual**
- **Agenda**
- **Minutes**
- **Proposals**
- **Roles/Officers**
- **Gavel/Gavel Block**
- **Quorum**

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Basic Meeting Tools

- **Invitations/Notice**
- **Room Set-up**
 - *Please refer to Handout 101B*
- **Audio-Visual**

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Basic Meeting Tools

- **Agenda**
 - *Please refer to Handout 101C*
- **Minutes**
 - *Please refer to Handout 101D*
- **Proposals**
 - *Please refer to Handout 101E*

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Basic Meeting Tools

- Roles/Officers
- Gavel/Gavel Block
- Quorum

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Brief History Lesson

- Parliamentary Law/Principles (1400s)
- Order and Usage of Keeping of the Parliaments in England (John Hooker, 1572)
- Thomas Jefferson (1743-1826) and the Manual of Parliamentary Practice (1801)
- U.S. Army General Henry Martyn Robert (1837-1923) and the Manual of Rules of Order for Deliberate Assemblies (1876)
- Robert's Rules of Order (now in 10th Edition)

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Motions – It all starts with “I move that/to...”

- Please refer to Handout 101F
- Main Motions – Lets do this about that!
- Subsidiary Motion – Lets do this...with the main motion
- Privileged Motion – Lets do this...even though there is a pending main motion
- Incidental Motion – Lets do this...to better handle the pending motion
- Restorative Motion – Special class of motions to undo or make changes to decisions already made “after the fact”

Second

- What does it mean? Does it imply agreement?
- What if there is no second?

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Debate or Discussion

- Debate – Formal discussions on the pros and cons of motions
- Debatable motions
- Starting the Debate
- Assigning the Floor
- Deciding who to Recognize
- Refraining from Debate
- Handling an Appeal
- Closing Debate and Taking the Vote
- Decorum in Debating

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Bringing a Motion to a Vote

- General Procedure for closing debate and voting on the motion
 - Discussion has ended and chair calls for question to be voted upon
 - 2/3 vote (“previous question” is requested by a member to CLOSE discussion and, if approved, moves the question to a vote.
- ALWAYS restate the motion before any vote is taken including all amendments made.

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Voting

- **Methods**
- **Percentages**
- **Abstentions**

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The Language of Motions

- *Please refer to Handout 101G*
- *Learning certain “phrases” will help you to preside and help your members to keep on track with what is happening in the meeting*

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Tips for Presiders/Chairpersons

- Role of Presiding Officer or Chairperson
- Presiding over meetings as a “professional”
- Effective meeting skills are learned! Keep learning!

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8 Easy Steps!

- Step 1: The member rises and addresses the chair
- Step 2: The chair recognizes the member
- Step 3: The member states the motion
- Step 4: Another member seconds the motion
- Step 5: The chair states the motion
- Step 6: The members debate the motion
- Step 7: The chair puts the question and the members vote
- Step 8: The chair announces the result

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Keeping the FUN in Your Meetings

- Remember: Robert's Rules is there to have good meetings without any more formality than is needed – while protecting members' rights and keeping things orderly!
- Understand the purpose of your meeting and have members agree to be accountable for attending and properly participating in meetings – its more fun to have a LIFE than spend your life in meetings!

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Keeping the FUN in Your Meetings

- Structure the meeting with FUN and productivity!
- Use a theme for the meeting – i.e., Holidays, TV shows/movies, “word of the day”
- Use REWARDS!
- ALWAYS celebrate good things that members have done – doesn't have to be BIG (certificates, thank you, etc.). Recognize special events (birthdays, etc.)

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Keeping the FUN in Your Meetings

- End meeting EVERY TIME by...
 - Thanking members for their attendance and participation
 - Having the next meeting time and place ready. Where possible, give members an idea of what will take place at that meeting so they look forward to it and all subsequent meetings

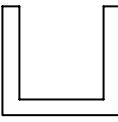
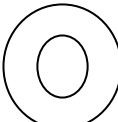

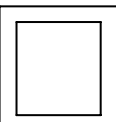
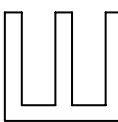

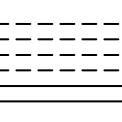
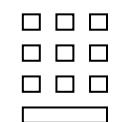
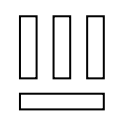
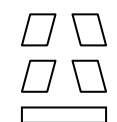
HANDOUT 101A

Bylaws (formerly “Constitution and Bylaws”)

(General contents – Can be different for groups with diverse purposes)

(Reference: Jennings, C. Alan Robert’s Rules for Dummies)

- I. **Name** – Official name of organization.
- II. **Object** – Clear statement of why your organization exists. Broad statement of purpose.
- III. **Membership** – Classes and types of membership as well as voting rights of each class. Also includes eligibility requirements or any special procedures for admission.
- IV. **Officers** – Explain specifications about officers your organization requires and any duties beyond those established by rule in your parliamentary authority. Includes qualifications of officers; details of nominations, election, and terms of office (including term limits if any); and rules for succession and filling vacancies. There may be a separate article to describe the duties of each officer.
- V. **Meetings** – Contains the dates for all regular meetings. Details of special meetings, if they are allowed and who can call them should also be included. Quorum for all meetings should be included in this section.
- VI. **Executive Board** – IF your organization has a Board of Directors to take care of business between regular meetings (or in some cases, all the time), then the bylaws MUST include an article establishing the board and providing all details about the Board’s responsibility and authority.
- VII. **Committees** – All regular standing committees that the group anticipates needing to carry out business are included. Should include name of committee, how its members are selected, and its role and function in the organization. If you anticipate additional committees being needed, you may want to make provisions in this article for adding committees so you do not have to amend the bylaws every time.
- VIII. **Parliamentary Authority** – Sets up Rules of Order under which we should operate. Generally, Roberts Rules of Order is used as standard, but some groups use other versions of Rules that exist.
- IX. **Amendment** – Requirements for previous notice (a notice that a particular motion will be introduced at the next scheduled meeting) and the size of majority required to change your bylaws is outlined in this section. If you do not include a section on amendments and use Roberts Rules as your parliamentary authority, then amending your bylaws requires previous notice and a 2/3 vote.

HANDOUT 101B Room Set-Ups Based on Needs (below)										
Name of Layout	U-Shape	Hollow Oval	Horseshoe	Hollow Square	E-Classroom	Board of Directors	Auditorium	School Room	Classroom Perpend	Classroom V-Shaped
Level of Participation	High	High	High	High	Medium	High	Low	Medium	Medium	Medium
Size of Group	Small	Small	Small	Small	Medium	Small	Large	Medium	Medium	Medium
Need for Visuals	High	High	High	High	Higher	High	Highest	High	High	High
Nature of Presentation	All	All	All	All	All	All	Lecture	All	All	All
Speaker Calibre	High	High	High	High	Higher	High	Highest	High	High	High

HANDOUT 101C

LOONEY TUNERS UNIVERSITY NCSL Conference General Meeting AGENDA

<Date of Current Meeting>

- I. Call to Order – Fog Horn Leghorn
- II. Pledge and Invocation – Tasmanian Devil
- III. Roll Call of Members – Tweety Bird
- IV. Approval of the Minutes, <date of previous meeting> Meeting
– Tweety Bird
- V. Treasurer’s Report – Daffy Duck
- VI. Committee Reports
 - A. Father/Son Picnic Committee – Sylvester
 - B. TV Contracts Committee – Yosemite Sam
- VII. Unfinished Business
 - A. New Dating Service – Pepe Le Pew
 - B.
 - C.
 - D.
- VIII. New Business
 - A. 50th Anniversary Banquet – Bugs Bunny
 - B.
 - C.
 - D.
- IX. Announcements
- X. Adjournment

Next week’s meeting will be held at Porky’s Pig Pen at 11 am on
<date of next meeting>

HANDOUT 101D

LOONEY TUNERS UNIVERSITY MINUTES

<previous date>

- I. Meeting was called to order by Fog Horn Leghorn at 11:00 at Coyote's Canyon.
- II. Tasmanian Devil delivered his normally exciting pledge and invocation.
- III. Tweety Bird called the role and all members were present.
- IV. Tweety Bird read the minutes from the <previous date to current minutes> meeting. All voting members present approved minutes as read.
- V. In the Treasurer's report, Treasurer Daffy informed us that we had \$19.98 in cash
- VI. Guest Speaker – We were pleased that Droopy Dog, known worldwide for his motivation seminars that border on insomnia, spoke to our group for our monthly meeting break/leadership seminar.
- VII. Unfinished Business
 - A. ACME Stock – a motion was reintroduced to the floor (as our last meeting had run out of time) by Wile E. Coyote that we purchase 52 exploding cigars he could use in the dessert attempting to trap unsuspecting road runners. Sylvester seconded this. There was no discussion on the matter. The vote was 11-2 with NO votes coming from Tweety and Road Runner (naturally!). Motion was approved.
 - B. Stealem and Cheatem Insurance – a postponed motion from the <previous date to current minutes> was quickly reintroduced (on a very large sign) by Road Runner to double the current injury benefit on Wile E. Coyote's insurance policy. This was seconded by Tweety. Pros and cons of this motion were discussed including a motion by Wile E. Coyote to table the active motion that did not receive a second and was withdrawn from the table. Tweety called the question and it was decided by a unanimous vote that discussion would be concluded. The motion was brought to a vote and (no surprise here) another 11-2 vote with Sylvester and Wile E. Coyote voting against the motion.
- VIII. New Business
 - A. Pepe's Date 'em, Spray 'em, and Give 'em a Clothespin for their Nose Service proposal - Pepe Le Pew introduced this motion. Pepe's motion was to open a computer dating service and that he would screen all female applicants personally. Road Runner seconded the motion. As discussion began, the meeting time was expiring and Porky Pig made a motion to postpone discussion on this dating service idea. Road Runner seconded.
- IX. Announcements/Pass The Gavel
 - A. Fog Horn made the executive decision that the normal method of passing around one of Bugs' carrots to do announcements would take too much time. Although time was rapidly running out, Fog Horn asked the group if there were any announcements. Yosemite Sam shot off his six-shooters, yelled real loud and invited everyone over for a pig roast.
- X. Adjournment
 - A. Hearing no other announcements (except for some weird squealing noise coming from Porky's side of the room while his cousins were being chased by Yosemite out of the meeting room), Fog Horn Leghorn adjourned the meeting and announced that the next meeting will be held at Bug's Hole-in-the-Ground Café at the NCSL Conference on <next meeting date>.

HANDOUT 101E

Sample Proposal

Looney Tunes University
Mel Blanc, California 00900

Pepe's Date 'em, Spray 'em, and Give 'em a Clothespin for their Nose Service PROPOSAL

PURPOSE: Over the years we have noticed that, despite our on-screen popularity, it is difficult for Looney Tune characters to have much of a social life. Pepe LePew, chair of the social committee, has brought forth this motion on behalf of his entire committee in an effort to solve these dating issues.

HEADQUARTERS: Foghorn's chicken coop has been designated as the headquarters for this service and all dating card transactions must go through this location. There is also a website we have set up for the dating service to create matches "online." So that humans reading this proposal do not gain access to this site and try to date "toons," the site will be password protected and the web address will only be given to registered toons (we all remember the potentially explosive "Jessica Rabbit" situation years ago!!!)

BUDGET: There will be upfront costs of \$200 for printing the cards and the set up of a centralized phone line (service provided by ACME Wireless and Landline). Although we may have to put money out of our budget up-front, with a charge of \$10 per match (men pay, women get three months free membership and then pay only \$5). Once we sign up 20 male toons, planned for first month of service, everything else should run as a profit making venture for the Looney Tuners University Student Government.

RESPONSIBILITIES: Pepe has selflessly volunteered to screen all female applicants before they enter the dangerous world of dating. The remaining members of the committee have agreed to handle the responsibilities of contacting the printer for "match cards," working with the publicity committee to create advertising to let the Looney world know about this exciting new service, handling the match-process, and doing follow-up surveys with participants to ensure that they are happy with the matches we have made and the "Looney Love Connections" we plan to create.

HANDOUT Parli Pro 101 G

Language of Motions

Reference: Robert's Rules of Order Newly Revised 10th Edition

Motion	What to Say to Introduce
<i>Main Motion or Question</i>	"I move that..." "I move to..."
<i>Main Motion or Question (formal Resolution)</i>	"I move the adoption of the following resolution Resolved, That..." "I offer the following resolution: Resolved, That"
<i>Adjourn, ordinary case in societies</i>	"I move to adjourn."
<i>Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved</i>	"I move to adjourn at 5 p.m." "I move that the meeting adjourn to meet at 9 p.m. on Thursday." "I move to adjourn." "I move to adjourn sine die."
<i>Adopt, accept, or agree to a report</i>	"I move that the report be adopted."
<i>Adopt bylaws or constitution, initially in forming a society</i>	"On behalf of the committee appointed to draw up bylaws, I move the adoption of the bylaws submitted by the committee."
<i>Adopt revised bylaws or constitution</i>	On behalf of the committee on revision of the bylaws, I move that, as a substitute for the present bylaws, the bylaws submitted by the committee be adopted with following provisos..."
<i>Adopt special rules or order</i>	"In accordance with notice given a the last meeting, I move that the following resolution be adopted as a special rule of order: 'Resolved, That...'"
<i>Adopt ordinary standing rules</i>	"I move that the following resolution be adopted as a standing rule, 'Resolved, That...'"
<i>Adopt parliamentary standing rules in a convention</i>	"By direction of the Committee on Standing Rules, I move the adoption of the Standing Rules of the Convention as just read."
<i>Adopt convention agenda or program</i>	"By direction of the Program Committee, I move the adoption of the Convention Program as printed."
<i>Amend a pending motion</i>	"I move to amend by adding..." "I move to amend by inserting the word...before the word..." "I move to amend by striking out the second paragraph." "I move to amend by striking out 'concrete' and inserting 'blacktop'." "I move to substitute for the pending resolution the following resolution: 'Resolved, That...'"
<i>Amend an amendment of a pending motion</i>	"I move to insert in the pending amendment the word...before the word..." "I move to amend the pending amendment by... [varying form to fit case]"
<i>Amend Something Previously Adopted, general case, including ordinary standing rules</i>	"I move to amend the resolution relating to..., adopted at the September meeting, by..."

Motion	What to Say to Introduce
<i>Amend parliamentary standing rules in a convention, when they are not pending</i>	"I move to amend Standing Rule No. 6 by..."
<i>Amend adopted convention agenda or program with reference to items not yet reached</i>	"I move to amend the agenda [or 'program'] by..."
<i>Amend bylaws or constitution, when not pending</i>	"In accordance with notice given, I move the adoption of the following amendment to the bylaws..."
<i>Amend special rules of order, when not pending</i>	"In accordance with notice given, I move to amend Special Rule of Order No. 3 by..."
<i>Appeal, general case</i>	"I appeal from the decision of the chair."
<i>Appeal, relating to indecorum or transgression of rules of speaking, or to the priority of business, or if made while an undebatable question is pending</i>	"I appeal from the decision of the chair."
<i>Ballot, to order the vote on a pending question to be taken by</i>	"I move that the vote on the pending question be taken by ballot."
<i>Blank, to create by striking out</i>	"I move to create a blank by striking out '\$5000.'"
<i>Blanks, proposals for filling</i>	"I suggest \$10,000."
<i>Change or depart from adopted convention agenda or program, immediately to take up a matter out of its proper order</i>	"I move to suspend the rules and take up..."
<i>Commit, Refer, or Recommit a pending question</i>	"I move to refer the motion to the Program Committee." "I move that the motion be referred to a committee of three to be appointed by the Chair."
<i>Committee, to refer a matter that is not pending to</i>	"I move that a committee [stating number and manner of selection] be appointed to conduct a survey relating to..."
<i>Consider informally</i>	"I move that the question be considered informally."
<i>Consider by Paragraph or Seriatim</i>	"I move that the resolution be considered by paragraph."
<i>Continue speaking after indecorum, to grant permission to</i>	[Chair usually puts question without a motion. When done by a motion:] "I move that the member be permitted [or 'allowed'] to continue speaking."
<i>Debate and amendment, to obtain immediate closing of</i>	Same as PREVIOUS QUESTION
<i>Debate, to Limit or Extend Limits of, on a pending question</i>	"I move that debate be limited to one speech of three minutes for each member."
<i>Debate, to Limit or Extend Limits of, for the duration of a meeting</i>	"I move that during this meeting debate be limited to five minutes for each member."
<i>Discharge a Committee</i>	[For a standing committee:] "I move that the Finance Committee be discharged from further consideration of the resolution relating to..." [For a special/ad-hoc committee:] "I move that the committee to which was referred...de discharged."

Motion	What to Say to Introduce
<i>Discharge a Committee, when it has failed to report at prescribed time, or while assembly is considering partial report of committee</i>	<i>[For a standing committee:] "I move that the Finance Committee be discharged from further consideration of the resolution relating to..." [For a special/ad-hoc committee:] "I move that the committee to which was referred...de discharged."</i>
<i>Division of the Assembly (call for verification of a voting result by an uncounted rising vote)</i>	<i>"Division!" "I call for a division."</i>
<i>Count of vote on Division, to order, if chair does not do so</i>	<i>"I move that the vote be counted." "I move for [or 'demand'] tellers." "I move that the vote on this motion be by counted division."</i>
<i>Division of a Question</i>	<i>"I move to divide the resolution so as to consider separately..."</i>
<i>Call for a separate vote on a resolution which is one of a series <u>on different subjects</u> offered by a single motion</i>	<i>"I call for a separate vote on the third resolution."</i>
<i>Duty, to be excused from</i>	<i>"I move [or 'ask'] that I be excused from..." "I move that the resignation be accepted."</i>
<i>Effect, fix time for taking</i>	<i>"I move that the amendment to the...take effect as of..."</i>
<i>Extend time for consideration of pending question, or time until scheduled adjournment or recess</i>	<i>"I move that the time for consideration of the pending resolution be extended for twenty minutes." "I move to suspend the rules which interfere with continuing the consideration of the motion." "I move that the time until the recess be extended ten minutes."</i>
<i>Fix the Time to Which to Adjourn, if moved while a question is pending <u>and</u> no other meeting is scheduled for the same or the next day</i>	<i>"I move that when this [or, 'the'] meeting adjourns, it adjourns to meet next Tuesday at 8 p.m."</i>
<i>Fix the Time to Which to Adjourn, when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending</i>	<i>"I move that when this [or, 'the'] meeting adjourns, it adjourns to meet next Tuesday at 8 p.m."</i>
<i>Information, Point of</i>	<i>"I rise to a point of information." "Point of information!" "Will the member yield for a question?"</i>
<i>Lay on the Table</i>	<i>"I move that the motion be laid on the table."</i>
<i>Minutes, to approve</i>	<i>[Normally done by unanimous consent. When done by a motion:] "I move that the minutes be approved as read [or 'as corrected']"</i>
<i>Minutes, to correct before adoption</i>	<i>[Usually suggested informally and done by unanimous consent except in cases of disagreement. When done by a motion:] "I move to amend the minutes by..."</i>
<i>Minutes, to correct after approval</i>	<i>"I move to amend the minutes relating to..., adopted at the September 3rd meeting, by..."</i>

Motion	What to Say to Introduce
<i>Minutes, to dispense with reading of</i>	<i>"I move that the reading of the minutes be dispensed with."</i>
<i>Nominations, to make</i>	<i>"I nominate Michael DeRosa."</i>
<i>Nominations, to close</i>	<i>"I move that nominations be closed."</i>
<i>Nominations, to reopen</i>	<i>"I move that nominations for...be reopened."</i>
<i>Nominations, motions relating to (except to close or reopen nominations) made while election is pending</i>	<i>"I move that candidates for service on the committee be nominated from the floor."</i>
<i>Nominations, motions relating to, made while election is not pending</i>	<i>"I move that candidates for service on the committee be nominated from the floor."</i>
<i>Objection to Consideration of a Question</i>	<i>"I object to the consideration of the question."</i>
<i>Order, to make a special, when question is not pending</i>	<i>"I move that the following resolution be made a special order for 3 p.m.: <u>Resolved, That...</u>"</i>
<i>Orders of the Day, to Call for</i>	<i>"I call for the orders of the day."</i>
<i>Orders of the day, to proceed to</i>	<i>[Chair at his/her discretion puts this question when orders of the day are due to be taken up or are called for.]</i>
<i>Order of the day, when pending</i>	<i>[Will have been introduced earlier as a main motion]</i>
<i>Order, Point of, Question of, or Calling a Member to</i>	<i>"Point of Order!" "I rise to a point of order." "I call the member to order. [Applying to indecorum]</i>
<i>Parliamentary Inquiry</i>	<i>"I rise to a parliamentary inquiry." "Parliamentary inquiry, Ms./Mr. President!"</i>
<i>Postpone Indefinitely</i>	<i>"I move that the resolution be postponed indefinitely."</i>
<i>Postpone to a Certain Time, or Definitely, applied to a pending question</i>	<i>"I move to postpone the question to the next meeting."</i>
<i>Postpone a pending question to a certain time and make it a special order</i>	<i>"I move that the resolution be postponed until 3 p.m. and made a special order."</i>
<i>Postpone an event or action previously scheduled</i>	<i>"I move that the dinner previously scheduled for September 15 be postponed until October 17."</i>
<i>Previous Question (immediately to close debate and the making of subsidiary motions except the motion to Lay on the Table)</i>	<i>"I move the previous question." "I demand the previous question." "I move the previous question on the motion to commit and the amendment."</i>
<i>Proviso</i>	<i>"I move to add the following to the motion: provided that this shall not take effect until..."</i>
<i>Question of Privilege, to Raise while regular introduction as main motion is not in order</i>	<i>"I rise to a question of privilege."</i>
<i>Question of Privilege (a) when brought up while an ordinary main motion is in order; or (b) when raised, immediately admitted, and offered as a motion under [Question of Privilege above]</i>	<i>[Is moved as main motion]</i>
<i>Ratify, or Confirm</i>	<i>"I move that the action of the Executive Board on...be ratified"</i>

Motion	What to Say to Introduce
<i>Read Papers, to grant permission to</i>	<i>[Usually done by unanimous consent. When done by a motion:] "I move that the member [or 'I'] be permitted [or 'allowed'] to read..."</i>
<i>Recess, to take a, if moved while business is pending</i>	<i>"I move to recess for five minutes."</i>
<i>Recess, to take a if moved while no question is pending</i>	<i>"I move to recess for five minutes."</i>
<i>Reconsider</i>	<i>"I move to reconsider the vote on the motion relating to..." "I move to reconsider the vote on the amendment striking out...and inserting..."</i>
<i>Reconsider, in a committee</i>	<i>"I move to reconsider the vote on the motion relating to..." "I move to reconsider the vote on the amendment striking out...and inserting..."</i>
<i>Reconsider, call up motion to</i>	<i>"I call up the motion to reconsider the vote..."</i>
<i>Rescind and expunge from the minutes</i>	<i>"I move that the entry relating to...be rescinded and expunged from the minutes."</i>
<i>Rescind, Repeal, or Annul</i>	<i>"I move that the resolution relating to...adopted on [date] be rescinded"</i>
<i>Refer</i>	<i>[See Commit, Committee]</i>
<i>Substitute</i>	<i>"I move to substitute for the pending resolution the following resolution: 'Resolved, That...' "</i>
<i>Suspend the Rules (as applied to rules of order)</i>	<i>"I move to suspend the rules which interfere with..."</i>
<i>Suspend ordinary standing rules, or standing rules in a convention</i>	<i>"I move to suspend the rules which interfere with..."</i>
<i>Take from the Table</i>	<i>"I move to take from the table the motion relating to..."</i>
<i>Take up a question out of its proper order</i>	<i>"I move to suspend the rules and take up..."</i>
<i>Voting, motions relating to, if made while subject is pending</i>	<i>"I move that the vote on this question be taken by rising and be counted."</i>
<i>Voting, motions, relating to, if made while no question is pending</i>	<i>"I move that the vote on this question be taken by rising and be counted."</i>
<i>Withdraw or Modify a Motion, to grant maker permission to, after motion has been stated by the chair</i>	<i>[Usually done by unanimous consent. When done by a motion, for the case of withdrawal:] "I move that the member [or 'I'] be permitted [or 'allowed'] to withdraw the motion. [For the case of modification by a motion, see Amend a pending motion]</i>

Magna Publications Corporate Overview

Magna Publications, Inc. is a well-known publisher of higher education newsletters, conferences, audio conferences, web seminars, and books. Since its founding in 1972 by William Haight, the corporation has grown to employ a staff of 27 in the production of 13 newsletters, four national conferences, several student leader weekend retreats, online seminars, and one magazine.

Magna Publications, Inc. has gained a position of leadership in newsletter publishing for higher education. The newsletters are typically monthly or semi-monthly in term and focus on specific aspects of teaching or administration. These products carry no advertising and are sold on an annual subscription basis. Titles include The Teaching Professor, Academic Leader, Student Affairs Leader, Recruitment and Retention in Higher Education, Community College Leader, GLBT Campus Matters, Campus Events Professional, Distance Education Report, Online Classroom, The Edutech Report, and Magna's Campus Legal Monthly.

In 1999 Magna acquired the National Conference on Student Services, a twice-a-year conference for student leaders and campus administrators. In 2001 a third (West Coast) conference was added and annual attendance now totals over 2,000.

In 2004 Magna produced the first annual Teaching Professor Conference, a once a year conference for teaching and learning advocates.

Additional information about Magna Publications, is available at www.magnapubs.com.



Thank you for participating in today's program!

We hope the information presented today is helpful and informative in your higher education position. Look to Magna Publications for newsletters, conferences, audio conferences, web seminars, and other higher education resources to assist you.

You will be emailed an evaluation of today's program. We value your feedback. Please take a moment to fill out the evaluation today. Your feedback helps us to improve future programs.

Please see our website at www.magnapubs.com for complete descriptions and schedule of future programs. We will send an email to inform you of these programs. If you're not sure if we have your email address, you can send it to custserv@magnapubs.com.

**To register for events, call 800-433-0499 or visit our website at
<http://www.magnapubs.com/calendar/>**

Meet the Presenter

Michael DeRosa

Michael A. DeRosa is the chief leadership officer of Smile & Think Leadership Education company. The winner of the APCA "1998 Campus Speaker of the Year" and winner of the "APCA 2000 Campus Diversity Program of the Year," Michael has appeared in front of over 750 college/university, community, and business groups. This is Michael's 17th year with NCSL -- once you've been to his sessions, you'll know why! Come prepared to learn and have fun!



Certified Student Leader (CSL) Program

www.ncslcollege.com/cslp/cslp.html

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- a Certified Student Leader portfolio
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