

Parliamentary Procedure Mock Meetings Discussion Guide



1. Show the incorrect meeting video ("Meeting 1").
2. Talk about the things that were conducted improperly:
 - a. President came late and was not prepared.
 - b. Participants raised their voices to get attention and spoke about topics unrelated to the business of the meeting.
 - c. Secretary left minutes at home.
 - d. Treasurer was not prepared for report.
 - e. Treasurer was not sure how much money club had.
 - f. Too many motions were on the table at the same time.
 - g. Motions were made and handled incorrectly.
 - h. The meeting ended abruptly.

Questions

Did they really accomplish anything?

Why is parliamentary procedure helpful?

- ✓ Maintains order
- ✓ Ensures everyone gets a chance to speak and vote
- ✓ Determines action

3. Show the correct meeting video ("Meeting 2").

Questions

What things were different?

- a. Meeting was organized and orderly.
- b. Things were accomplished.
- c. Officers were prepared.
- d. The group gathered information before making a quick decision.

What does "filing for audit mean?"

- ✓ An end of the year audit of the books will certify and accept the financial reports for the year because the club members DO NOT have enough information to approve the report as accurate.

What are some the ways that voting can occur in a meeting?

- ✓ Hand vote
- ✓ Voice Vote (aye or nay)
- ✓ Standing
- ✓ Ballot
- ✓ Roll call (aye or nay)

Can the president end the meeting WITHOUT an official motion to adjourn?

- ✓ Yes, the president can adjourn the meeting without a motion from another member. They should make sure all business that needed discussed was presented before ending the meeting.

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