

Parliamentary Procedure in Kiwanis Meetings

1. Members vote to:
 - Elect club officers and directors
 - Amend club bylaws
 - Set dues or other assessment
2. The board of directors votes to:
 - Determines club policies
 - Approves club projects
 - Approves and controls club budget
 - Manages the club
3. Most motions will take place in the board meetings. In general, committees meet and report their suggestions to the board. Then the board makes motions and votes. Then the board reports motions passed to the general membership and gives them the opportunity to sign up for various activities. Of course, in the meantime, board members are getting input from the members...not acting as dictators, but as representatives of the larger membership.
4. If the presiding officer is a member of the voting body, he or she has the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions. However, the impartiality required of the presiding officer precludes exercising the rights to make motions or speak in debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.
5. When a board member introduces a topic, the presiding officer should the member, "Do you want to make a motion?" If so, "Is there a second?" The motion can be made and seconded before discussion begins if the member does want to make a motion. That way the motion is recorded in the minutes; also there is an opportunity to ask for discussion from all members, so that one member cannot dominate.
6. When the presiding officer wishes to ask for a motion: "I will entertain a motion to....."
7. When the presiding officer wishes to ask for a second: "Is there a second?" (If not, the motion dies).
8. After motion and second, the presiding officer asks if there is any discussion, and calls on those who have comments.
9. When discussion is complete, the presiding officer will say "All those in favor, signify by saying 'Aye.' All those opposed, say 'No.'" Or, ask for a show of hands for each choice.
10. After the vote, announce that the motion carried or did not carry and move on to the next topic.
11. The presiding officer can approve the minutes quickly, by asking "Are there any corrections?" If so, accept the corrections. Then, "If there are no objections, I accept the minutes as presented" or "as amended." The same procedure will work for Treasurer's Report. The presiding officer doesn't have to ask for a motion to adjourn if the meeting time has ended, or if the end of the agenda has been reached, though it is good to ask if there is any other topic that needs to be addressed before adjournment. (All from *Robert's Rules of Order*, which is the parliamentary procedure identified for use by Kiwanis International.)