

**NDSU** NORTH DAKOTA  
STATE UNIVERSITY

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# The Art of Meaningful Meetings

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# Why Parliamentary Procedure

- **4 basic principles of parliamentary procedure:**
  - Extend courtesy to everyone
  - Focus on one item at a time
  - Observe the rule of the majority
  - Ensure the rights of the minority

# Tips for Effective Meetings

- Set an Agenda
  - Start with committee and officer reports
  - Old business (items not completed from the previous meeting)
  - New business
  - **End** with announcements

# Tips for Effective Meetings

- Utilize Committees
  - Best way to bring about action on a topic that requires lots of discussion
    - Saves time during your meeting if a group has discussed/researched/etc. an idea before the meeting
  - Committees can be created to ***act*** or ***report back***
  - Committees can make a motion during their report at the beginning of a meeting

# Utilize the Rules of Parliamentary Procedure to Handle Business

- Only one item on the floor at a time
- Debate is not in order until a motion is on the floor
- Each person gets to debate an item of business *twice* (for a max of 10 minutes per time)

# Utilize the Rules of Parliamentary Procedure to Handle Business

- Debate must be ***germane***
  - Germane: relate to the topic of business
- Use amendments, refer to a committee, and previous question to move business along

# What do I do if I'm in a meeting that starts to derail...

- You can...
  - Call the person to order
    - “Call of order” (presiding officer must recognize you) “this debate is not germane to the topic at hand”
  - Ask to return to the set agenda
    - [address the chair], “I Call for the Orders of the Day”



# Quorum

- Must be designated in bylaws
  - Majority of membership if not designated
- Business conducted without quorum is null and void

# What Next?

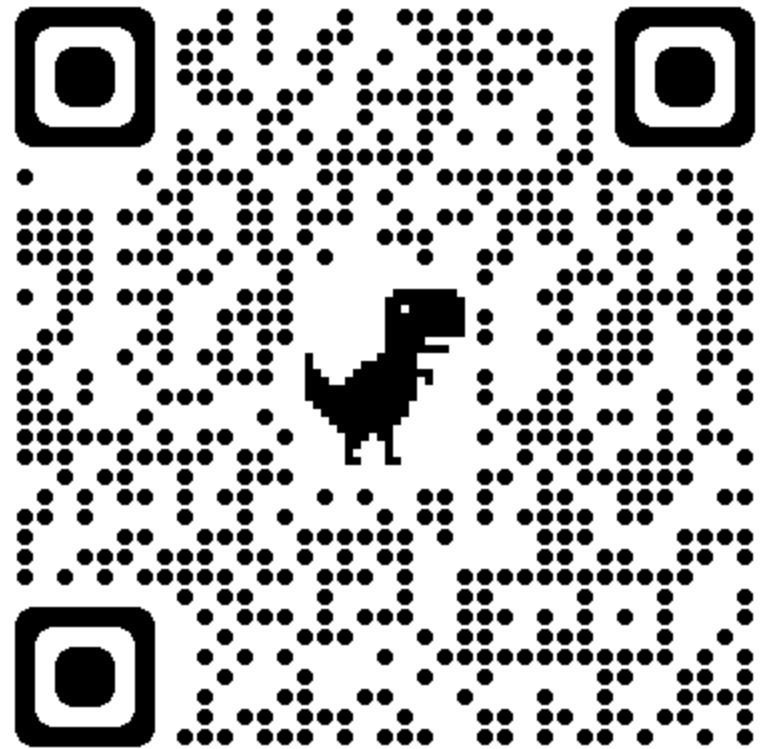
- Set ground rules with your group at the beginning of the semester
- Collaboratively develop agendas and share the final copy in advance of the meeting
- Develop standing committees to handle business throughout the semester
- Focus on action items prior to announcements and updates

# Questions?

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