

# *Formal PLC Meeting Rules*

## **PRE-REQUISITES**

### **1. Senior Patrol Leader (SPL) Responsibilities**

#### **a. Introduction**

- i. These pre-requisites will be accomplished a minimum one (1) week prior to any normally scheduled PLC.
- ii. PLC meetings should not negatively affect the normal troop meeting.
- iii. Emergency council meetings may be scheduled at any time upon approval of the Scoutmaster.

#### **b. Ensure a Quorum**

- i. One week before a PLC, SPL will contact Scoutmaster, Patrol Leaders and get a head count to determine the feasibility of meeting quorum requirements.
- ii. Quorum Requirements:
  1. Two registered adult troop leaders. (Committee members are invited, but do not satisfy the requirement).
  2. SPL and/or Assistant Senior Patrol Leader (ASPL)
  3. Scribe (Someone may act as scribe if he is prepared and has previous meetings minutes)
  4. 50% representation of the patrols by Patrol Leaders (PL) or Assistant Patrol Leaders (APL)

#### **c. Agenda**

- i. A minimum of one (1) week prior to a PLC meeting the SPL will distribute his agenda to the ASPL, PLs and APLs.
- ii. The SPL will ensure that patrols are including a scheduled session for PLC planning during a weekly troop meeting.

#### **d. Enforce a Time Limit**

- i. Time Limits will be 3 minutes to explain all motions
- ii. Only SM or the SPL can authorize over-riding time limits

## **PARLIAMENTARY PROCEDURE**

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

## **IMPORTANCE OF PARLIAMENTARY PROCEDURE**

1. **Introduction** - Because it's a time tested method of conducting any business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone in the troop know these basic rules!
2. **Fixed Order Of Business** - Troop 98 will use parliamentary procedure following a fixed order of business. Below is the agenda template that will be followed by Troop 98:

- a. Call to order.
  - b. Roll call of members present.
  - c. Reading of minutes of last meeting.
  - d. SPL reports
  - e. Patrol reports
  - f. Special orders --- Important business previously designated for consideration at this meeting.
  - g. Unfinished business.
  - h. New business.
  - i. Announcements.
  - j. Adjournment.
3. **Method of Business** - The method used by members of the PLC to express themselves, is in the form of moving motions. A motion is a proposal that the entire PLC membership take action or a stand on an issue. Individual members can:
- a. Call to order.
  - b. Make motions.
  - c. Debate motions.
  - d. Vote on motions.

## FOUR BASIC TYPES OF MOTIONS

1. **Main Motions** - The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions** - Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions** - Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions** - Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## MOTION PRESENTATION

1. **Obtaining the floor**
  - a. Wait until the last speaker has finished.
  - b. Rise and address the SPL by saying, "Mr. SPL NAME"
  - c. Wait until the SPL recognizes you.
2. **Make Your Motion**
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. **Wait for someone to "Second Your Motion"**
4. **Another member will second your motion or the SPL will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The SPL States Your Motion**

- a. The SPL will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the SPL it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the SPL.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the SPL.
8. **Putting the Question to the Membership**
- a. The SPL asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.
  - d. The Scribe records all motions regardless of outcome

## VOTING ON A MOTION

1. **Introduction** - The method of vote on any motion depends on the situation and is determined by the SPL. An adult may over-ride the voting method if he feels it's not appropriate to the situation.
2. **Who can vote?** - Only the following positions are allowed to vote on any motions presented at the PLC.
3. **Legal Voters**
  - a. Senior Patrol Leader
  - b. Assistant Senior Patrol Leader (only if SPL is not present)
  - c. Patrol Leaders
  - d. Assistant Patrol Leaders (only if PL is not present)
4. **Exceptions**
  - a. The ranking Scoutmaster can break any "tie" votes if he deems it necessary to come to a conclusion.
  - b. The Scoutmaster may postpone the vote to the next meeting if he feels a better representation of leadership is needed.
  - c. The Scoutmaster will approve all voting results and decisions before they take affect.
5. **Voting Methods** - There are five acceptable methods used to vote by the members of Troop 98's PLC, they are:
  - a. **By Voice** - The SPL asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
  - b. **Roll Call** - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
  - c. **By General Consent** - When a motion is not likely to be opposed, the SPL says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

- d. **By Division** - This is a slight verification of a voice vote. It does not require a count unless the SPL so desires. Members raise their hands or stand.
  - e. **By Ballot** - Members write their vote on a slip of paper; this method is used when secrecy is desired.
6. **Other Motions relating to voting**
- a. There are two other motions that are commonly used that relate to voting.
    - i. **Motion to Table** - This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
    - ii. **Motion to Postpone Indefinitely** - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

## SUMMARY

1. Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
  - a. Allow motions that are in order.
  - b. Have members obtain the floor properly.
  - c. Speak clearly and concisely.
  - d. Obey the rules of debate.
  - e. Most importantly, BE COURTEOUS.