



## Illinois Heartland Library System

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MEMO TO: IHLS Executive Committee  
FROM: Leslie Bednar  
DATE: October 14, 2024  
RE: Parliamentary Training

On August 27, 2024, the board met with Sandy Olson, who provided an overview of parliamentary procedures as it applies to board meetings. The training agenda is attached here for reference. Of the many discussion items in the training session, the following stood out as recommendations the Executive Committee may wish to expand upon:

- Special rules of order: as our meetings now include virtual attendance, the board may wish to add special rules of order, such as adding to chat if we wish to speak, signing in with first and last name, and raising a virtual hand.
- Standing rules of order: may be utilized for more details of committee and officer responsibilities.
- Articles of Incorporation: should match bylaws. It does not appear that IHLS has such articles from its formation 13 years ago. Does the committee wish to pursue them now or will the bylaws suffice. The bylaws are to be reviewed annually by the Executive Committee.
- Motion forms: The trainer recommended, and the executive committee recommended the intended motion be listed on the action document.
- Written only committee reports: in this case, if implemented, no second is needed for motions on the reports.
- Financial report: no motion needed. This was implemented at the August board meeting.
- Timekeeper: is generally assigned to the secretary and is utilized to keep the debate moving.

Thank you for your recommendations to date. What additional items sparked your interest during the training session?

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**IMAGINING TOMORROW, DELIVERING POSSIBILITIES TODAY!**

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