



Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: November 6, 2024
RE: Parliamentary Training

The IHLS Board of Directors participated in Parliamentary Training on August 27, 2024. Following the training, IHLS Executive Committee members reviewed the training and recommended that IHLS adopt the following procedures for all board and committee meetings to facilitate more effective meetings. *Italicized components have already been implemented by the Board:*

- Special rules of order:
 - members introduce themselves when speaking (“This is Jane Smith. I move to....”)
 - members address the chair and President recognizes the speaker
 - President shall state/restate motion before discussion/votes
 - no side conversations
 - Zoom attendees sign in with first and last name
- Standing rules of order: The President/Chair votes last and only if needed to determine the vote outcome,
- Articles of Incorporation: The bylaws are to be reviewed annually by the Executive Committee,
- *Motion forms: The Executive Committee and the trainer recommended the intended motion be listed on the action document. This was implemented at the August board meeting.*
- Written only committee reports. Committee chairs will need to submit their report no later than one week prior to the meeting.
- *Financial report: no motion needed. This was implemented at the August board meeting.*
- Secretary serves as Timekeeper to keep the meeting moving forward.
- Adjournment: no motion is required to adjourn.
- Recommendations from committees do not need to be moved and seconded.

If you have additional procedural recommendations we will review them at the Board meeting on November 26. Thank you for your efforts toward improved meeting management.

IMAGINING TOMORROW, DELIVERING POSSIBILITIES TODAY!
