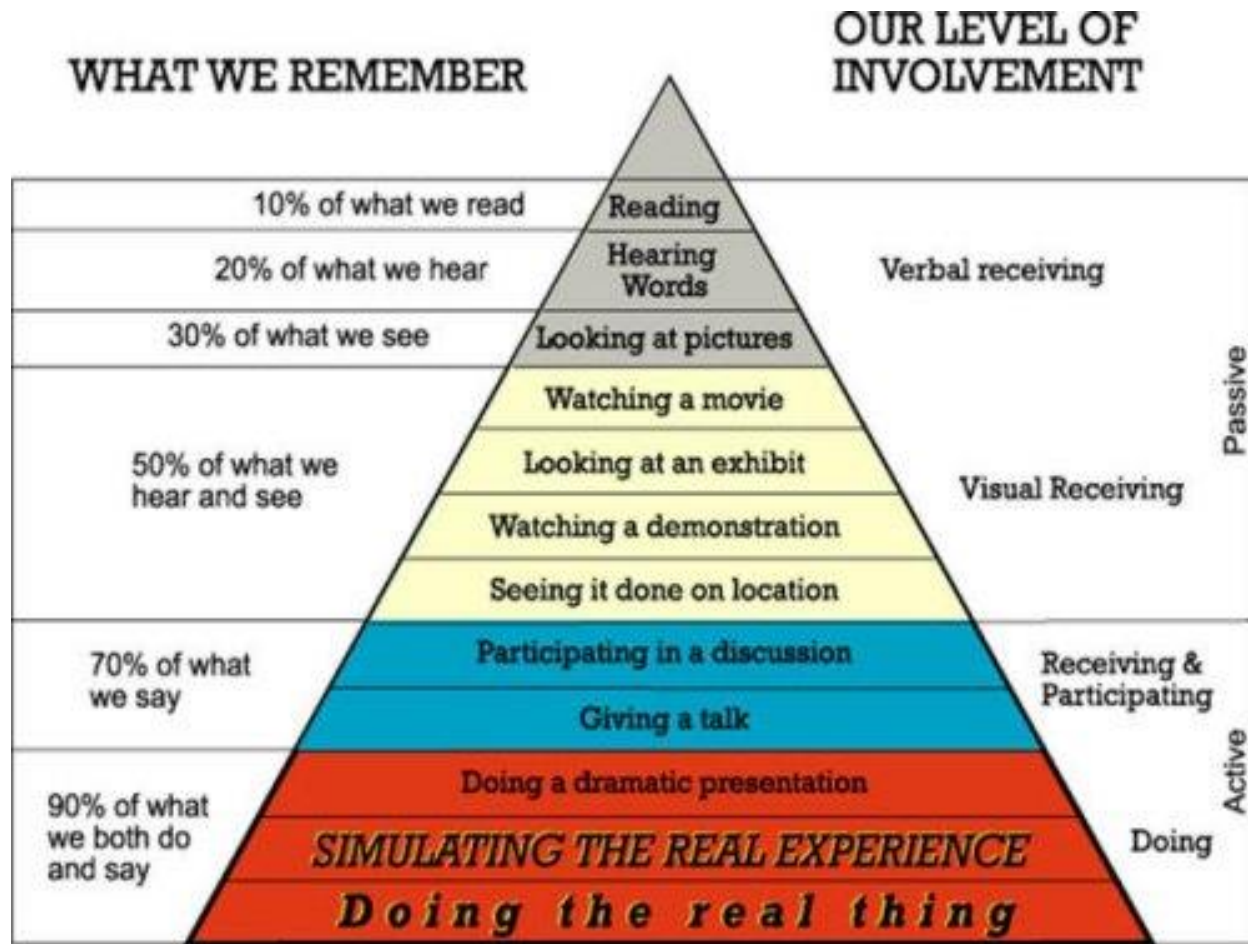


**Telling is not Teaching;  
Listening is not Learning**  
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**GIVEN:**

1. Teaching means changing the behavior of the learner
2. Teaching requires a 3 way communication.
3. The most effective way to learn a topic is to teach it to someone.
4. Teaching is the moving of information from short-term to long-term memory.
5. Passive listeners memorize facts; active learners apply concepts.
6. Students learn more from practicing than from listening to lectures.
7. Lecture and PowerPoint are effective for a multiple choice memory test.



### Sample 1: Drill on Common Parliamentary Concepts

**CH:** Is there any discussion on the motion to allot \$1,500 for a printer system?

**E:** Madam Chair, [recognized] I move to amend by striking "\$1,500" and inserting "\$2,000".

**Z:** Second

**CH:** It is moved and seconded to amend by striking "\$1,500" and inserting "\$2,000". Is there any discussion?

**F:** Madam Chair, [recognized] I move to refer the motion to the Finance Committee.

**Z:** Second

**CH:** It is moved and seconded to refer the motion to the Finance Committee.

Is there any discussion?

**G:** Madam Chair, [recognized] I move to postpone the motion until after lunch.

**Z:** Second

**CH:** It is moved and seconded to postpone the motion until after lunch.

Is there any discussion.

**CH:** All in favor of postponing the motion until after lunch indicate by saying, 'Aye'. [Few]

Those opposed say, 'No' . [Everyone]

**CH:** Motion fails.

**CH:** The question before you now is the motion to refer the main motion to the Finance Committee. Is there any discussion?

**CH:** All in favor of referring the motion to the Finance Committee, say 'Aye'. [Few]

Those opposed say, 'No' . [Everyone]

**CH:** Motion fails.

**CH:** The question before you now is the motion to amend by striking '\$1,500' and inserting '\$2,000'. Is there any discussion?

**CH:** All in favor of amending the motion indicate by saying, 'Aye'. [Few]

Those opposed say, 'No' . [Everyone]

**CH:** Motion fails.

**CH:** We are back to the original main motion. Is there any further discussion?

Do a somewhat similar interactive drill with Point of Order and Appeal; Move and Call motion to Reconsider; Lay on the Table; Suspend the rules that interfere; qualified form of Previous Question, etc.

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## Sample 2: Unscripted Drill on Presiding Skills

### Roles:

1. **Presiding Officer:** Handles motions, secondary motions, points of order, etc. with the help of the Parliamentarian and the Secretary.
2. **Secretary:** Keeps track of the motions and amendments. At any time the Presiding Officer may turn to the Secretary and say, "Please read the motion as it stands now."
3. **Parliamentarian:** Assists the Presiding Officer who at any time may turn to the Parliamentarian and ask, "Is that motion in order?", "Does that take a 2/3 vote?", "Can that motion be amended?"

This is a drill for the Presiding Officer and the members (A, B, C, etc.) of the assembly to use the correct parliamentary form/wording, as well as to adhere to the ranking/characteristics of the secondary motions. Each motion should be closed with the 4 announcement points.

- If a member doubts a vote, the member should move for Division of the Assembly.
- If the chair mishandles a motion, any member should make a Point of Order.
- If a member needs information, the member should move to Request for Information.

### **Motion 1: Be specific. (Form = p. 189)**

A: Move to donate an amount of money to a local school.

B: Amend the motion by deleting a word.

C: While the amendment is being discussed, move to postpone the motion to the June meeting. (This is the April monthly meeting).

### **Motion 2: Be specific. (Form = p. 217)**

A: Move to donate an amount of money to a local school.

B: Amend the amount.

C: While the amendment is being discussed, move to table the motion, just because you do not like the motion.

### **Motion 3: Be specific. (Form = p. 178)**

A: Move to donate an amount of money to a local school.

B: Amend the motion by deleting a word.

C: While the amendment is being discussed, move to send this to a committee. (Five Parts for this motion: Chair should ask you which committee, composed of what members, chaired by whom, assigned to do what, and report when. Tell him.)

D: While the motion to commit is being discussed, amend one of the 5 parts of this motion.

### **Motion 4: Be specific. (Form = p. 223)**

A: Move to donate an amount of money to a local school.

B: Amend the amount.

C: While the amendment is being discussed, call for the orders of the day.

D: While the call for the orders of the day is pending, object and move to set aside the orders of the day.

### **Motion 5: Be specific. (Form = p. 241, 245)**

A: Move to donate an amount of money to a local school.

B: Amend the amount so that the money goes to a church.

C: While the amendment is being discussed, move to set up an adjourned meeting.

D: When the adjourned meeting is set, move to adjourn.



### **Sample 3: Unscripted Meeting Similar to Parliamentary Contests (modified)**

Objective of Drill: All participants vote to prevent the disposal of the motion until all four members have had an opportunity to move their 2 assigned motions.

Those not participating will serve as judges to later comment and make recommendations on mistakes, as well as on the chair's presiding skills.

1. All participants, except the chair, receive a card with the motion and assignments on it.
2. Participants second motions as appropriate.
3. Participants make their assigned motions in a sequence that assures the objective of the drill.
4. Cards and assignments for each participant during this mock meeting:
  - a. Chair: No card. Serves as chair and as parliamentarian.
  - b. Secretary: Reads the motion after the chair calls the meeting to order and takes RONR minutes.
  - c. Member A: Assigned to Amend the motion and to make an Incidental motion.
  - d. Member B: Assigned to Refer the motion and to make a Privileged motion.
  - e. Member C: Assigned to Postpone the motion and to make another Subsidiary motion.

### **Sample 4: Drill on Scrambled Parts of a Parliamentary Concept**

1. Take 13 cards.
2. On each card write the name of a ranked motion.
3. Scramble the cards.
4. Ask a learner to sequence the cards correctly according to Robert's Rules.
5. As the learner illustrates his sequence, have him read the card and add if the motion can be amended. Next time he performs the drill, have him state whether the motion can be debated.

Do a somewhat similar interactive drill for parts of other parliamentary concepts such as the Agenda, the Minutes, hierarchy of Governance Documents, Bylaw articles, steps to Handling a Motion, Tellers Report based on handful of ballots, sequence for Preference in Recognition, etc.

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**Sample 5: Partly Scripted Drill on a Multipart Motion**

*[We are in the processes of handling a Main Motion. A member proposes to have the Main Motion referred to a committee for recommendations. Participants will fill in the proper phrasing where the sentences are left incomplete.] [7 speakers – CH, A, B, C, D, E, Z]*

**A:** *[After being recognized by the Chair]* Mr. Chair, I move that the Main Motion be referred to a committee.

**Z:** Second

**CH:** It is moved and seconded to refer the Main Motion to a committee. The motion to refer is incomplete and during discussion the assembly needs to fill in the 5 missing parts. Does the mover of the motion to Refer wish to complete the motion?

**A:** I suggest it be a Special Committee of ....

**CH:** A Special Committee of ... is suggested.

Any amendments to this part? Any other suggestion to complete the motion to Refer.

**B:** I suggest Member A ...

**CH:** It is suggested that Member A: ...

Any amendments to this part? Any other suggestions to complete the motion to Refer?

**C:** I suggest the committee be composed of ...

**CH:** ...

**D:** I suggest the assignment be ...

**CH:** ...

**E:** I suggest ...

**CH:** ...

**CH:** The motion before you is ..... Are you ready for the question?

**CH:** All in favor ...

**CH:** All opposed ,,,

**CH:** The ... have it. The motion to refer is ...

**CH:** The next item on the agenda is ...

**OR**

**CH:** We are back to the Main Motion. Is there further debate? Are you ready for the question?

Do a somewhat similar interactive drill for Amendments, Postpone to a Certain Time, Previous Question, Lay on the Table, Call for the Orders of the Day, right to Interrupt a speaker, etc.

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**Sample 6: Drill on Rules Directly Related to the Association**

When an assembly wishes to do something it cannot do without violating its regular rules, it can adopt to **'Suspend the Rules' that interfere with the proposed action.**  
This motion cannot be debated or amended, however it does have other restrictions.

- I. A Standing Rule may be suspended with a majority vote.
- II. Rules of Order (Robert's) may be suspended with a 2/3 vote (except FPPL).
- III. The following may not be suspended even with unanimous consent.
  - A. Bylaws or Constitution unless they provide for their own suspension.
  - B. Federal, State, or local laws
  - C. Fundamental Principles of Parliamentary Law (FPPL):
    - 1. Rule that allows only one question at a time
    - 2. Rule that allows only members to vote
    - 3. Rule that prohibits absentee or cumulative voting
    - 4. Rule that protects absentees or basic rights of individuals
      - a. Rule requiring presence of a quorum
      - b. Rule requiring a notice
      - c. Rule protecting the right to attend meeting, make motion, speak in debate, and vote

**Drill**

"I move to suspend the rules that interfere with listening to the committee's report."

**Assignment: For each of the following,**

1. Move a motion to **suspend the rules that prohibit** the action;
2. State if the rule can be suspended; and
3. State what the necessary vote for adoption would be.

You want to **suspend the rules that prohibit** the following actions. Make the motion:

- a. To allow delegates to sit wherever they wish
- b. To allow a speaker to debate an additional 2 minutes
- c. To allow smoking in the assembly room
- d. To allow voting by mail
- e. To allow election of officers by a show of hands
- f. To take up 2 motions at one time
- g. To allow the voting in the absence of a quorum
- h. To allow members at the convention without their required name tags
- i. To dispense with the listening to the Treasurer's Report
- j. To not require a resolution in writing at the convention