



# Parliamentary Training

---

MEMO TO: IHLS Board of Directors  
FROM: IHLS Executive Committee  
DATE: November 18, 2024  
RE: Parliamentary Training

Illinois Heartland Library System facilitates meetings utilizing Robert's Rules of Order, Newly Revised. Because of this, the IHLS Board of Directors participated in Parliamentary Training on August 27, 2024, to facilitate more effective meetings. Following the training, IHLS Executive Committee members reviewed the training and recommended the adoption of the following procedures for all board and committee 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...”)
  - speakers address the chair only
  - President shall state/restate motion before discussion/votes
  - no side conversations
- 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 trainer recommended that the intended motion be listed on the action document. This was implemented at the September 2024 board meeting.*
- Written-only committee reports: The meeting agenda will include links to the draft committee minutes in lieu of a formal report.
- *Financial report: no motion needed. This was implemented at the August 2024 board meeting.*
- Recommendations from committees do not need to be moved and seconded.
- Unanimous consent will be utilized for meeting minutes. (“If there are no changes requested in the meeting minutes they stand as presented. “Meeting minutes stand as corrected with change.”)
- The secretary serves as a timekeeper to keep the meeting moving forward.
- Adjournment: no motion is required to adjourn.

The committee appreciates your time and consideration. Thank you.