

**Lutheran Women’s Missionary League
Missouri District – Board of Directors
Parliamentarian’s Report – September 30/October 1, 2016**



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SUBJECT: Parliamentarian’s Report

It is the purpose of the Parliamentarian to inform and advise the President and members regarding Parliamentary Law, bylaws, and other rules and procedures of the District, and to encourage them to conduct meetings in a ***fitting and orderly way.***

Including our last meeting on February 19-20, 2016, this officer has:

- Attended an Executive Committee meeting and Board of Directors meeting;
- Presented a Parliamentarian’s report;
- Reviewed the Biennium Report for Kathy Merritt
- Reviewed the Convention Minutes for Myra Weber
- Answered all inquiries concerning Parliamentary Procedure to the best of her ability;

1 Cor 14:40 But everything should be done in a fitting and orderly way.

 **Bylaws - The Best Advice**

“Parliamentary Procedure is useless to you, unless you are familiar with your organization's Bylaws. The best advice anyone can give you is to become familiar with the Bylaws and Constitution of your organization. You will never win if you do not even know which parliamentary authority (rule book) was adopted as part of your Bylaws.”



“Your Bylaws state which one Parliamentary Authority* will rule your organization. I have seen many club officers blend several parliamentary rule books to rationalize their decisions. Later, the same club officers cite a different parliamentary source to justify other actions. The powerless membership allows itself to be manipulated and deprived.”

“If you become familiar with your Bylaws, you will win half of your battles merely because you will probably be the only person who has ever read the Bylaws in your organization. Knowing a little Parliamentary Procedure and the Bylaws will make you the most successful member of your organization!”

(Comments by Lorenzo Cuesta, Professional Registered Parliamentarian)

FYI: ACTUAL ORDER OF AUTHORITY GOVERNING YOUR LWML BYLAWS

- Laws - Federal Government + State of Missouri Government + Local Municipality
- Corporate Charter – Incorporation of LWML
- Bylaws or Constitution – Defines the LWML - Missouri District
- Bylaws or Constitution – Defines the Local LWML Zone
- Bylaws or Constitution – Defines the Local LWML Society
- Rules of Order (Special Rules of Order; Parliamentary Authority* for us is Robert’s Rules of Order Newly Revised)
- Standing Rules – Administrative details are listed here.
- Customs

***Parliamentary Authority**

The rules of order must be clearly established. It could be Robert, Sturgis, Cannon, Demeter, Riddick, etc. The important thing is to have a document which assures order under fire. Regardless of the rule book, an organization is ruled first by local, state, and federal laws; and then by its parent organization; followed by any adopted special rules of order; and finally by its adopted parliamentary authority.

TYPICAL BASIC BYLAW ARTICLES

- I. **Name.**
There must be no ambiguity as to the identity of the group.
- II. **Object and Reason for the group's existence.**
This alone will help you combat abuse of power, and will help you keep the organization focused.
- III. **Members.**
This explains the members' rights, limitations, and qualifications. It clarifies issues such as fees, attendance, resignations, and honorary membership.
- IV. **Officers.**
Explains methods for nominations, voting, elections, and filling vacancies, as well as term of office and duties.
- V. **Meetings.**
Details quorum, regular meetings, special meetings, and conventions.
- VI. **Executive Board or Board of Directors.**
The board's composition, power, and quorum are clearly stated in this article.
- VII. **Committees.**
Standing committees must be described as to name, composition, manner of selection, attendance, and duties.
- VIII. **Parliamentary Authority.**
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- IX. **Amendment of Bylaws.**
Typically, a Bylaw can be amended with 2/3 of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it takes a majority of the entire registered membership to amend any Bylaw.

**Lutheran Women’s Missionary League
Missouri District
St. Charles Zone
Zion Lutheran Church
Mary-Martha/LWML Society**

The Parliamentary Authority adopted by the Mary-Martha/LWML Society is Robert’s Rules of Order, Newly Revised.