

**INLAND NORTHWEST PARLIAMENTARY LAW UNIT  
OF THE  
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

**SPECIAL RULES OF ORDER**

- 1. Order of Business.** The order of business for regular meetings is:
  - a. Approval of the minutes
  - b. Reports of officers and standing committees
  - c. Reports of special committees
  - d. Special orders
  - e. Recess for educational program
  - f. Unfinished business and general orders
  - g. New business
  - h. Announcements
  
- 2. Agenda.** The agenda for each regular meeting will list, in the same order and with the same headings as the order of business specified in SRO 1, but omitting any category (except new business) for which there are no known items to be listed:
  - a. all meeting minutes to be presented for approval;
  - b. all officers and standing committees who have notified the secretary that they will be reporting, or who are specifically required to report at the meeting;
  - c. any special committee whose reports are required to be given at the meeting, including the nominating committee and the audit committee as applicable, or who have notified the secretary that they will be reporting;
  - d. any special orders set by the unit or as required by the bylaws, including any elections required at a specific meeting;
  - e. the subject and presenter of the educational program, if known;
  - f. any unfinished business or general orders from the previous meeting, including any governing document amendments for which previous notice has been given;
  - g. any known new business to be introduced; and
  - h. the date, time, and location of the next unit meeting, and any other known announcements.
  
- 3. Relaxation of Formality at Small Meetings.** Unless otherwise ordered by the unit, at any meeting at which twelve or fewer members are in attendance:
  - a. members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking;
  - b. motions need not be seconded;
  - c. a division of the assembly, or any vote requiring more than an unqualified majority, may be taken by a show of hands; and
  - d. the chair need not rise when putting questions to a vote.
  
- 4. Written Motions.** All main motions must be provided to the chair and the secretary in writing. Other motions need not be provided in writing unless requested by the secretary
  
- 5. Content of Minutes.**
  - a. In addition to the information specified in the unit's parliamentary authority, the first paragraph of the minutes will include the names of all unit members and guests in attendance when the meeting is called to order, and any who arrive later.

- b. The names of the maker and seconder of a motion will not be included in the minutes unless ordered by the unit.
- c. The content of announcements will not be included in the minutes unless ordered by the unit.

**6. Minutes Approval Committee.** Minutes scheduled for approval at any unit meeting will be approved instead by a minutes approval committee, consisting of the officers, if:

- a. the meeting at which the minutes were to be approved has been cancelled;
- b. the meeting lacks a quorum and no adjourned meeting has been set;
- c. the minutes are not available at the meeting and no adjourned meeting has been set; or
- d. so ordered by the unit.

**7. Adoption, Amendment, or Rescission of Special Rules of Order.**

- a. Previous notice of a motion to adopt, amend, or rescind a special rule of order must be given in the same time period as for bylaw amendments, as specified in the bylaws.
- b. If previous notice has been provided, a motion to adopt, amend, or rescind a special rule of order may be adopted by a two-thirds vote. Otherwise, adoption requires a nine-tenths vote or a majority of the entire membership.

*Revised 09/18/2018*

*Amended 12/17/2018*