



STM Committee Training Note

Week commencing 12 December 2011

Don't Be Afraid of Parliamentary Procedures

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 5 of 11 in this series)

The strata legislation will tell you when and how to call a meeting and provide rules about voting, but in the main, the manner in which a meeting is conducted is left to the community. A basic understanding of parliamentary procedure can help with the orderly flow of a meeting.

The basic rules of parliamentary procedure that every owners corporation can follow include:

- Follow the agenda;
- Discuss one subject at a time;
- Give each person a chance to speak once until all speakers have had their turn, then people may have a second opportunity;
- Speak only on the issue being discussed;
- Speak only when recognised by the chair;
- Address questions and comments to the chair; and
- Decide procedural issues through motions, seconds and votes from the floor.

Next week

Swatting at Gad Flies