

**KDCCW**  
**Parliamentary Procedures**  
**April 26, 2012**

**“Order in the Court”**

This Parliamentarian received some feedback regarding the amount of noise that took place during January’s KDCCW Board meeting. Please adhere to the following guidelines:

1. Raise your hand to be recognized by the Chair.
2. Speak only when you have been recognized by the Chair.
3. State your name and position on the KDCCW Board.
4. Direct all your comments to the Chair.
5. The only person allowed to speak at any given time is the one who has been recognized by the Chair.
  - a. Please do not be disruptive.
  - b. Please avoid side chatter as it is very distracting to all those sitting around you.

New Parliamentary Point:

Time Limits

1. The President has allotted each person a certain amount of time to give her oral report.
2. Oral reports will be timed.
3. When you have one minute left, a one-minute sign will be held up.
4. When your time is up, a TIME sign will be held up.
5. At that point it is your responsibility to stop and take your seat.
6. If you continue, the President will stand and ask you to take your seat.
7. The reason for this is to keep the meeting running smoothly and on time.

Joyce M. Welsh  
KDCCW Parliamentarian  
2011 - 2013