

**Introduction to Parliamentary Procedure -Olli class for Summer, 2019**  
**Tuesdays 11-12:45. Email is gail.knapp1@gmail.com**

**Week 1. Introduction—Solving the Parliamentary Puzzle**

- a. Parliamentary procedure is a process based on democratic solutions to issues.
- b. A little bit of history. What this is about and why it matters.
- c. These are not random rules. Every rule is there for a reason: democracy.
- d. Some myths of parliamentary procedure—a game.

**Week 2. Getting the business done- Motions and Debate**

- a. The ranking motions presentation. How to get business before the meeting.
- b. Practice using the motion.
- c. Incidental and Bring Back motions.
- d. Procedural stuff and what to do if we want to change something already decided..
- e. Practice using the motions
- f. Debate is a very good thing.
- g. Keeping decorum while trying to get the other members to agree with you.
- h. Practice and role playing

**Week 3. Deciding what to do and more practice with motions**

- a. Using the motions to bring business before the group
- b. Voting and methods of voting
- c. Ordinary voting- voice, standing, counted and roll call.
- d. Practice and games

**Week 4. Nominations and Elections**

- a. Practice and games about ways of voting
- b. How to hold an election by ballot
- c. Alternatives: proxies, cumulative voting, preferential voting
- d. Role playing practice

**Week 5. The bylaws and Committees, officers and presiding**

- a. What they are and why they are important.
- b. How to write them and how to read them
- c. Discipline in RONR
- d. Making the meeting go smoothly
- e. What to do when it really needs to be fixed because things have gotten out of control.

**Week 6. Presiding**

- a. Following the standard language
- b. Writing the agenda and following it
- c. Practice makes perfect

**Week 7. How to have effective meetings that really get things done-**

- a. Creating committees and why you might want to do this. Being a member of a committee.
- b. Role play committee meeting
- c. How to run a great meeting. What to say and when to say it.
- d. Script writing for the chair
- e. Role playing

**Week 8. Putting the whole puzzle together**

- a. Review and catch up.
- b. A final game of Jeopardy—with prizes!!

## **A Biography of Gail Knapp:**

**Professional:** Retired in 2011 after being a psychology professor at Mott Community College in Flint, Michigan for 38 years. During that time I was in charge of our honors program and advisor for our Phi Theta Kappa honor society and for ten years was the Michigan state coordinator for Phi Theta Kappa. I also served for many years as the vice president of our faculty association which meant that I co-chaired the college academic decision making body with the academic vice president of the college. I did also win a number of teaching awards from the college. In addition, I was the author of two psychology textbook instructor manuals. One was an introductory text and the other was in social psychology.

**Personal:** Married to Lynn Thigpen. One daughter who is married and has one daughter. Lynn is also an OLLI member and is also retired from teaching at the same community college in Michigan. We moved to Las Vegas to escape the snow!

**OLLI-** I started teaching OLLI classes after my first semester, and I have taught every semester since. During the fall I usually teach a Topics in Psychology class and in Spring I teach Scientific Skepticism. During the Summer I teach Parliamentary Procedure. I have been a member of several OLLI committees during the 8 years I have been a member. I was chair of the curriculum committee in 2020-2021; have been a mentor every year; and was just elected to a second term on the Steering Council where I have served as secretary and parliamentarian for the past two years.

### **Education:**

- 1969- B.A. in psychology from Stony Brook University in New York.
- 1972- M.A. in psychology from Hofstra University in New York.
- 1982- Ph.D. in family ecology/psychology from Michigan State University
- 2010- J.D. from Cooley Law school. I passed the Michigan bar that year as well.

**Parliamentary Credentials:** The National Association of Parliamentarians has three levels of membership that are achieved based on passing examinations, courses and continuing educational activities. In 2001, I earned the highest rating of PRP (Professional Registered Parliamentarian). I continue to professionally serve organizations and conventions as a parliamentarian, presider, or writing and/or interpreting bylaws on occasion. I have held many offices in parliamentary organizations and was the founder of the Genesee Area Unit in Flint, Michigan. I was a member of the Educational Resources Committee for NAP and was the author of a set of PowerPoint lectures called *Solving the Parliamentary Puzzle* and another one of parliamentary games. I hope to use this material in this OLLI class. I am currently the Past President of the Nevada State Association of Parliamentarians, and I am currently the Vice-Chair of the National Association of Parliamentarians Commission on Credentialing. We are the people who write the tests and rules for becoming registered or professionally registered as a parliamentarian.