



C216-M28: Introduction to Parliamentary Procedure: Dynamics of Leadership

Course Format: Online

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Course credits: 14 CEUs equating to 140 contact hours in accordance with the guidelines established and maintained by the International Association For Continuing Education and Training which identifies 1 CEU = 10 contact hours.

Pre/Corequisites: None; Appropriate for advanced high school and first-year or higher college students

Course Description: An introductory course based on Roberts’ Rules of Order, the most widely used and authoritative reference in the field of meeting procedure and management. If you are involved in an organization and want to have quality meetings that result in decisions rather than more meetings, this course is for you. Students who finish this course and pass the examination with a grade of C or higher are eligible for membership in the National Association of Parliamentarians without further testing.

Required Course Materials

- Robert, H. M., III, Honemann, D. H., & Balch, T. J. (2020). *Robert's Rules of Order Newly Revised* (12th ed.). Da Capo Press. ISBN-13: 978-1541736696

Course Learning Objectives

- Develop effective participatory decision-making skills.
- Develop skills to be able to serve as a competent committee chairman or member.
- Develop skills to be able to function well as an organizational officer or member.
- Understand the rules and how they function.
- Appreciate the importance of using a parliamentary authority in business and in your volunteer organizations.
- Conduct a meeting or facilitate discussion with ease and confidence.
- Apply your new skills to your school, work, and personal activities.
- Assess the effectiveness of the meetings you conduct or attend.
- Improve the results of your meetings.
- Develop leadership skills

Course Overview

UNIT #	UNIT TOPICS	EVALUATED ACTIVITIES
Unit 1: Basic Principles and Procedures	<ul style="list-style-type: none"> ● Types and rules of deliberative assembly ● Corporate charter ● Constitution and/or bylaws ● Special rules of order ● Rules of order 	Unit 1 Quiz



	<ul style="list-style-type: none"> • Standing rules 	
Unit 2: Introduction of Business	<ul style="list-style-type: none"> • Handling a motion • Debate • Voting • General (unanimous) consent 	Unit 2 Quiz
Unit 3: Classes of Motions	<ul style="list-style-type: none"> • Main motions (original and incidental) • Subsidiary motions • Privileged motions • Incidental motions • Motions that bring a question again before the assembly 	Unit 3 Quiz Unit 3 Quiz
Unit 4: Business Meetings	<ul style="list-style-type: none"> • Types of business • Order of business 	Unit 4 Quiz
Unit 5: Main Motions and Resolutions	<ul style="list-style-type: none"> • Purpose and characteristics • Original main motion • Incidental main motion • Motion to ratify 	Unit 5 Quiz
Unit 6: Ranking Motions—Subsidiary	<ul style="list-style-type: none"> • Purpose and characteristics • Postpone indefinitely • Amend 	Unit 6 Quiz
Unit 7: Ranking Motions—Subsidiary	<ul style="list-style-type: none"> • Purpose and characteristics • Commit • Postpone to a certain time 	Unit 7 Quiz
Unit 8: Ranking Motions—Subsidiary	<ul style="list-style-type: none"> • Purpose and characteristics • Limit or extend limits of debate • Previous question • Lay on the table 	Unit 8 Quiz
Unit 9: Ranking Motions—Privileged	<ul style="list-style-type: none"> • Purpose and characteristics • Fix time to which to adjourn • Adjourn • Recess • Raise a question of privilege • Call for the orders of the day 	Unit 9 Quiz



Unit 10: Nonranking Motions—Incidental Motions and Motions That Bring a Question Again before the Assembly	<ul style="list-style-type: none"> • Purpose and characteristics • Incidental motions • Motions that bring a question again before the assembly 	Unit 10 Quiz
Unit 11: Officers	<ul style="list-style-type: none"> • Elected officers • Appointed officers • Duties • Vacancies • Reports • Nomination and election 	Unit 11 Quiz
Unit 12: Boards and Committees	<ul style="list-style-type: none"> • Types of boards and committees • Conduct of business • Reports 	Unit 12 Quiz
		Final Examination

Evaluation Methods:

Your final grade will be based on your performance on the following:

- 1) Unit Quizzes (80%)
- 2) Final Examination (20%)

Unit Quizzes (80%)

Twelve unit quizzes consisting of 20 multiple-choice questions each.

Final Examination (20%)

Comprehensive covering units 1–12. This proctored examination is taken online. The questions are objective and consist of a total of 100 multiple-choice, matching, ordering, and true-false questions. This is a closed-book examination—no textbooks, notes, or other references may be used during the exam.

Exam Method: Online with an Approved Proctor or using Proctorio Online Proctoring

This course requires all students to complete the Final Exam in the presence of an approved exam proctor. Students may arrange for a live proctoring or use Proctorio, an online proctoring service built into the Final Test. If using Proctorio, please review [Taking a Proctored Exam with Proctorio](https://media.uwex.edu/lms_support/ceoel/taking_a_proctored_exam_with_proctorio.pdf) (https://media.uwex.edu/lms_support/ceoel/taking_a_proctored_exam_with_proctorio.pdf) prior to taking the Final Exam.

Students receive one attempt on the Final Exam.



Grading Scale

The following grading scale is used to evaluate all course requirements and determine your final grade:

A = 93–100	B = 83–87.9	C = 70–77.9	D = 60–69.9
AB = 88–92.9	BC = 78–82.9		F = Below 60

Pass/Fail Option

Students who enroll in an Independent Learning (IL) course under the pass/fail option will receive a final grade of S in place of a final grade equivalent to an A, AB, B, BC, or C and a final grade of U in place of a final grade equivalent to a D or F.