



Parliamentary Pointers

- A quorum is the number of members who must be present for business to be conducted, which should appear in the bylaws. A board meeting should have its own quorum.
- The purpose of a quorum is to ensure that a small group of members does not conduct business while most of the members are not involved.
- The quorum should be expressed as a numeral, not a percentage. The number of members that usually attend a meeting should be determined. According to *Robert's Rules of Order, Newly Revised*: "The quorum should be as large as the number of members as can reasonably be expected on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions."
- If you have a membership of 70, but usually only have 25–30 members at a meeting, your quorum should be no more than 25.
- If you do not state a quorum in your bylaws, the quorum is a majority of all the members. In the example above, a majority of 70 would be 36. Since only 25–30 members can be counted on to attend a meeting, a quorum of 36 would prevent business being conducted at almost any meeting.
- It is the president's responsibility to determine whether or not a quorum is present before starting a meeting, but she can ask someone else to do this for her.

In the absence of a quorum, any business transacted is null and void. The only business that may be conducted is to adjourn or to recess (to try to get enough members at the meeting). The rules of needing a quorum are absolute and cannot be waived even by unanimous consent.

In Fun and Fellowship,

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