

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

PTH 640 Sp. Stu.: Parliamentary Procedures-- One Credit Hour

October 15-16, 2004

Friday 2:00—5:00/6:00—10:00 p.m.

Saturday, 9:00 a.m—12:00 Noon/1:00—5:00 p.m.

Edgar R. Lee, STD

Fall 2004

COURSE SYLLABUS

COURSE DESCRIPTION

This course is intended to prepare seminarians and practicing ministers to more effectively and charitably participate as members and leaders in committees and business meetings in various public and ecclesiastical settings. Students will become familiar with basic parliamentary rules and etiquette, the application of those rules under varying conditions, and the administration of those rules in chairing meetings.

COURSE OBJECTIVES

Upon completion of the course, the student should have demonstrated in the various exercises and assignments a working knowledge of the following:

1. The key definitions employed in parliamentary law.
2. The common motions and their precedence as defined in *Robert's Rules of Order*.
3. The techniques employed to assure smooth and equitable conduct of organizational business.
4. The chairperson's function in leading official meetings.
5. The documentation required in the conduct of official business.

TEXTBOOKS

Lochrie, James. *Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century*. Lanham, MD/Oxford, UK: Scarecrow Press, 2003.

Robert, Henry M. *Robert's Rules of Order Newly Revised*. 10th ed. Cambridge, MA: Perseus Publishing, 2000.

BASIC OUTLINE

1. The rationale for parliamentary law.
2. The nature of and participants in official meetings.
3. Types of motions and their respective rank.
4. Chairing official meetings utilizing parliamentary procedures.
5. Documentation for official meetings.

METHODOLOGY

This course will utilize several learning strategies including lectures, class discussion, simulations of official meetings, reviews of documents and charts, assigned papers, and an examination.

COURSE REQUIREMENTS

1. **Reading.** Lochrie's *Meeting Procedures* (203 pp.) is to be read in its **entirety** and, if at all possible, prior to the first class session. *Robert's Rules* (704 pp.) is to be **browsed and selectively read** so that the student may utilize the volume effectively as a resource for meetings. The student will submit a reading report no later than **December 17** attesting completion of the readings.
2. **Web-based Research.** There are a number of excellent web-based resources for parliamentary law. The student should consult those included in this syllabus, search for others on the web, and submit a report listing not less than 10 resources with a brief one-paragraph description of each. **Due December 17.**
3. **Examination.** A final take-home examination will be administered and submitted on or before the last day of the fall semester, **December 17.**

GRADING PROCEDURE

Web Report	33.3%
Take-Home Examination	66.6%
[Reading	10.0%]

Grades will be averaged using the following scale: F=1; D-=2; D=3; D+=4; C-=5; C=6; C+=7; B-=8; B=9; B+=10; A-=11; A=12. The professor reserves the right to reduce the course grade up to 10% for failure to complete the important but relatively brief reading list.

SELECTED BIBLIOGRAPHY

Since this is a technical course largely focused on one source, *Robert's Rules of Order I*, the student will find bibliography somewhat limited, varying in quality, often redundant, and, due to the nature of the subject matter, not infrequently dated, incomplete, and obsolete due to changing times and revisions of the original *Robert's*. For purposes of this class, teaching and learning will focus primarily on *Robert's Rules of Order Newly Revised* (10th Edition) and utilize books and materials explicating that edition.

Websites

Some of the most up-to-date information will be found on the web. The following websites may be useful to students in beginning their web-based assignment:

<http://www.constitution.org/rror/rror--00.htm>

<http://www.csufresno.edu/comm/cagle-p3.htm>

www.robertsrules.com [official site @ Perseus Publishing]

www.rulesonline.com

www.uiowa.edu/~arh/documents/nacurh_presentation_handout.pdf

Students are requested to share with the professor any new websites they discover so that this list may be expanded.

SPECIFIC DATA Syllabus prepared by Edgar R. Lee, June 2004.