



EFFECTIVE CHAPTER MEETINGS

**A Guide to Holding
General Membership
and Board Meetings**

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SECTION ONE—INTRODUCTION

Meetings are defined by Webster's as "an act or process of coming together as an assembly for a common purpose."

Meetings are an opportunity to bring problems to the surface, solve problems and make decisions, improve communication, develop leadership, increase ownership of and commitment to decisions, resolve conflicts, make plans and set goals, share information and educate the group, and improve group productivity and effectiveness.

An effective meeting has the following characteristics:

- ❑ Desired Outcomes—the purpose is clear and agreed to
- ❑ Agenda—a clear process/content/time agenda is prepared
- ❑ Appropriate Meeting Type—the type of meeting is known in advance and is clear
- ❑ Clear Roles—the participants know what is expected of them
- ❑ Preparation—the participants, leaders, and presenters are well prepared
- ❑ Supportive Environment—the room and seating arrangement support the meeting's purpose
- ❑ Decision-Making Power—the power issues and decision-making procedures are clear ahead of time
- ❑ Unbiased Leadership—the leader is perceived as fair and unbiased
- ❑ Total Involvement—the leader involves and fully utilizes all participants
- ❑ Real Issues—the real issues are raised and dealt with honestly; hidden agendas are legitimized and brought into the open
- ❑ Process Tools—the leader uses a wide variety of tools to help the group achieve its ends
- ❑ Diversity—the leader seeks out and respects different points of view
- ❑ Shared Responsibility—the participants take responsibility for the meeting's success
- ❑ Evaluation—the meeting ends with process analysis, and the meeting participants agree that the meeting was productive and a good use of their time
- ❑ Follow-Up—the group assigns accountability (who/what/when) and clearly establishes action items

Common meeting problems are:

- ❑ Process—there are too many people trying to be the leader, there is confusion between the process, or how the meeting should be structured, and content, or what the meeting is addressing, and personal attacks rather than open discussion
- ❑ Roles—the roles and responsibilities of all participants are unclear and there is manipulation to achieve hidden agendas
- ❑ Information Handling—too much information is provided at once or is not provided clearly
- ❑ Decision Making—there are power and authority issues between leader(s) and participants
- ❑ Environment—poor seating arrangements or too hot, cold, noisy, formal, etc.

- Preparation/Follow-Up—there is a lack of planning, confused objectives and expectations, and no action is taken on decisions

In a Jaycee chapter, there are two primary types of meetings. A general membership meeting is the primary means of communicating with members. Meetings of the Board of Directors are different in that they provide an in-depth review session designed to analyze where the chapter has been, where it is going, and why.

Board meetings should be used to prepare for membership meetings. The agenda, officer reports, membership dues, the calendar, etc., should be reviewed at the Board meeting so that a report can be given during the membership meeting.

In short, committee work is handled during the Board meeting. Results are reported to the members at the membership meeting. The membership meeting is an opportunity for members to be heard and chapter business to be discussed.

In both cases, the President should be a totally impartial individual ensuring that all the organization's business is transacted as fairly and efficiently as possible. Once a leader shows partiality to any individual or group of individuals, or any issue, the leader loses the respect of the membership.

The President's attitude toward meetings is contagious. If he or she is confident, prepared, and shows good humor, the members will follow his or her example. Common sense is an important asset. The President is not expected to have every answer to every problem that presents itself. In those situations, he or she must depend on common sense and handle the situation fairly.

In the following sections of this manual, Jaycee General Membership Meetings, Jaycee Board Meetings, and the basics of parliamentary procedure will be covered.

SECTION TWO—GENERAL MEMBERSHIP MEETINGS

A membership meeting is a regularly scheduled activity that is called to:

- ❑ Transact chapter business
- ❑ Inform members of chapter activities
- ❑ Solve specific problems
- ❑ Award/recognize contributions made by members

Meetings are important to the life of the organization because they are an important means of communication and give members an opportunity to share ideas and express opinions. They serve as a valid social outlet and teach respect for the will of the majority, leadership techniques, and decision-making.

Planning the Meeting

The meeting room should be centrally located, large enough to accommodate the members, well ventilated, and provide adequate lighting.

The President should know:

- ❑ The location of heat and/or air conditioning controls
- ❑ How to reach the janitor
- ❑ The location of light switches
- ❑ The name and home phone number of the person who will be opening the facility
- ❑ The location of the restrooms
- ❑ The location of the telephones
- ❑ The location of the emergency exits

Promoting the Meeting

Promotion activities can greatly enhance meeting attendance.

Ideas for promotion include:

- ❑ Include a short article about the next meeting in the chapter newsletter, stating the time and date of the meeting, directions to the meeting location, expected project reports, and prospective awards
- ❑ Ask the Public Relations Vice President/Chairperson to submit an announcement of the meeting to the local newspapers, radio stations, and television stations about two weeks before the meeting
- ❑ Ask the Secretary to send a reminder to members in the form of a simple pre-printed postcard about one week before the meeting
- ❑ Ask Board members to follow up with telephone calls when possible

Preparing for the Meeting

Successful leaders take time to prepare.

The President should:

- ❑ Know the basics of parliamentary procedure and see that the Parliamentarian or Legal Counsel is also well-versed in the rules

- ❑ Be mentally and administratively prepared to conduct an efficient meeting (the agenda for the General Membership meeting should have been prepared and approved at the preceding Board meeting)
- ❑ Make sure that copies of the agenda and all handouts are available for each member

Programs for the Meeting

A short program can add value to meetings.

The President should consider using:

- ❑ A local businessman demonstrating his or her product or service
- ❑ A local banker explaining the banking services offered by a local institution
- ❑ A member from another chapter presenting a program that chapter is successfully conducting
- ❑ A local politician explaining issues relevant to the members

The President should consider scheduling mini-programs from the Individual Area of Opportunity. These can be short, interesting, and fun. Use a participation or role-playing segment of the program. Those who are interested in going through the entire program will then have a better understanding of what it offers. This may improve attendance at Individual Area of Opportunity programs the chapter conducts.

Participation at the Meeting

Make sure members and guests feel welcome.

The President should:

- ❑ See that members and guests are greeted warmly
- ❑ Seat an older member next to a new member or guest to offer explanations when necessary
- ❑ Draw every member, whether old or new, into the discussion

Preparing the Place for the Meeting

The President should:

- ❑ Arrive early. The President should be on site at least one hour before the meeting to see that everything is set up properly. If the door to the hall is locked, it's better to know an hour early than five minutes before the meeting is to start.
- ❑ Appoint a set-up committee. The President should appoint two or three non-Board members who will share the responsibility for setting up each meeting. They should also arrive early.

It is best to rotate the following assignments:

- ❑ Set up the head table
- ❑ Put up the Creed banner, flag, and lectern
- ❑ Set up the greeting table
- ❑ Set out any display materials or posters
- ❑ Sweep and tidy up the room, if necessary

- Check microphones and other equipment
 - The President should thank the set-up committee during the meeting.
- Assigning a head table: For most meetings, the President, Vice Presidents, Secretary, Treasurer, and any state officers or guest speakers should be seated at the head table. The arrangement is at the discretion of the President with consideration of the following general rules.
 - As you face the audience:
 - Guest speaker to immediate right of lectern
 - Chapter President or master of ceremonies to immediate left of lectern
 - Highest-ranking Junior Chamber officer to speaker's immediate right
 - Highest-ranking non-Jaycee, other than speaker, to emcee's immediate left
 - People of equal rank seated at equal distance from lectern to left and right
 - Guests of equal rank seated alphabetically
 - Those seated at head table should be notified well in advance and informed of proper attire
 - If meeting is formal, line up head-table seating off stage and then seat everyone together
 - Alternate "outsiders" with Jaycees to liven up conversation
- Assembling a hospitality table: At each meeting, the President should plan for an official hospitality table and greeters to welcome all prospective members at the door and give them the following:
 - A nametag
 - A copy of the agenda and handouts
 - A membership application
 - Any other Junior Chamber information the chapter wishes them to have

The President should ensure that new and/or prospective members are introduced to as many Board members and general members as possible. If possible, a "buddy" should be assigned.

Pre-meeting Orientation

An excellent way to orient guests and new members and expedite meetings is to have a pre-meeting orientation session.

The President should:

- Appoint an orientation team. Past Presidents are a good source for this assignment. They should arrive one-half hour before the meeting is scheduled to begin. As guests approach the hospitality table, they can be identified and taken to a separate room for a 15-minute orientation.
- Cover only the meeting. In-depth information about the Junior Chamber can be given after the prospect joins. If the President conducts this type of pre-meeting orientation, he or she should recruit approximately 90 percent of these prospective members attending the meeting.

Producing a Winning Meeting

The President should:

- ❑ Make sure that his or her conduct is exemplary. The President should always present a professional appearance and run the entire meeting as efficiently and professionally as possible.
- ❑ Start on time. Even if the President and the set-up committee are the only ones there, the meeting should begin on time. Members will eventually get the message and follow the example the leadership sets for them.
- ❑ Follow the agenda. This will keep the meeting moving.
- ❑ Welcome all guests. Guests and prospective members should be introduced immediately after the Pledge of Allegiance.
- ❑ Introduce the speaker. An introduction should be prepared for every guest speaker.
- ❑ Notify officers of reports to be given. The President must ensure that those giving reports are notified in time to prepare and are aware of time limits. Reports should be given from behind the podium. If a report runs over its time limit, the President can simply stand up beside the speaker, thus allowing the speaker to wrap up the report without embarrassment.
- ❑ Never resort to anger. The President should always be a diplomat. If a member's comments are out of order, the President must point out who has the floor. Belittlement and sarcasm are inappropriate. The President must depend upon parliamentary procedures and common sense.
- ❑ Close the bar. If a bar is available to members, it should be closed while the meeting is in session and reopened after adjournment.
- ❑ Make use of meeting checklists. The President should make use of the following checklists.

Before the Meeting:

- ❑ Is there a definite purpose for the meeting?
- ❑ Has the agenda been planned and copied?
- ❑ Have minutes of the previous meeting been mailed to members or are they available at the hospitality table?
- ❑ Do officers and chairpersons understand what they are expected to do?
- ❑ Has notice of meeting, time, and location been given to members?
- ❑ Have guest speakers and VIPs been contacted and the following discussed:
 - a. What subject is to be covered?
 - b. What is the time limit of the speech?
 - c. Where does the speech fit into the overall agenda?
 - d. Who will cover expenses, transportation, room?
 - e. Who will meet the guest speaker and VIPs?
 - f. Is there information for an introduction?
 - g. Are spouses invited?
- ❑ Have arrangements been made for audio-visual equipment?
- ❑ Have arrangements been made for a back-up guest speaker?
- ❑ Has the meeting room been arranged appropriately?
- ❑ Has a gift been arranged for the guest speaker and VIPs?

- ❑ Has engraving and/or lettering of awards been done?
- ❑ Will there be refreshments and are they arranged for?
- ❑ Will the media be in attendance?
- ❑ Will name tags be needed and/or other identification for members and guests?
- ❑ Have arrangements been made for a Creed banner, flag, and podium?

At the Meeting:

- ❑ Is there someone to greet members and guests?
- ❑ Will the meeting start on time?
- ❑ Are there nametags?
- ❑ Are there place cards?
- ❑ Is the room arranged correctly?
- ❑ Are officers and/or chairpersons prepared for brief reports?
- ❑ Are there awards?
- ❑ Is there water service (water and glasses) for the head table?
- ❑ Have the people who are to be seated at the head table been notified?

After the Meeting:

- ❑ Have thank-you letters been sent?
- ❑ Has important information been sent to the media?
- ❑ Have the minutes been prepared?
- ❑ Has the President completed all follow-up on commitments or promises?
- ❑ Has the President evaluated the success of the meeting and answered the following questions?
 - a. Was the agenda followed?
 - b. Were minutes taken?
 - c. Was action taken on needed items of business?
 - d. Was there adequate follow-through?
 - e. Were the members aware of questions addressed and decisions made?
 - f. Was the opportunity given to members to comment on decisions?
 - g. Was the program or guest speaker effective?

Increasing Attendance and Fun at Meetings

The easiest way to increase attendance at meetings is to ask members to handle responsibilities at the meetings.

The following are suggestions:

- ❑ One member should be asked to offer the invocation, another to lead the Pledge of Allegiance, another to give the benediction, and

another to lead the Jaycee Creed. Yet another member could be asked to bring the Creed and chapter banners.

- ❑ Several members could be asked to serve as meeting greeters. They should arrive early and welcome all attendees, invite them to sign in, and give them a meeting agenda.
- ❑ Several members could be asked to introduce guests who are attending.
- ❑ One member could be asked to prepare a five-minute presentation about the occupation of another member. This encourages networking and could be called “Meet the Member.”
- ❑ Use the Secret Handshake. Prior to the meeting the President secretly asks one member to be the Secret Handshake person. As members arrive, everyone shakes hands. The secret person remembers the 15th person who shakes his or her hand. During the meeting, the President identifies the Secret Handshake person and the 15th person is revealed and presented with a prize.
- ❑ Certificates, awards, or prizes could be presented to members who have perfect meeting attendance during a quarter or during the year.
- ❑ The names of members who attend during the entire year could be placed in a hat — each member should be given one entry for each meeting he or she attended. At your Awards and Installation Banquet, draw a name and award a large prize.
- ❑ A door prize, such as a gift certificate to the restaurant hosting the meeting could be awarded at each meeting. The chapter should advertise the winners and losers as well as the amount in the jackpot in the chapter newsletter.
- ❑ Music could be played at meetings, especially when awards are being presented.
- ❑ Themes such as Calypso night, Mexican night, etc., are effective.
- ❑ Provide refreshments.
- ❑ Have speakers/trainers from the community and advertise it prior to the meeting.

SECTION THREE—BOARD MEETINGS

Board meetings are important because they give the President an opportunity to regroup the team and keep it heading in a unified, positive direction. How well the President guides and prepares the team at a Board meeting will be evident at the following membership meeting.

The President should:

- ❑ Plan the Board meetings as carefully as he or she plans the membership meetings.
- ❑ Monitor, review, and discuss the yearly plan at each Board meeting.
- ❑ Changes, deletions, or additions to the yearly plan should be implemented at Board meetings.
- ❑ Provide time for each project chairperson to present the planning questions for the Chairman's Planning Guide (CPG) for each proposed project for Board review and approval. Once Board approval is granted, time should be provided for each project chairperson to report on the projects status. When the project is completed, time should be provided for the chairperson to present the completed CPG (final report) to the Board for approval.

Key elements of productive Board meetings are:

- ❑ An agenda: A complete agenda should be prepared before each Board meeting, and copies should be given to everyone attending the meeting. They should be mailed in advance, if possible.
- ❑ Parliamentary procedures: These procedures should be followed when business decisions are being made for the chapter. Board meetings may be kept informal, but all decisions should adhere to good parliamentary practices.
- ❑ Respect for Board members' time: Business should be transacted quickly and efficiently. Brainstorming and creative sessions should be placed at the end of the agenda and committee business should be handled in committee meetings.
- ❑ Board member reports: Every Board member should prepare a report at each meeting. Board members should be instructed in advance concerning reporting expectations and time limits. Participation by all stimulates unity.
- ❑ New member review: Assigned Board members should report on new members and cover such things as where they work, what they want to do in the chapter, and why they joined.
- ❑ Member review: Board members should review things such as billing for the next month, member attitudes, when members were last contacted personally, and what action is needed to ensure they will renew. This procedure should ensure that members' needs are being met.

- ❑ Attitude reports: Board members assigned to individual members should give a report on the general attitude of assigned members. Trends should be noted. Positive trends should be capitalized on and problems should be dealt with before they become unmanageable.
- ❑ Plan of action review: Board members should address where the chapter is in relationship to the chapter plan. Are new projects effective? Should the chapter drop or reschedule any projects?
- ❑ Preparation of membership meeting agenda: Board members should be included in the agenda preparation process, thus clarifying expectations and responsibilities. Chapter business should be reviewed and unified positions established.
- ❑ Creative time: Time should be scheduled at the end of the meeting for creative brainstorming with Board members, emphasizing new ideas, approaches, and solutions.

The success of membership meetings can be measured in direct proportion to the success of the Board meetings that precede them.

The importance of the Board and membership meetings to the overall success of the chapter cannot be over-emphasized. A well-planned and well-run meeting may not be the reason for a member to attend, but a disorganized and inefficiently run meeting is a legitimate reason for members not to return.

The successful President will bring Board members into the planning process. He or she will seek input from the Board when addressing important or controversial issues and ask Board members to help handle problems between members that may negatively impede the progress of a meeting. The Board ensures that each membership meeting is a productive one. The President just happens to be the one selected to stand behind the lectern and expedite the business of the chapter.

Board members should be held accountable, both personally and corporately, for carrying out the chapter's goals and responsibilities. The President should be fair, but firm, assisting each member with his or her weak areas, and moving members toward the accomplishment of the chapter's goals. The best place for this to be done is at a Board meeting.

At both membership and Board meetings, the President will be called on to make difficult and controversial decisions. Let the following be a guide when those decisions have to be made: **“If it's best for the majority, do it; if it's best for the minority, don't do it.”**

SECTION FOUR—PARLIAMENTARY PROCEDURE

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of common terms begins this section and should be referred to as often as necessary in considering the fundamental rules.

At the end of this section is Parliamentary Procedure At A Glance, a list of the most common procedures during a meeting and how to handle them.

Glossary

Amend—To change a motion either by adding to it, taking from it, or by altering it in some other way.

Blanks, Filling—Filling Blanks is a term used to indicate a method of decision regarding a matter where several different courses of action are possible. The term Blank is used because usually this method is applied in motions where an exact amount, a name, a date, or some other essential, specific information is left blank.

Business, Order of—The regular program of procedure of an organization.

Chair—The Chairperson. “Addressing the Chair” means speaking to the Chairperson or President. This is done by rising to one’s feet when no one else is speaking (with some exceptions) and saying, “Mr. or Madam Chairperson.” Being recognized by the Chair means being given permission to speak further.

The Power of the Chair:

- May decide in what order speakers shall be recognized
- May refuse to recognize members offering dilatory, absurd, or frivolous motions or motions intended, in his or her judgment, to obstruct business
- May restrain speakers within the limits of the rules
- May enforce good decorum
- May appoint committees
- May decide points of order
- May vote in cases where his or her vote would change the result, such as in making or breaking a tie
- Should avoid influencing a vote by his or her own comment on a motion under consideration

Commit—To refer to a committee

Committee of the Whole—Sometimes certain matters come up which can be properly studied and digested only as a committee would go into them, but which, because of their importance, should be considered by all members, and therefore should not be referred to a small committee. Then the meeting, on motion duly made, may “resolve itself into a

committee of the whole.” This means that the meeting officially is discontinued while everyone remains and becomes a member of a large special committee including everyone present. The Chairperson of the regular meeting does not preside over a committee of the whole; a special Chairperson is appointed.

Consideration, Informal—When a member moves “informal consideration,” and the motion is adopted, the meeting lays aside formal rules, allowing each person present to speak once on the subject under consideration.

Debate—Discussion or argument over a motion.

Divisions—Division in parliamentary law means simply a vote whereby all who are in favor and all who are opposed to a motion stand separately in groups as the Chairperson calls for “ayes” and “nays.”

Floor—The privilege of speaking before the assembly. Thus, when one “obtains the floor,” he is granted an opportunity to speak.

Inquiry, Parliamentary—An investigation or checking to determine the proper course of procedure.

Motion—A formal proposal to a meeting that it take certain action. A motion is a “motion” when stated by its proponent and until repeated by the Chairperson when presented for acceptance or rejection, at which time it becomes a “question,” a “proposition,” or a “measure.”

Motion, Incidental—An incidental motion is one growing out of another already under consideration, which secondary motion must be disposed of before the original motion may be proceeded with.

Motion, Main—A main motion is one that independently presents an idea for consideration.

Motion, Privileged—A privileged motion is one that is so vital in character that it takes precedence over all others.

Motion, Subsidiary—A subsidiary motion is one growing out of and applied to another already under consideration which is made use of to enable the assembly to dispose of it in the most appropriate manner, but which need not necessarily be decided before the question out of which it has arisen.

Order—When this term is applied to an act of an assembly it means an expression of a will of the assembly in the form of a command. An “order” differs from a “resolution” in that the latter is not a command but a declaration of fact or an expression of opinion or purposes.

Order, General—Making a general order is setting a future time for the discussion of a special matter. Making a general order differs from making a special order in that the former does not involve the breaking of any rules.

Order of the Day—Regular order or program of business. A motion calling for the orders of the day is a motion demanding that the present discussion be dropped and that the Chairperson announce the next matter to be taken up in accordance with the organization’s customary and established business routine. The term “orders of the day” has more specific meaning when a certain time has been set aside for the consideration of a given matter. Then a demand for the orders of the day is a request that this specific thing be taken up at the time set for it.

Order, Special—Making a special order is setting aside all rules for the consideration of some important question at a future time.

Postponement, Indefinite—This term is clear in the ordinary meaning of the words included in it except that the object of indefinite postponement is not merely to postpone, but, in effect to reject.

Privilege—The term privilege in parliamentary law has a restricted meaning and refers specifically to the privileges or rights of the meeting or those attending chiefly in connection with matters of physical comfort; such as inability to hear a speaker, the heating, lighting, and ventilation of the meeting room, noises and other disturbances, etc., and the ineligibility of misconduct of a member in a meeting at the time. These “questions of privilege” should not be confused with “privileged motions.” Questions of privilege may be involved with motions, but privileged motions include other matters.

Question—The question in parliamentary law is the proposition or motion after it has been placed before the assembly for action by the Chairperson. To move the previous question is to demand that the Chairperson take a vote on a motion which is being discussed. A question, when adopted, becomes an order, resolution, or vote.

Question, Division of—To separate a motion so that different parts of it may be considered individually.

Refer—To refer to a committee.

Resolution—The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not to command.

Rules, Suspension of—When the assembly wishes to do something that cannot be done without violating its own rules, and yet is not in conflict with its constitution or Bylaws, or with the fundamental principles of parliamentary law, it suspends the rules that interfere with the proposed action.

Second—A motion, in order to be considered by the assembly, must have a second, i.e., a sponsor in the form of a second member who indicates that he will support the motion by saying, “I second the motion.”

Sine die—Latin meaning “without day.” Meetings frequently adjourn sine die. This means that no date is set for a future meeting.

Table—The table in parliamentary law is literally the speaker’s table, but to lay on the table or to table a motion means to delay action on it.

The Purpose of Parliamentary Law

- ❑ To enable an assembly to transact business with speed and efficiency
- ❑ To protect the rights of each individual
- ❑ To preserve a spirit of harmony within the group

To achieve these purposes, always consider these basic principles of parliamentary procedure:

- ❑ Only one subject may claim the attention of the assembly at one time
- ❑ Each proposition presented for consideration is entitled to full and free debate
- ❑ Every member has rights equal to every other member
- ❑ The will of the majority must be carried out, and the rights of the minority must be preserved
- ❑ The personality and desires of each member should be merged into the larger unit of the organization

The Agenda or Order of Business

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

1. Call to order:
“Will the meeting please come to order.”
2. Reading and approval of minutes:
“Are there any corrections to the minutes?”
“There being no corrections, the minutes will stand approved as read.”
OR
“Are there any further corrections to the minutes?”
“There being no further corrections, the minutes will stand approved as corrected.”
3. Reports of officers and standing committees:
Officers, Boards, or standing committees should be called upon to report in the order in which they are mentioned in the constitution or Bylaws of the organization.
4. Reports of special committees
5. Unfinished business:

“We come now to unfinished business. Is there any unfinished business to come before the meeting?”

6. New business:

“Is there any new business to come before the meeting?”

7. Program

8. Adjournment:

Unqualified form: Proposer moves for adjournment; motion is seconded; Chairman calls for a vote; action depends upon majority vote. This motion cannot be discussed.

Qualified form: Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded, Chairman calls for discussion; a vote is taken; action depends upon majority vote.

What is a Motion?

A motion is a proposal that the group take certain action.

Main Motions: Motions in this group have for their object the bringing of questions or propositions before the assembly for consideration. Only one main motion can be considered at a given time by the assembly, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

Main Motions include:

- ❑ General main motions
- ❑ Specific main motions such as
 - ❑ To take from the table
 - ❑ To reconsider
 - ❑ To reconsider and have entered on the minutes
 - ❑ To rescind
 - ❑ To expunge
 - ❑ To adopt a resolution
 - ❑ To adjourn (qualified)
 - ❑ To create orders of the day
 - ❑ To amend

Subsidiary Motions: Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the assembly, it is “in order” to propose them when a main motion is still before the assembly and to vote upon them before the assembly and to vote upon them before voting upon the main motion.

Subsidiary Motions include:

- ❑ To lay on the table
- ❑ To call for the previous question
- ❑ To limit, or extend limits, of debate
- ❑ To postpone definitely

- ❑ To postpone indefinitely
- ❑ To refer to a committee
- ❑ To amend

Privileged Motions: Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the assembly.

Privileged Motions include:

- ❑ To fix time at which to adjourn
- ❑ To adjourn (unqualified)
- ❑ To take a recess
- ❑ To rise to a question of privilege
- ❑ To call for the orders of the day

Incidental Motions: Motions of this group have few general characteristics in common, but for convenience have been grouped into one class. The name “incidental” has been chosen because they arise only incidentally out of the business of the assembly.

Incidental Motions include:

- ❑ To suspend rules
- ❑ To withdraw a motion
- ❑ To read papers
- ❑ To object to consideration
- ❑ To rise to a point of order
- ❑ To rise to parliamentary inquiry
- ❑ To appeal from the decision of the Chair
- ❑ To call for a division of the house
- ❑ To call for a division of a question

How Should a Motion Progress?

1. A member rises and addresses the presiding officer.
The presiding officer should be addressed by title, as “Mr. President.” If the specific title is not known, it is always correct to use the term “Mr. or Madam Chairman.”
2. The member is recognized by the presiding officer.
The Chairperson recognizes a member by his or her name, “Mr. Member” or by a nod to him or her. Having thus received formal recognition from the Chairperson, a member is said to “have the floor” and is the only member entitled to present or discuss a motion.
3. The member proposes a motion.
A motion is always introduced in the form, “I move that” followed by a statement of the proposal. This is the only correct phraseology. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion either prior to, or immediately following, the formal proposal

of the motion. All discussion must wait until after the Chairperson has stated the motion to the assembly and has called for discussion.

4. Another member seconds the motion.
Another member, without rising or addressing the Chairperson, may say, "I second the motion." Seconding a motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the Chairperson may ask, "Is there a second to the motion?" If there is none, he or she may declare, "The motion is lost for want of a second."
5. The presiding officer states the motion to the assembly.
When a motion has been properly proposed and seconded, the Chairperson repeats the motion to the assembly, or "states the motion." After it has been formally stated to the assembly, it may be spoken of as a "question," or a "measure."
6. The assembly discusses or debates the motion.
After the motion has been formally stated by the Chairperson, any member has the right to discuss it. He or she must obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak or present motions at the same time, certain guiding principles should determine the decision of the Chairperson:
 - The Chairperson should always show preference to the proposer of the motion
 - A member who has not spoken has prior claim over one who has already discusses the question, or who has proposed another motion
 - If the Chairperson knows the opinions of the various members regarding the measure before the assembly, he or she should alternate between those favoring the measure and those opposing it
 - The Chairperson should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly

Discussion must be confined to the question that is "before the assembly."

7. The presiding officer takes the vote on the motion.
When all members who desire to discuss the question have done so, the Chairperson "puts the motion to a vote." He or she may, before taking the vote, inquire, "Is there any further discussion?" or "Are you ready for the question?" If no one rises, the Chairperson presumes discussion is closed. He or she will proceed to take the vote by announcing, "All in favor of the motion (statement of the motion) say 'Aye.'" Following response from the assembly, the Chairperson then says, "Those opposed say 'Nay'." If the Chairperson cannot determine from the volume of voices in which way the majority has voted, he or she says: "The Chair is in doubt. Those in favor

of the motion please rise.” After counting, he or she says: “Be seated. Those opposed, rise. Be seated.” Another alternative is to simply call for a show of hands. Certain motions may be voted on by ballot.

8. The presiding officer announces the result of the vote.

The Chairperson formally announces the result of the vote, saying: “The motion is carried; therefore (statement of the intent of the motion).” If a majority voted in the negative, “The motion is lost.” As soon as the vote has been announced by the Chairperson, another motion is in order.

How May a Motion be Amended?

The purpose of the motion to amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members.

Methods of amending are:

- ❑ By addition or insertion—to add something to the motion which it did not contain.
- ❑ By elimination or by striking out—to subtract or eliminate something from a motion that was originally a part of it.
- ❑ By substitution—this method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substitution portion may consist of a word, a phrase, a clause, or an entirely new motion.

The most important principle to understand in connection with any form of the motion to amend is that an amendment may be hostile, but it must be germane. “Hostile” means opposed to the spirit and aim of the motion to which it is applied. “Germane” means having a direct bearing upon the subject matter or the motion; that is, relevant, or relating to it.

An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but if it relates to the same subject matter, it is germane.

How to Handle Amendments

Types of amendments are:

- ❑ Amendment of the first rank—an amendment to a motion
- ❑ Amendment of the second rank—an amendment to the amendment (the amendment to the amendment must modify and relate directly to the amendment and not to the main motion, otherwise it is out of order)

No amendment beyond that of second rank is possible. It is never in order to propose more than one amendment of each rank at one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted on before the other is proposed.

It is possible, however, to have a motion, one amendment to the motion (amendment of the first rank), and one amendment to the amendment (amendment of the second rank) before the assembly at one time. Until the amendment of the second rank has been voted

upon, no other amendment of the second rank is in order. Until the amendment of the first rank has been voted on, no other amendment of the first rank can be proposed.

Amendments are voted on in inverse order; that is, the one of the second rank is disposed of first. The order of voting is:

1. Discussion is held and the vote taken upon the amendment to the amendment (amendment of the second rank)
2. Discussion is called for and the vote is taken on the amendment to the motion (amendment of the first rank)
3. When the vote on this has been taken, discussion upon the original or main motion as amended is open and when completed a vote is taken on it.

Nominations and Elections

A nomination is a formal presentation to the assembly of the name of a candidate for the office to be filled.

Nominations from the floor are as follows:

- ❑ Nominations do not require a second
- ❑ Nominations are in order as soon as the Chairperson calls for them
- ❑ As a nomination is made, the Chairperson repeats it and the Secretary records it
- ❑ No member may nominate more than one candidate for each office
- ❑ If there are no further nominations, the Chairperson may declare the nominations closed
- ❑ A motion to close the nominations requires a two-thirds vote
- ❑ Prior to voting but following the formal closing of nominations, nominations may be reopened by a motion, which requires only a majority to carry

Nominations by nominating committee are as follows:

- ❑ Committee may be appointed or elected as assembly may choose or as stated in Bylaws
- ❑ Nominating committee report presents to the organization the names of one or more members as candidates for each office
- ❑ The report of the nominating committee is not adopted, but the names are posted and treated as if the persons named had been nominated from the floor
- ❑ Further nominations may be made from the floor

Nominations by ballot are as follows:

- ❑ Chairperson directs tellers to pass out ballots and the member writes after each vacant office the name of one person whom he or she desires to nominate
- ❑ If a candidate receives a majority in this manner, it is usual to declare that candidate elected
- ❑ If no majority is received, a second ballot is then taken, in which candidates nominated by previous ballot are voted upon and the candidate who receives the majority on this ballot is elected
- ❑ If no one is elected on the second ballot, a motion that only the two highest candidates on the previous ballot be considered on the next ballot is in order

before this third ballot (the third ballot then becomes the decisive vote, or the electing ballot)

Voting for candidates not nominated is permissible. Voters may vote for anyone who is eligible regardless of whether or not he or she has been nominated, and anyone receiving the necessary majority is elected. This is commonly called a “sticker ballot.”

Voting on nominations is as follows:

- ❑ After the nominations are closed, the assembly proceeds to vote upon the names by the method prescribed in the constitution or Bylaws.
- ❑ An election becomes effective immediately, if the candidate is present and does not decline or if he is absent but has consented to his or her candidacy. If he is absent and has not consented to his or her nomination, the election becomes effective as soon as he or she is notified, if he or she does not decline immediately.
- ❑ Unless some other time is specified in the Bylaws, an officer assumes the duties of office as soon as he or she has been elected.

Most organizations make specific and detailed provisions for nominating and electing new officers in their constitution and Bylaws. The provisions ordinarily include such details as time of nomination, time of elections, method of nominating and electing, and time of installation.

Parliamentary Procedure At A Glance

To Do This:	You Say This:	May Interrupt the Speaker?	Need a Second?	Is Debatable?	Can be Amended?	Vote Needed?	Can be Reconsidered?
Adjourn Meeting	"I move that we adjourn"	NO	YES	NO	NO	Majority	NO
Call an Intermission	"I move that we recess for..."	NO	YES	NO	YES	Majority	NO
Complain about heat, noise, etc.	"I rise to a question of privilege"	YES	NO	NO	NO	No Vote	NO
Suspend Further Consideration of an Issue	"I move to table the motion"	NO	YES	NO	NO	Majority	NO
End Debate and Amendments	"I move the previous question"	NO	YES	NO	NO	Two-Thirds	NO(1)
Postpone Discussion for a Certain Time	"I move to postpone the discussion until..."	NO	YES	YES	YES	Majority	YES
Give Closer Study of Something	"I move to refer the matter to committee"	NO	YES	YES	YES	Majority	YES(2)
Amend a Motion	"I move to amend the motion by..."	NO	YES	YES(3)	YES	Majority	YES
Introduce Business	"I move that..."	NO	YES	YES	YES	Majority	YES
Protect Breach of Rules or Conduct	"I rise to a point of order"	YES	NO	NO	NO	No Vote(4)	NO
Vote on a Ruling of the Chairperson	"I appeal the Chair's decision"	YES	YES	YES	NO	Majority	YES
Suspend Rules Temporarily	"I move to suspend the rules so that..."	NO	YES	NO	NO	Two-Thirds	NO
Avoid Considering an Improper Matter	"I object to consideration of this motion"	YES	NO	NO	NO	Two-Thirds(5)	___(6)
Verify a Voice Vote	"I call for a division" or "Division"	YES	NO	NO	NO	No Vote(7)	NO

Request Information	“Point of information”	YES	NO	NO	NO	No Vote	NO
Retract Your Motion	“I wish to withdraw my motion”	NO	NO	NO	NO	No Vote	___(8)
Take up a Matter Previously Tabled	“I move to take from the table...”	NO	YES	NO	NO	Majority	NO
Reconsider a Hasty Action	“I move to reconsider the vote on...”	YES	YES	___(9)	NO	Majority	NO

- NOTES: (1) Unless vote on question is not yet taken.
(2) Unless the committee has already taken up the subject.
(3) Only if the motion to be amended is debatable.
(4) Except in doubtful cases.
(5) A two-thirds vote in negative needed to prevent consideration of main motion.
(6) Only if the main question or motion was not, in fact, considered.
(7) Unless someone objects.
(8) Only if the vote is no.
(9) Only if motion to be reconsidered is debatable.*