

*Unless the association
has a rule to the contrary*

Basic Parliamentary Procedures

Is it true...

FAQ

Internet Rules

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Parligroup

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I am a Professional Registered Parliamentarian and Trainer with the National Association of parliamentarians and a Certified Professional Parliamentarian – Teacher with the American Institute of Parliamentarians.

For over 25 years I have served as a parliamentarian, a presiding officer, a secretary, an instructor, and an expert witness. I have also written and revised bylaws, written parliamentary opinions, judged parliamentary competitions, and trained credentialed parliamentarians.

I have performed these services for parliamentarians, professionals, veterans, churches, avocations, schools, universities, condominiums, local governments, local government agencies and local communities.

As a professional parliamentarian I serve as

- a meeting, convention, and board parliamentarian
- a floor parliamentarian,
- a professional presider at meetings,
- a judge of parliamentary competitions,
- an expert witness, and
- a consultant for officers, directors, and members

and I

- write professional opinions on parliamentary procedure,
- write, and revise bylaws, and related governing documents, and
- present customized workshops and training sessions on parliamentary procedure and rules of order.

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The Basic Parliamentary Procedures

Requirements for a Meeting to be Valid

- 1 Call of the Meeting, to notify members.
- 2 The presence of a quorum, to validly conduct business.
- 3 A presiding officer, duly elected, to direct the meeting.
- 4 A secretary, duly elected, to record the action taken.

Quorum

- 1 Number of voters who must be present to validly transact business.
- 2 The individual voting member is counted as one of the quorum.
- 3 Count the voting members to determine the presence of a quorum.
- 4 The office has no bearing on the count; the definition does not include officer.
- 5 The quorum should be the number of members who usually attend meetings.

Minutes of a Meeting

- 1 Record of what was done at the meeting, not what was said by the members.
- 2 When approved, minutes should be signed and dated by the secretary.
- 3 The minutes do not become the record of the proceedings until approved.

A presiding officer should _____

- 1 Remain impartial or relinquish the chair.
- 2 State each motion clearly and completely to the assembly.
- 3 Restate each motion before taking the vote and announcing the result.
- 4 Address only headings with business to conduct.
- 5 Assist the members in exercising their rights and insist upon decorum.
- 6 Stifle out-of-order non-germane discussion or derogatory comments.

A Secretary should _____

- 1 Sit next to the chair for discrete communications on the order of business.
- 2 Have the controlling documents, reports, minutes, and correspondence.
- 3 Record in the minutes of the meeting what was done, not what was said.

A Member should _____

- 1 Address the presiding officer by title.
- 2 Speak only to the presiding officer and be seated after speaking.
- 3 Limit remarks to the immediately pending question itself.
- 4 Remain silent when another member has the floor.

The Basic Parliamentary Procedures

A Committee ____

- 1 is often, but **not necessarily, very small, and are subordinate** instruments of an assembly ...in some way not characteristic of an assembly.
- 2 is a body of one or more persons... and is not a form of assembly.
- 3 within the area of its assigned responsibilities, has less authority to act...
- 4 may not adopt its own rules except as authorized in the rules of the society or in instructions given to the committee by its parent assembly in a particular case.

A Committee should _____

- 1 Be formed as prescribed by the bylaws or rules of order.
- 2 Be empowered to act for the association only on specific instructions.
- 3 Follow bylaws, special rules of order, parliamentary authority and standing rules.
- 4 Not adopt their own rules except as authorized in the bylaws or instructions.

A Committee's Instructions should _____

- 1 Specify standing or special.
- 2 Specify the chair and the members.
- 3 Specify the task as: consider, investigate, take action or all three.
- 4 Specify the reporting date.

The Basic Parliamentary Procedures

Majority Vote

- 1 A majority is more than half.
- 2 A majority vote is more than half the ballots cast, excluding blanks and abstentions..
- 3 A tie vote means the motion is lost or there is no election.
- 4 With more than two options, a plurality is not a majority and neither adopts nor elects.

Two-thirds Vote

- 1 A two-thirds vote is at least two-thirds of the ballots cast, excluding blanks and abstentions..
- 2 Doubling the "no" votes gives the minimum "yes" votes required for adoption.

Counting Votes

- 1 Count the yes votes, the no votes and announce the result.
- 2 Count the yes votes, the members present and announce the result.
- 3 Count the yes votes, the members on roster and announce the result.
- 4 Count yes votes, the voting positions and announce the result.
- 5 Count was not followed by the word "abstentions" in the four statements above.

~~Unanimous~~ **General** Consent

- 1 Avoids unnecessary votes on routine, non-contentious and non-critical business.
- 2 A motion is adopted, or an action taken without putting the question to a vote.
- 3 In cases where unanimous consent is apparent, the chair may assume it.
- 4 The form is:
The chair asks "Is there any objection to _____."
pauses and if no one calls out "objection!"
states "There being no objection we will _____."
5 If anyone objects, follow the normal procedure for handling the motion.
- 6 The Objection is to the General Consent not the motion stated by the chair.

No motion no debate

- 1 Discussion of a subject is permitted only with reference to a pending motion.
- 2 A member obtains the floor while no motion is pending to immediately make a motion.
- 3 This rule requires firm enforcement.
- 4 This rule against discussion without a motion is a tool for keeping "on track."
- 5 This rule is important in making a meeting rapidly moving.

The Basic Parliamentary Procedures

To handle a motion

- 1 A member rises and when recognized offers a motion, "I move..."
- 2 Another member, anonymously, seconds the motion for the chair's guidance.
- 3 The chair repeats the motion, "It is moved and seconded to..."
- 4 The members debate the motion.
- 5 The chair puts the motion to a vote.
- 6 The chair announces the result.

To handle the motion, the chair _____

- 1 repeats a ranked motion with a lower number as in order. **See back cover.**
- 2 rules a ranked motion with a higher number, not in order at this time.
- 3 repeats an incidental motion that applies to the situation as in order.
- 4 assures the incidental motion is decided immediately before business proceeds.
- 5 rules immediately on a point of order or submits it to the assembly for decision.
- 6 takes the vote on the remaining motions in the reverse order from which they were made.

To announce the result of a vote the chair

- 1 States which side has it
- 2 Whether it is adopted or lost
- 3 The effect of the motion

To assign the floor, the chair recognizes _____

- 1 the member who made the motion and has not spoken.
- 2 the member who has not spoken.
- 3 the member who has spoken one time.
- 4 the member who rose and addressed the chair first, after the floor was yielded.
- 5 the members alternately both pro and con as much as possible.

Members can limit debate for _____

- 1 the meetings by adopting a special rule of order limiting debate at the meetings.
- 2 this meeting by adopting a motion limiting debate during this meeting.
- 3 the motion by adopting a motion limiting debate for the motion.
- 4 the speakers by adopting a motion limiting debate for the members.
- 5 the time used by adopting a motion to end debate...

The Basic Parliamentary Procedures

Long meetings? Limit debate!

Mr/Mme Chair, I move that debate be limited to _____ minutes _____.

	Order of Business	10 mins	2 mins	1 min
•	Call to Order	00:00:20	00:00:20	00:00:20
# ¹	Opening Ceremonies	00:03:00	00:03:00	00:03:00
# ¹	Roll Call of Officers and Directors	00:01:20	00:01:20	00:01:20
1	Reading and Approval of the Minutes	00:03:00	00:03:00	00:03:00
2	Reports of Officers, Boards and Standing Committees			
	President	00:02:00	00:02:00	00:01:00
	Vice President	00:02:00	00:02:00	00:01:00
	4th Vice President, Member A speaks (1)	00:10:00	00:02:00	00:01:00
	Treasurer	00:02:00	00:02:00	00:01:00
	Membership Committee, Chair Member B	00:02:00	00:02:00	00:01:00
	Publicity Committee, Chair Member C	00:02:00	00:02:00	00:01:00
	Bylaws Committee, Chair Member A speaks (2)	00:10:00	00:02:00	00:01:00
	Finance Committee, Chair Member I	00:02:00	00:02:00	00:01:00
	Community Services Committee, Chair Member N	00:02:00	00:02:00	00:01:00
3	Reports of Special Committees			
	Building Committee, Chair Member K	00:02:00	00:02:00	00:01:00
	Fund Raising Committee, Chair Member R	00:02:00	00:02:00	00:01:00
4	Special Orders			
5	Unfinished Business and General Orders			
	No unfinished business, Member A speaks (3)	00:10:00	00:02:00	00:01:00
	General Order, postponed motion, Member A, speaks 1 st time (4)	00:10:00	00:02:00	00:01:00
	General Order, postponed motion, Member B, speaks 1 st time	00:02:00	00:02:00	00:01:00
	General Order, postponed motion, Member J, speaks 1 st time	00:02:00	00:02:00	00:01:00
	General Order, postponed motion, Member A, speaks 2 nd time (5)	00:10:00	00:02:00	00:01:00
6	New Business			
	Motion to purchase lawn mower Member A speaks, 1 st time (6)	00:10:00	00:02:00	00:01:00
	Member B speaks, 1 st time	00:02:00	00:02:00	00:01:00
	Member C speaks 1 st time	00:02:00	00:02:00	00:01:00
	Member A speaks, 2 nd time (7)	00:10:00	00:02:00	00:01:00
	Member B speaks, 2 nd time	00:02:00	00:02:00	00:01:00
	Motion to purchase laptop Member A, speaks 1 st time (8)	00:10:00	00:02:00	00:01:00
	Member D speaks, 1 st time	00:02:00	00:02:00	00:01:00
	Member A speaks, 2 nd time (9)	00:10:00	00:02:00	00:01:00
	Member E speaks, 1 st time	00:02:00	00:02:00	00:01:00
# ¹	Good of the Association			
	Member A comments (10)	00:10:00	00:02:00	00:01:00
	Member F comments	00:02:00	00:02:00	00:01:00
•	Adjourn	00:00:20	00:00:20	00:00:20
	Call Meeting to Order at	07:00:00	07:00:00	07:00:00
	The meeting lasts	02:22:00	01:02:00	00:35:00
	Adjourn Meeting at	09:22:00	08:02:00	07:35:00

¹ The symbol "#" indicates an optional heading in the order of business.

The Basic Parliamentary Procedures Internet Special Rules or Order

The following are a suggested set of Internet Special Rules of Order suitable for consideration by a board and can be easily amended to meet the board's needs.

- 1 **Login information.** The secretary shall send by e-mail to every member of the [insert name], at least [insert time] before each meeting,
 - A the time of the meeting, the link to the site, the codes necessary to connect to the Internet meeting, the phone number and access code to participate by telephone, and
 - B a copy of these rules.
- 2 **Login time.** Members shall have access to the Internet meeting at least 15 minutes before the call to order.
- 3 **Signing in and out.** Members shall identify themselves as required to join the meeting; shall maintain access throughout the meeting; and shall click leave the meeting upon departure.
- 4 **Technical Support Personnel.**
 - A The secretary shall be the host
 - 1) monitors the chat box
 - 2) shares screen
 - B The chair shall appoint a monitor who shall be the co-host
 - 1) monitors the participants list
 - 2) launches polls as the teller
- 5 **Quorum.** The quorum shall be determined by the participants list and reported to the chair by the monitor.
- 6 **Technical requirements and malfunctions.**
 - A Each member is responsible for their connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's connection prevented participation in the meeting.
 - B For assistance call the hot line number [insert number].
- 7 **Forced disconnections.** The chair may direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so is subject to an undebatable appeal.

The Basic Parliamentary Procedures Internet Special Rules or Order

8 **Assignment of the floor.**

A To seek recognition

- 1) a member shall click on the raise hand icon and wait to be recognized
- 2) the monitor shall identify the member to the chair and lower the hand icon
- 3) the chair shall recognize the member

B To seek recognition by smartphone

- 1) call out to the monitor who shall note the member's position in the queue with raised hands
- 2) the monitor shall identify the member, when at the top of the queue, to the chair
- 3) the chair shall recognize the member

C To raise a point of order

- 1) a member shall call out "Point of Order"
- 2) the monitor shall identify the indicated member to the chair
- 3) the chair shall recognize the member

9 **Motions.**

A Main motions and amendments shall be submitted to the secretary using the chat box.

B Procedural motions shall be made orally.

10 **Display of motions.** The secretary shall display the pending main motion and amendment using the share screen function.

11 **Voting.** The chair shall take votes in the following order.

1st By unanimous consent if there is no objection.

2nd By raising hand icons which the monitor after counting shall lower in gross and give the count to the chair.

3rd By anonymous Internet poll.

12 **Video display.** If there are too many participants for all to be displayed simultaneously the monitor shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

The Basic Parliamentary Procedures

Hierarchy of Governing Documents

- 1 Statutory law**, that applies to corporations and associations.
- 2 Articles of Incorporation**
 - a Creates a separate legal entity.
 - b Adopted as prescribed by the state.
 - c Amended as prescribed by the state.
 - d Cannot be suspended.
- 3 National Charter, National Bylaws**
 - a Creates a local Association in a National Association.
 - b Adopted as prescribed by the national bylaws.
 - c Amended as prescribed by the national bylaws.
 - d Cannot be suspended.
- 4 Bylaws**
 - a Structure the local Association.
 - b Adopted as prescribed by the bylaws.
 - c Amended as prescribed by the bylaws.
 - d Cannot be suspended.
- 5 Special Rules of Order**
 - a Procedural rule to supplement or modify those in the Rule Book.
 - b Adopted by previous notice & two-thirds vote or majority vote of the entire membership.
 - c Amended as prescribed by the special rules of order.
 - d Suspended by a two-thirds vote.
- 6 Rules of Order**, Parliamentary Authority, Rule Book
 - a *Robert's Rules of Order Newly Revised* adopted by the Association.
 - b Adopted by a bylaw.
 - c Superseded by special rules of order.
 - d Superseded by a two-thirds vote.
- 7 Standing Rules**
 - a Detail the administration of the Association.
 - b Adopted by a majority vote.
 - c Amended by a two-thirds vote or a majority vote with notice.
 - d Suspended by a majority vote.
- 8 Minutes**
 - a Orders of the assembly, Acts, Directives
 - b Adopted by a majority vote.
 - c Amended by a two-thirds vote.
 - d Cannot be suspended.
- 9 Policies**
 - a Established principle that outlines the plan for following a course.
 - b Adopted by a majority vote.
 - c Amended by a two-thirds vote or a majority vote with notice.
 - d Cannot be suspended.
- 10 Procedures**
 - a Established way of doing something.
 - b Adopted by a majority vote.
 - c Amended by a two-thirds vote or a majority vote with notice.
 - d Cannot be suspended.

The Basic Parliamentary Procedures

Local Benevolent Association, Inc.

Articles of Incorporation for a Non-stock Corporation

FIRST: The undersigned Member Johnson, whose mailing address is 246 Main Street, Baltimore, 21203 MD; Member Langdon whose mailing address is 173 Side Street, Baltimore, 21203 MD and Member Gilman whose mailing address is 15 Cluster Circle, Baltimore 21203 MD being at least eighteen years of age, do hereby form a corporation under the laws of the State of Maryland.

SECOND: The name of the corporation, which is hereinafter called "Corporation" is the Local Benevolent Association, Inc.

THIRD: The purposes for which the Corporation is formed are as follows: To perform charitable acts toward others; to promote the general welfare of the community; and to provide athletic programs for the youth of the community.

FOURTH: The street address of the principal office of the Corporation in Maryland is The Community Recreation Center, 3412 Olive Road, Baltimore 21203 MD.

FIFTH: The name of the resident agent of the Corporation in Maryland is: Member Hamilton, 4523 Roundtoit Avenue, Baltimore 21223 MD.

SIXTH: The Corporation has no authority to issue stock.

SEVENTH: The number of directors of the Corporation shall be three which number may be increased or decreased pursuant to the bylaws of the Corporation. The names of the directors who shall act until the first meeting or until their successors are duly chosen and qualified are:
Janet Leclair, John Hendrix and Roberta Sunde.

EIGHTH: _____.

IN Witness WHEREOF, I have signed these articles and acknowledge the same to be my act.

I hereby consent to my designation in this document as resident agent for this corporation.

SIGNATURES OF INCORPORATORS:

SIGNATURE OF RESIDENT AGENT LISTED FIFTH:

Member Johnson

Member Hamilton

Member Langdon

Member Gilman

The Basic Parliamentary Procedures

LBA Bylaws

Article I

Name

The name of the association is the *Local Benevolent Association, Inc.* as stated in the Articles of Incorporation and is hereinafter referred to as the Association.

Article II

Purpose

The purposes of the Association are those prescribed by the Articles of Incorporation.

Article III

Members

§1 Membership. Any adult resident of the local community shall be eligible for membership.

§2 Dues. The annual dues shall be ten dollars per person.

Article IV

Officers

§1 Officers. The officers of the Association shall be a president, a vice president, a secretary, and a treasurer.

§2 Duties. Officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted.

§3 Ballot Election, Term of Office, Removal from Office. Officers shall be elected by ballot to serve for one year or until their successors are elected and qualified, and their term of office shall begin at the close of the annual meeting at which they are elected.

§4 Office Holding Limitations. No member shall hold more than one office at a time.

Article V

Meetings

§1 Regular Meetings. The regular meetings of the Association shall be held on the first Thursday of each month.

§2 Annual Meeting. The regular meeting on the first Thursday of January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for other business that may arise.

§3 Special Meetings. Special meetings may be called by the president and shall be called upon written request of five members of the Association. The purpose of the meeting shall be stated in the call.

§4 Internet Meetings. Meetings may be held on an Internet platform.

§5 Quorum. Fifteen members of the Association shall constitute a quorum.

Article VI

The Board of Directors

§1 Board Composition. The officers of the Association shall constitute the Board of Directors.

§2 Board's Duties and Powers. The Board shall make recommendations to the Association and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

§3 Board Meetings. Meetings of the Board may be called by the president and shall be called upon written request of two members of the Board.

The Basic Parliamentary Procedures

Article VII Committees

- §1 Membership Committee. A Membership Committee of two members shall be appointed by the president promptly after the annual meeting whose duty it shall be to issue numbered membership cards.
- §2 Public Affairs Committee. A Public Affairs Committee of three members shall be elected at the annual meeting, whose duty it shall be to inform the public of the Association's actions.
- §3 Audit Committee. One auditor shall be elected at the annual meeting to replace the senior auditor of the three-member Audit Committee, whose duty it shall be to audit the books and records of the Association quarterly.
- §4 Such other committees, standing or special, shall be appointed by the president as the Association or Board of Directors shall from time to time deem necessary to carry on the work of the Association.

Article VIII Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Association may adopt.

Article IX Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

End Bylaws as Amended May6, 1999

Special Rules of Order

- 1 The order of business at a regular meeting shall be:
 - Call to Order
 - 1 Adoption of the agenda
 - 2 Approval of the minutes
 - 3 Reports of Officers, Boards and Standing Committees
 - 4 Reports of Special (Select, or ad hoc) Committees
 - 5 Special Orders
 - 6 Unfinished Business and General Orders
 - 7 New Business
 - Adjourn
- 2 The motion to "Lay on the Table" shall not be permitted at any meeting of the Association.
- 3 The motion to "Reconsider" shall not be permitted at any meeting of the Association.

End Special Rules of Order as Amended May 6, 1999.

Standing Rules

- 1 The regular monthly meeting as prescribed in the bylaws shall be held at the Community Recreation Center Hall, 3412 Olive Road, Baltimore, Maryland 21203.
- 2 The regular monthly meetings shall start a 7:00 p.m.

End Standing Rules as Revised September 2, 1999.

The Basic Parliamentary Procedures

Local Benevolent Association, Inc. Minutes July 6, 2000

- Call to order

A quorum being present President Gorham called the regular meeting of the Local Benevolent Association to order on July 6, 2000, at 7:00 p.m.

1 Approval of the Minutes

- The minutes of the June 1st meeting were approved as distributed.

2 Reports of Officers, Boards and Standing Committees

- Financial report

Starting Balance June 1 st	\$12,376
Receipts	\$ 4,422
Disbursements	\$ 1,792
Ending Balance June 30 th	\$15,003

A detailed report was submitted to the secretary.

- Member ~~Johnson~~ chair of the membership committee reported we signed up

Morris

two new members in June and we now have 175 members on the roster.

3 Reports of Special Committees

- Member Read chair of the special committee assigned to paint the president's office reported the job was completed last Sunday.

6 New Business

- Motion by Member Bedford to purchase a new lawn mower for \$295.87 was adopted. The president directed Member Bedford to pick up a check from the treasurer, purchase the mower and submit the receipt.
- Motion by Member Jenifer to purchase a new laptop at a cost not to exceed \$1000 was postponed until the next meeting.
- Motion by Member Pinckney to prepare a membership directory to be sold at \$5.00 a copy.
- Motion by Member McHenry to adjourn. Adopted.
- President Gorham adjourned the meeting at 7:45 p.m.
- Secretary Franklin took the minutes.
- Adjourn

Approved

August 3, 2000

Member Franklin

The Basic Parliamentary Procedures

Detailed Financial Report

Local Benevolent Association, Inc. Financial Report June 1- 30, 2000					
DATE	CHK	FOR	RECEIPTS	DISBURS	BALANCE
1		Brought Forward			\$12,376.15
3		2 nd Quarter United Donations	\$ 3,200.00		\$15,576.15
3	3183	Trophy & Awards Company		(\$ 450.00)	\$15,126.15
4	3184	Local Telephone Co		(\$ 27.53)	\$15,098.62
4	3185	Long Distance Telephone Co		(\$ 39.99)	\$15,058.63
12		Bank Service Charge		(\$ 18.32)	\$15,040.31
15	3186	George Luver		(\$ 90.00)	\$14,950.31
20	3187	Food Supplier Co		(\$ 1,120.00)	\$13,830.31
21		Dues	\$ 120.00		\$13,950.31
24		Sponsor Donations	\$ 752.00		\$14,702.31
27	3188	Stationary Store		(\$ 47.38)	\$14,654.93
30		Association Sponsor	\$ 350.00		\$15,004.93
30		Ending Balance			\$15,004.93
Totals			\$ 4,422.00	(\$ 1,792.22)	
CHECKBOOK RECONCILIATION					
		Checkbook Ending Balance			\$15,004.93
		Charges/Debits not in book		(\$ 12.35)	
		Interest/Credits not in book	\$ 11.32		
		Adjusted Checkbook Balance			\$15,003.90
BANK STATEMENT RECONCILIATION					
		Statement Ending Balance			\$14,693.89
		Checks/Debits not on statement		(\$ 39.99)	
		Deposits/Credits not on statement	\$ 350.00		
		Adjusted Statement Balance			\$15,003.90

Items listed on the detailed financial report are supported by documents such as:

- deposit slips, sales receipts, returned checks, bank statements
- entrees in the Association's minutes
- entrees in the Association's adopted budget

The Basic Parliamentary Procedures

Auditors' Report

Local Benevolent Association, Inc. 2000, 2 nd Quarter Auditors' Report			
Third Year Auditor:	<i>Member Franklin</i>		
Second Year Auditor:	<i>Member Brearley</i>		
First Year Auditor:	<i>Member Wilson</i>		
Audit Period From:	April 1, 2000	To:	June 30, 2000
1 Obtain all of the Association's records which include:			
a Checkbook		h Cash on Hand	
b Bank Statements		i Savings Records	
c Financial Reports		j Investment Records	
d Cash Receipts		k Checks	
e Disbursement Records		l Membership Roster	
f Copy of the Budget		m Financial Policies	
g Secretary's Minutes		n Articles of Incorporation, Bylaws, etc.	
2 Check for accuracy and completeness:			
Take the ending balance established by the last audit and verify it equals the opening balance for the current period.			
Balance Established by the Last Audit		\$ 15,236.47	
Opening Balance for the Current Audit		\$ 15,236.47	
3 Total Line Items Receipts for the audit period:			
Line Item 01 Sponsors		\$ 3,480.00	
Line Item 02 Donations		\$ 1,100.00	
Line Item 03 Distributors Rebates		\$ 175.47	
Line Item 04 Fund Raisers & Bazaar		\$ 2,650.43	
Line Item 05 Food & Beverages		\$ 2,175.37	
Line Item 06 Other (<i>Explanation</i>)		\$ 00.00	
Line Item 07 Grants		\$ 2,500.00	
Line Item 08 Dues		\$ 1,325.00	
Total Line Item Receipts		\$ 13,406.27	
4 Total Line Items Disbursements for the audit period:			
Line Item 09 Stationary / Postage / Office		\$ 373.29	
Line Item 10 Heating Fuel		\$ 1,450.00	
Line Item 11 Food & Beverage Distributor		\$ 2,225.57	
Line Item 12 License Fees		\$ 675.00	
Line Item 13 SDAT Fees		\$ 646.50	
Line Item 14 Building Maintenance		\$ 4,793.32	
Line Item 15 Uniforms & Equipment		\$ 3,136.27	
Line Item 16 Telephone		\$ 337.86	
Line Item 17 Other (<i>Explanation</i>)		\$ 00.00	
Total Line Item Disbursements		\$ 13,637.81	
5 Calculate the Balance on Hand:			
Opening Balance Current Period		\$ 15,236.47	
Add Total Line-Item Receipts		\$ 13,406.27	
Subtract Total Line Item Disbursements		(\$13,637.81)	
Result is Balance on Hand		\$ 15,004.93	

The Basic Parliamentary Procedures

Local Benevolent Association, Inc. 2000, 2 nd Quarter Auditors' Report	
6 Reconcile the Checkbook:	
Checkbook Ending Balance	\$15,004.93
Subtract charges/debits not in checkbook	(\$ 12.35)
Add interest/credits not in checkbook	\$ 11.32
Result is Adjusted Checkbook Balance	\$15,003.90
7 Reconcile the Bank Statement	
Statement Ending Balance	\$14,693.89
Subtract checks/debits not on statement	(\$ 39.99)
Add deposits not on statement	\$ 350.00
Result is Adjusted Statement Balance	\$15,003.90
8 Calculate the Savings & Investments Present Value:	
CD Value Established by the Last Audit	\$ 5,136.76
Interest accrued over the audit period	\$ 359.57
Result is CD Present Value	\$ 5,496.33
9 Calculate the Total Assets:	
Balance on Hand	\$ 15004.93
CD Present Value	\$ 5,496.33
Cash on Hand	\$ 375.87
Result is Total Assets	\$20,877.13
10 Complete the Report:	
Auditors' Report	
The financial report reflects fairly the current financial condition and results of the operations of the Association, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding audit. The disbursements and other transactions were supported by authorizing documents, bills and receipts.	
Auditors' Procedure	
Using the Audit Form, the auditors:	
1 Review the Association's controlling documents listed in section 1, and verify that each disbursement was authorized in the bylaws or minutes of the meetings and accompanied by a bill or receipt.	
2 Ensure the opening balance for the current period equals the balance established by the previous audit and note this in section 2.	
3 Total all the monies received, by line item and title, as shown in section 3.	
4 Total all the disbursements, by line item and title, as shown in section 4.	
5 Calculate the balance on hand as shown in section This should agree with the treasurer's financial reports and the bank balance plus any cash on hand.	
6 Reconcile the bank statement with the checkbook balance in the usual manner.	
7 Reconcile the checkbook balance with the bank statement in the usual manner.	
8 Calculate the present value of any savings and investments such as certificates of deposit.	
9 Calculate the total assets as shown in section 9, which include any cash on hand.	
10 Complete the report which should be short and to the point. State what your review included, what you found, your opinion of the book balances and any recommendations you may have.	
11 Submit the report to the Secretary.	

The Basic Parliamentary Procedures

Tellers' Report

Local Benevolent Association, Inc. January 6, 2000 Tellers' Report		
President		
Number of votes cast for president		68
Number of votes necessary for election		35
1	Number of votes cast for Member Gorham	37
2	Number of votes cast for Member Bedford	28
3	Number of votes cast for	
Explanation of illegal votes cast for president		
Mickey Mouse (ineligible, not on the roster)		2
Explanation of rejected votes		
One ballot containing two votes		1
Vice President		
Number of votes cast for vice president		62
Number of votes necessary for election		32
1	Number of votes cast for Member McHenry	19
2	Number of votes cast for Member Blair	42
3	Number of votes cast for	
Explanation of illegal votes cast for vice president		
John Doe (ineligible, not on the roster)		1
Explanation of rejected votes		0
Secretary		
Number of votes cast for secretary		53
Number of votes necessary for election		27
1	Number of votes cast for Member Franklin	32
2	Number of votes cast for Member Spaight	21
3	Number of votes cast for	
Explanation of illegal votes cast for secretary		0
Explanation of rejected votes		0
Treasurer		
Number of votes cast for treasurer		67
Number of votes necessary for election		34
1	Number of votes cast for Member Clymer	50
2	Number of votes cast for Member Hamilton	17
3	Number of votes cast for	
Explanation of illegal votes cast for treasurer		0
Explanation of rejected votes		0

The Basic Parliamentary Procedures

Local Benevolent Association, Inc. January 6, 2000 Tellers' Report		
Public Affairs Committee Members		
Number of votes cast for public affairs committee members		67
Number of votes necessary for election		34
1	Number of votes cast for Member Brearley	27
2	Number of votes cast for Member King	38
3	Number of votes cast for Member Langdon	51
4	Number of votes cast for Member Basset	24
5	Number of votes cast for Member Broom	34
6	Number of votes cast for	
Explanation of illegal votes cast for public affairs committee members		0
Explanation of rejected votes		0
Audit Committee Member		
Number of votes cast for audit committee members		60
Number of votes necessary for election		31
1	Number of votes cast for Member Wilson	42
2	Number of votes cast for Member Baldwin	18
3	Number of votes cast for	
Explanation of illegal votes cast for audit committee members		0
Explanation of rejected votes		0
1 st Teller <i>Member Few</i>		
2 nd Teller <i>Member Williamson</i>		
3 rd Teller <i>Member Morris</i>		
Tellers' Procedure		
A The tellers:		
1 Distribute the ballots to those persons entitled to vote.		
2 Collect the ballots.		
3 Count all the ballots for each office including illegal votes.		
4 Calculate the votes necessary for election which is a majority or more than half the ballots cast for each office.		
5 Do not credit illegal votes to any candidate.		
6 Count the votes cast for each candidate.		
7 Complete the tellers' report..		
B The chair of tellers, addressing the chair, reads the report and hands it to the Presiding officer without declaring the result.		
C The presiding officer, reading the tellers' report, declares who is elected to each office.		

The Basic Parliamentary Procedures

The presiding officer...

- 1 Opens the meeting on time by taking the chair and calling the meeting to order, having determined that a quorum is present.
- 2 Announces in sequence the business that comes before the assembly in accordance with the order of business, agenda, or program.
- 3 Recognizes members who are entitled to the floor.
- 4 States and puts to vote motions that come before the assembly, and announces the result of each vote; or, if a motion is not in order, rules it not in order.
- 5 Protects the assembly from dilatory motions by refusing to recognize them.
- 6 Enforces the rules relating to debate, to order and to decorum.
- 7 Expedites business in every way compatible with the rights of members and uses unanimous consent and assumed motions when appropriate.
- 8 Decides questions of order, subject to appeal, and when in doubt, refers the question to the assembly for decision.
- 9 Responds to inquiries relating to parliamentary procedure or factual information bearing on the business and assists members with the wording of motions.
- 10 Declares the meeting adjourned when the assembly so votes or at the time prescribed in the agenda, or at the conclusion of business.

The presiding officer has at hand

- 1 Articles of incorporation, bylaws, special rules of order, standing rules, etc.
- 2 *Robert's Rules of Order Newly Revised* 12th Edition
- 3 List of standing and special committees and their members
- 4 An agenda, listing matters that are to come up, shown in proper sequence under the correct headings
- 5 Script & referral cards
- 6 Gavel
- 7 Timepiece & timer
- 8 Calendar

The Basic Parliamentary Procedures

Order of Business → Agenda

This list of headings, 1 through 6, is the prescribed order of business; it is the order in which business is introduced at the meeting; it is not the business to be considered at the meeting.

The order of business... **as amended**

- Call to Order
- 1 ~~Reading and~~ Approval of the minutes **as distributed**
- 2 Reports of officers, board, and ~~standing~~ committees **listed in the bylaws**
- 3 Reports of ~~special~~ committees **assigned a one time task**
- 4 ~~Special orders~~ **bylaw requirements or motions made special orders**
- 5 ~~Unfinished business~~ **motions cutoff at the previous meeting**
- 5 ~~General orders~~ **postponed motions or motions for which notice was given**
- 6 New Business **motions & notices**
- Adjourn

Optional Headings

Opening ceremonies, if any, which is not business in the order of business.

Roll call

Consent calendar

Good of the _____ no business conducted

Announcements

Program

Order of business

An association adopts an order of business or adopts RONR that specifies the six items in the order of business above as standard for one-meeting sessions of ordinary societies.

Agenda

The agenda is the business inserted under the headings listed. The agenda is the reports; the orders of the day; the motions; the announcements; and the other items of business placed under the headings listed in 1 through 6 above for the current session. The agenda typically changes for each meeting while the list of headings remains the same except under certain conditions.

Conducting a meeting.

Following the order of business, we will conduct a monthly meeting of the Local Benevolent Association (LBA) using the scripts on pages 17 through 41.

Practice your presiding skills by taking the part of the member on the left-hand column, [following the gray directions in brackets], and **reading aloud the bold black type**.

The Basic Parliamentary Procedures

1 A script for a meeting

- Chair **A quorum being present the regular meeting of the Local Benevolent Association will come to order.**
- Chair **The question is on the adoption of the agenda as distributed.**
- Chair **If there is no objection, we will adopt the agenda as distributed.** [Pause]
- Chair **There being no objection, the agenda is adopted as distributed.**
- Chair **Are there any corrections to the minutes as distributed?** [Pause]
- Chair **There being no corrections, the minutes are approved as distributed.**
- Chair **The chair recognizes the treasurer for the financial report.**
- Clymer [Stand up]
- Clymer **Starting Balance July 1st \$15003**
- Receipts \$3,127**
- Disbursements \$2,478**
- Ending Balance July 31st \$15,652**
- I submitted a detailed report to the secretary.** [Sit down]
- Chair **Are there any questions on the financial report?**
[Pause]
- Chair **The chair recognizes Member Johnson chair of the membership committee for a report.**
- Johnson [Stand up]
- Johnson **A new member joined in June; we now have 176 members.** [Sit down]

The Basic Parliamentary Procedures

Chair **The chair recognizes Member Langdon, chair of the public affairs committee, for a report.**

Langdon [Stand up]

Langdon **The committee arranged for NPR to announce our Fall Food Drive throughout the month of October.** [Sit down]

Chair **The chair recognizes Member Gilman, chair of the special committee on carpeting the office, for a report.**

Gilman [Stand up]

Gilman **The committee purchased and installed the carpet for \$235.25. The receipts and remaining \$14.75 were turned in to the treasurer.** [Sit down]

Chair **Under unfinished business the question is on the adoption of the motion to prepare a directory for sale at \$5.00 each.**

Chair **Are you ready for the question?**^{2&3} [Pause]

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye.] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no.] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the motion is adopted.**

Chair [Direct the secretary to carry out the order]

² The chair is asking the members if they are ready to vote on the motion, if they want to debate a debatable motion, or if they want to offer another motion.

³ As an alternative, the chair may ask "Is there any debate?" if the motion is debatable.

The Basic Parliamentary Procedures

Chair **The secretary will prepare a membership directory to be sold at \$5.00 a copy.**

Chair **Under general orders the question is on the adoption of the motion to purchase a new laptop at a cost not to exceed \$1000.**

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [A minority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A majority say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the motion is lost.**

Chair **We will not purchase a new laptop.**

Chair **Under new business, does anyone have a motion to offer?** [Pause]

Chair [When no one responds, adjourn the meeting]

Chair **There being no further business, the meeting is adjourned.**

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

2 A script for an objection to unanimous consent

A member feels the motion requires more consideration and a vote.

- Call to order

Chair [Call the meeting to order on time]

Chair **A quorum being present the regular meeting of the Local Benevolent Association will come to order.**

Chair [Proceed to the first business in the order of business]

Chair **The question is on the adoption of the agenda as distributed.**

Chair **If there is no objection, we will adopt the agenda as distributed?** [Pause]

Member [Call out from your seat] **Objection!**

Chair **There is an objection.**

Chair [State the motion to the assembly]

Chair **The question is on the adoption of the agenda as distributed.**

Chair **Are you ready for the question?** [Pause]

Bassett [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Bassett**

Bassett **Why is there no consent calendar on this month's agenda?** [Sit down]

Chair **No motions were submitted in July for a consent calendar.**

The Basic Parliamentary Procedures

Chair **The question is on the adoption of the agenda as distributed.**

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the agenda is adopted.**

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

3 A script for a correction to the minutes

A member noticed a mistake in the minutes.

1 Approval of the minutes

Chair **Are there any corrections to the minutes as distributed?** [Pause]

Mifflin [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Mifflin.**

Mifflin **The membership committee report was given by Member Morris not the committee chair Member Johnson. Johnson was out sick last month.** [Sit down]

Chair [Direct the secretary to make the correction]

Chair **The secretary will make the correction.**

Franklin [Inform the chair]

Franklin **Mr/Mme chair the minutes are corrected.** [Page 12]

Chair **Are there any other corrections to the minutes?**
[Pause]

Chair **There being no other corrections, the minutes are approved as corrected.**

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

4 A script for a question on a report

A member doesn't know the reason for something in a report.

2 Reports of officers, board, and standing committees

Chair [Direct the treasurer to give the financial report]

Chair **The treasurer will give the financial report.**

Clymer [Stand up]

Clymer **Starting Balance July 1st \$15003**

Receipts \$3,127

Disbursements \$2,478

Ending Balance July 31st \$15,652

I submitted a detailed report to the secretary. [Sit down]

Chair **Are there any questions on the financial report?**
[Pause]

Hamilton [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Hamilton.**

Hamilton **Last month's disbursements seem higher than usual; why is that?** [Sit down]

Chair [Direct the treasurer to answer the question]

Chair **The treasurer will answer the question.**

Clymer [Stand up]

Clymer **Last month we had over two weeks of record high temperatures that ran our air conditioning bill up higher than normal.** [Sit down]

Chair **Are there any other questions on the financial report?** [Pause]

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

5 A script for postpone indefinitely

A member thinks it best to avoid voting on a motion of a delicate nature.

6 New business

Chair **Is there any new business?**

Blount [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Blount.**

Blount **I move that the LBA⁴ go on record supporting the SBA⁵ president in the upcoming election.** [Sit down]

Member **Second!**

Chair **It is moved and seconded that the LBA go on record supporting the SBA president in the upcoming election.**

Chair **Are you ready for the question?**

Rutledge [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Rutledge.**

Rutledge **Members are loyal to the state president but want to support the nominee of their choice. If members vote no on the motion it might appear to be a repudiation of our president. Let's avoid this delicate situation altogether.** [Sit down]

⁴ Local Benevolent Association

⁵ State Benevolent Association

The Basic Parliamentary Procedures

- Spaight [Stand up and call out] **Mr/Mme Chair!**
- Chair [Recognize the member]
- Chair **The chair recognizes Member Spaight.**
- Spaight **I move to lay the motion on the table.** [Sit down]
- Member **Second!**
- Chair [Explain the correct procedure]
- Chair **The chair reminds the members it is out of order to lay the motion on the table if the intent is to avoid dealing with the measure.**
- Chair **The question is on the adoption of the motion to postpone indefinitely.**
- Chair **Postpone indefinitely is debatable and avoids a direct vote on the main motion.**
- Chair **Are you ready for the question?**
- Butler [Stand up and call out] **Mr/Mme Chair!**
- Chair [Recognize the member]
- Chair **The chair recognizes Member Butler.**
- Butler **I have no qualms about our supporting the president. I suggest we vote yes on the main motion.**
[Sit down]
- Baldwin [Stand up and call out] **Mr/Mme Chair!**
- Chair [Recognize the member]
- Chair **The chair recognizes Member Baldwin.**

The Basic Parliamentary Procedures

- Baldwin **The speaker who said it's a delicate issue is right. Let's vote yes on the indefinite postponement and avoid an awkward situation.** [Sit down]
- Chair **Are you ready for the question?** [Pause]
- Chair **The question is on the adoption of the motion to postpone the main motion indefinitely.**
- Chair **Those in favor say aye.** [Pause]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause]
- Members [A minority of members say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **The main motion is postponed indefinitely.**
- Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

6 A script for a main motion, and an amendment

A member has an idea that we take an action.

6 New business

Chair [Ask if a member has a main motion, new business. This is not an invitation for someone to just start talking about something]

Chair **Is there any new business?** [Pause]

Read [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Read.**

Read **I move that we serve doughnuts and coffee at the meetings.** [Sit down]

Member **Second!**

Chair [State the motion to the assembly]

Chair **It is moved and seconded that we serve doughnuts and coffee at the meetings.**

Chair **Are you ready for the question?** [Pause]

A member has a related idea that we take an action.

Bedford [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Bedford.**

Bedford **I move to amend the motion by inserting the words "with cream and sugar" after the word "coffee."** [Sit down]

Member **Second!**

The Basic Parliamentary Procedures

- Chair [State the motion to the assembly]
- Chair **It is moved and seconded to amend the motion by inserting the words "with cream and sugar" after the word "coffee."**
- Chair **If adopted the motion will be that we serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair **The question is on the adoption of the amendment to insert the words "with cream and sugar."**
- Chair **Are you ready for the question?** [Pause]
- Madison [Stand up and call out] **Mr/Mme Chair.**
- Chair **The chair recognizes Member Madison.**
- Madison **This is a good idea because not every member drinks their coffee black. Everyone should vote for this amendment.** [Sit down]
- Chair **Is there any further discussion?** [Pause]
- Chair **There being none; those in favor say aye.** [Pause]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no** [Pause]
- Members [A minority say no] **No!**
- Chair **The ayes have it, and the amendment is adopted.**
- Chair **The question is on the adoption of the main motion as amended, that we serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair **Are you ready for the question?** [Pause]

The Basic Parliamentary Procedures

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the motion is adopted.**

Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**

Chair [Direct the Sergeant-at-Arms to carry out the order]

Chair **The Sergeant-at-Arms is to carry out the order.**

Chair **Is there any other new business?** [Pause]

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

7 A script for a division of the assembly

A member doubts the announced result of a vote.

6 New business

Chair **The question is on the adoption of the motion to amend by adding the words, "with cream and sugar" after "coffee."**

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [Half of the members say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [Half of the members say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the amendment is lost.**

Member [Call out from your seat] **Division!**

Chair **A Division is called for.**

Chair **Those in favor raise your hand.** [Pause]

Members [A majority raise their hands]

Chair **Hands down.**

Chair **Those opposed raise your hand.** [Pause]

Members [A minority raise their hands]

Chair **Hands down.**

Chair **The affirmative has it, and the amendment is adopted.**

Chair **The question is on the adoption of the motion to serve doughnuts and coffee with cream and sugar at the meetings.**

The Basic Parliamentary Procedures

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Chair **The ayes have it, and the motion is adopted.**

Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**

Chair [Direct the Sergeant-at-Arms to carry out the order]

Chair **The Sergeant-at-Arms is to carry out the order.**

Chair **Is there any other new business?** [Pause]

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

8 A script for the previous question

A member feels debate on the motion to serve doughnuts and coffee has been going on long enough and is at a standstill.

6 New business

Chair [A member realizes debate on a motion is at a standstill]

Chair **Are you ready for the question?** [Pause]

Jenifer [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Jenifer.**

Jenifer **I move the previous question on all pending motions.**
[Sit down]

Member **Second!**

Chair [State the motion to the assembly]

Chair **It is moved and seconded to order the previous question on all pending motions.**

Chair **Are you ready for the question?** [Pause]

Chair **The question is on the adoption of the motion to order the previous question on all pending motions.**

Chair **Those in favor raise your hand.** [Pause]

Members [Two-thirds or more raise their hands]

Chair **Hands down.**

Chair **Those opposed raise your hand.** [Pause]

Members [One-third or less raise their hands]

Chair **Hands down.**

Chair **There are two-thirds in the affirmative; the previous question is ordered on all pending motions.**

The Basic Parliamentary Procedures

- Chair **The question is on the adoption of the motion to amend by inserting the words, “with cream and sugar” after the word “coffee.”**
- Chair **Those in favor say aye.** [Pause]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause]
- Members [A minority say no] **No!**
- Chair **The ayes have it, and the motion is adopted.**
- Chair **The question is on the adoption of the motion to serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair **Those in favor say aye.** [Pause]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause]
- Members [A minority say no] **No!**
- Chair **The ayes have it, and the motion is adopted.**
- Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair [Direct the Sergeant-at-Arms to carry out the order]
- Chair **The Sergeant-at-Arms will carry out the order.**
- Chair **Is there any other new business?** [Pause]
- Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

9 A script for refer to committee

President Gorham arrives from an important engagement.

A member thinks the motion is too complex to consider at a meeting.

5 Unfinished business and general orders

Gorham [Introduce general orders and state the motion scheduled]

Gorham **Under general orders the question is on the adoption of the motion to purchase a laptop at a cost not to exceed \$1000.**

Gorham **Are you ready for the question?** [Pause]

Paterson [Stand up and call out] **Mr/Mme President!**

Gorham [Recognize the member]

Gorham **The chair recognizes Member Paterson.**

Paterson **I move to refer the motion to a committee.** [Sit down]

Member **Second!**

Gorham [State the motion to the assembly]

Gorham **It is moved and seconded to refer the motion to a committee.**

Gorham [Inform the members to include the necessary details]

Gorham **The motion to refer is incomplete. It needs to include the committee's size, authority, and reporting date.**

Gorham **The question is on the adoption of the motion to refer the motion to a committee.**

Gorham **Are you ready for the question?**

Dayton [Stand up and call out] **Mr/Mme President!**

Gorham [Recognize the member]

Gorham **The chair recognizes Member Dayton.**

Dayton **I move to amend the motion to refer by adding the words, "of three members to select the best options, and report at the next meeting."** [Sit down]

The Basic Parliamentary Procedures

Member **Second!**

Gorham [State the motion to the assembly]

Gorham **It is moved and seconded to add the words, "of three members to select the best options, and report at the next meeting."**

Gorham **If adopted the motion will be to refer the motion to purchase a computer at a cost not to exceed \$1000 to a committee of three members to select the best options, and report at the next meeting.**

Gorham **The question is on the adoption of the motion to add the words, "of three members to select the best options, and report at the next meeting."**

Gorham **Are you ready for the question?** [Pause]

Gorham **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Gorham **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Gorham [Announce the result of the vote]

Gorham **The ayes have it, and the amendment is adopted.**

Gorham [State the motion as amended]

Gorham **The question is on the adoption of the motion to refer the motion to purchase a computer at a cost not to exceed \$1000 to a committee of three members to select the best options, and report at the next meeting.**

Gorham **Are you ready for the question?** [Pause]

Gorham **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Gorham **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

The Basic Parliamentary Procedures

Gorham [Announce the result of the vote]

Gorham **The ayes have it, and the motion to purchase a computer at a cost not to exceed \$1000 is referred to a committee of three members to select the best options, and report at the next meeting.**

Gorham [Appoint the committee chair and members]

Gorham **The chair appoints Members Franklin, Mifflin, and Bedford to the committee to select the best options.**

Gorham [Proceed to the next business in the order of business]

President Gorham departs for an important engagement.

The Basic Parliamentary Procedures

10 A script for creating a blank & filling a blank

A motion with amounts of money is offered, and the chair assumes the motion to create a blank. This is used for money, names, dates, colors, etc.

6 New business

Chair **Is there any new business?** [Pause]

Carroll [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Carroll.**

Carroll **I move that we give Member Madison \$500 to help cover convention expenses.** [Sit down]

Member **Second!**

Chair **It is moved and seconded that we give Member Madison \$500 to help cover convention expenses.**

Chair **Are you ready for the question?** [Pause]

Blair [Stand up and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Blair.**

Blair **I move to amend the motion by striking \$500 and inserting \$600.** [Sit down]

Chair [Suggest creating a blank]

Chair **Without objection, a blank will be created by striking out \$500.** [Pause for response]

Chair **There being no objection, the blank is created.**

Chair **The question is on the adoption of the motion that we give Member Madison blank dollars to help cover convention expenses.**

Chair **The amounts of \$500 and \$600 are suggested.**

The Basic Parliamentary Procedures

Chair **Are there any other suggestions for filing the blank?**
[Pause]

Members [Call out from your seats] **\$750! \$1000!**

Chair [When members stop calling out, explain the procedure]

Chair **The question is on the adoption of the motion to fill the blank with one of the amounts suggested.**

Chair **We will vote on the amounts in order starting with the lowest amount.**

Chair **The amounts are \$500, \$600, \$750, and \$1000.**

Chair **The chair reminds the members it is important to vote yes for the amount you prefer and no for each amount you do not prefer. The first amount receiving a majority vote will fill the blank.**

Chair **The question is shall the blank be filled with \$500?**
[Pause]

Chair **Those in favor of filling the blank with \$500 say aye.**
[Pause]

Members [A minority say aye] **Aye!**

Chair **Those opposed to filling the blank with \$500 say no.**
[Pause]

Members [A majority say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the blank is not filled with \$500.**

Chair **The question is shall the blank be filled with \$600?**
[Pause]

Chair **Those in favor of filling the blank with \$600 say aye.**
[Pause]

Members [A minority say aye] **Aye!**

Chair **Those opposed to filling the blank with 6000 say no.**
[Pause]

The Basic Parliamentary Procedures

- Members [A majority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The noes have it, and the blank is not filled with \$600.**
- Chair **The question is shall the blank be filled with \$750?**
[Pause]
- Chair **Those in favor of filling the blank with \$750 say aye.**
[Pause]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed to filling the blank with \$750 say no.**
[Pause]
- Members [A minority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the blank is filled with \$750.**
- Chair **The question is on the adoption of the motion that we give Member Madison \$750 to help cover convention expenses.**
- Chair **Are you ready for the question?** [Pause]
- Chair **Those in favor say aye.** [Pause]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause]
- Members [A minority of members say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **We will give Member Madison \$750 to help cover convention expenses.**
- Chair **The treasurer will issue a check for \$750 to Member Madison.**
- Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

11 A script for an executive session

A member offers a motion on a confidential matter.

6 New Business

Chair **Is there any new business?**

Few [Stand and call out] **Mr/Mme Chair!**

Chair [Recognize the member]

Chair **The chair recognizes Member Few.**

Few **The bottom is falling out of the housing market; I move the Local Benevolent Association sell its properties as soon as possible.** [Sit down]

Pinckney [Stand up and call out] **Mr/Mme president, question of privilege!**

Chair [Address the member]

Chair **The member will state the question.**

Pinckney **We need to consider this in secret. I move we go into executive session.** [Sit down]

Chair **The chair rules that the question is one of privilege to be entertained immediately.**

Chair **It is moved that we go into executive session.**

Chair **The question is on the adoption of the motion to go into executive session.**

Chair **Are you ready for the question?** [Pause]

Chair **Those in favor say aye.** [Pause]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause]

Members [A minority say no] **No!**

Chair [Announce the result of the vote]

The Basic Parliamentary Procedures

- Chair **The ayes have it, and the motion is adopted.**
- Chair [Inform the non-members to leave the hall]
- Chair **During the executive session only members are permitted to remain, and all attendants are obligated to secrecy.**
- Chair **The members will please remain while the Sergeant-at-Arms directs the non-members to clear the hall.**
- Chair [When the Sergeant-at-Arms gives the word, continue]
- Chair **The chair reminds the members we are in executive session; attendants are obligated to secrecy.**
- Chair **It is moved that the Local Benevolent Association sell its properties as soon as possible.**
- Chair [Recognize the member who made the motion]
- Chair **The chair recognizes Member Few.**
- Chair [After debate and amendment on the issue, the chair announces the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **The Local Benevolent Association will put each of its properties on the market for \$110,000, accept no bid for less than \$85,000, and remove the properties from the market if not sold within ninety days.**
- Chair [Remind the members of their obligation]
- Chair **The chair reminds the members this business was conducted in executive session, and they are obligated to secrecy.**
- Chair **The members may divulge the fact that the properties will be offered for \$110,000 each.**
- Chair **The executive session is ended.**
- Chair [Proceed with the next business in the order of business]

Is it true...

According to *Robert's Rules of Order Newly Revised* 12th Edition the correct or true answers are indicated by RONR (12th ed.) followed by the Section and Paragraph numbers of the citation.

1 Is it true a member who seconds a motion agrees with it or supports it? No!

RONR (12th ed.) 4:11 A second implies that the seconder agrees the motion should come before the meeting and not that they favor the motion. A member may second a motion to see the assembly go on record rejecting the proposal...

2 Is it true all motions must have a second? No!

RONR (12th ed.) 4:3 After debate begins or any member voted, the lack of a second becomes immaterial and it is too late to make a point of order the motion is not seconded.

RONR (12th ed.) 4:11 Motions listed as requiring a second do not need to be seconded when made by direction of a board or committee.

RONR (12th ed.) 4:13 In handling routine motions, less attention is paid to a second.

RONR (12th ed.) 4:13 If the chair is certain that a motion meets with wide approval the chair can state the question without waiting for a second.

3 Is it true a motion adopted by a majority vote without a second is invalid? No!

RONR (12th ed.) 4:13 If a motion is considered and adopted without having been seconded—even in a case where there was no reason for the chair to overlook this requirement—the absence of a second does not affect the validity of the motion's adoption.

4 Is it true if the maker and seconder accept a friendly amendment it is adopted? No!

RONR (12th ed.) 4:19 After the question has been stated by the chair, the motion becomes the property of the assembly, and its maker can do neither of these things without the assembly's consent...

RONR (12th ed.) 12:91 Regardless of whether the maker of the main motion "accepts" the amendment, it must be opened to debate, voted on, and is handled under the same rules as amendments

5 Is it true a motion can be tabled until the next meeting? No!

RONR (12th ed.) 17:1 This motion is commonly misused in ordinary assemblies—in place of the motion to *Postpone Indefinitely*, to *Postpone to a Certain Time*, or other motions.

Is it true...

6 Is it true a motion may be “tabled” for any reason? No!

RONR (12th ed.) 17:14 It is out of order to move to lay a pending question on the table if there is evidently no other matter requiring immediate attention.

RONR (12th ed.) 17:15 The motion to *Lay on the Table* is often incorrectly used and wrongly admitted as in order with the intention of either killing an embarrassing question without a direct vote, or of suppressing a question without debate. The first of these two is unsafe if there is any contest on the issue; the second is in violation of a basic principle of general parliamentary law that only a two-thirds vote can rightfully suppress a main question without debate.

7 Is it true a member must make a motion to adjourn the meeting? No!

RONR (12th ed.) 21:15 When it appears that there is no further business in a meeting of an ordinary local society that normally goes through a complete order of business at each regular meeting, the chair, instead of waiting or calling for a motion to adjourn, can ask, "Is there any further business?" If there is no response, the chair can then say, "Since there is no further business, the meeting is adjourned."

8 Is it true if there is no quorum, a meeting cannot be held? No!

RONR (12th ed.) 40:6 If a quorum fails to appear at a meeting, the inability to transact business does not detract from the fact that the rules requiring the meeting to be held were complied with and the meeting convened, even though it adjourned immediately.

9 Is it true if a committee chair has no report, the committee chair says “progress”? No!

RONR (12th ed.) 41:13 ...the presiding officer calls only on those who have reports to make...

10 Is it true under unfinished business, the chair asks the members if there is any unfinished business? No!

RONR (12th ed.) 41:24 The chair should not announce the heading of *Unfinished Business and General Orders* unless the minutes show there is some business to come up under it. The chair should have all such subjects listed in correct sequence prepared in advance of the meeting. The chair should *not* ask, "Is there any unfinished business?" but should state the question on the first item of business that is due to come up under this heading; and when it has been disposed of, the chair should proceed through the remaining subjects in their proper order.

11 Is it true a majority is 50% plus one? No!

RONR (12th ed.) 44:1 The word *majority* means "more than half"; and when the term *majority vote* is used without qualification—as in the case of the basic requirement—it means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.

Is it true...

12 Is it true the member who receives the most votes is elected to office? No!

RONR (12th ed.) 44:11 A *plurality vote* is the largest number of votes to be given any candidate or proposition when three or more choices are possible; the candidate or proposition receiving the largest number of votes has a plurality. A plurality that is not a majority never chooses a proposition or elects anyone to office...

13 Is it true on a tie vote you have to re-vote or have a run-off vote for that motion? No!

RONR (12th ed.) 44:12 On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie vote is not a majority.

14 Is it true the presiding officer calls on all committee chairs? No!

RONR (12th ed.) 44:13 ...the presiding officer calls only on those chairs who have reports to make...

15 Is it true you don't count illegal votes? No!

RONR (12th ed.) 45:32 All ballots that indicate a preference—provided they have been cast by persons entitled to vote—are considered in determining the number of votes cast for purposes of computing the majority.

16 Is it true a member cannot be nominated for two offices? No!

RONR (12th ed.) 46:7 The same person can be nominated for more than one office, even if voting takes place at the same time on a single ballot.

17 Is it true a member of the nominations committee cannot be nominated for office? No!

RONR (12th ed.) 46:12 Members of the nominating committee are not barred from becoming nominees for office themselves.

18 Is it true a member cannot be elected to two offices? No!

RONR (12th ed.) 46:31 (1) ...The assembly is free to elect the same person to another office on a subsequent ballot, unless the bylaws prohibit a person from holding both offices simultaneously.

19 Is it true an elected officer does not take office until after the swearing in ceremonies? No!

RONR (12th ed.) 46:47 An officer-elect takes possession of office immediately upon their election's becoming final unless the bylaws or other rules specify a later time. If a formal installation ceremony is prescribed, failure to hold it does not affect the time at which the new officers assume office.

20 Is it true the president must vacate the chair if they are a candidate on the ballot? No!

RONR (12th ed.) 47:10 The chair should not hesitate to put the question on a motion to elect officers or appoint delegates or a committee even if the chair included.

Is it true...

21 Is it true the names of the persons who second motions are recorded in the minutes? No!

RONR (12th ed.) 48:5 The name of the seconder of a motion should not be entered in the minutes...

22 Is it true you can dispense with the reading of the minutes. No!

RONR (12th ed.) 48:11 A motion to "dispense with the reading of the minutes" is not a request to omit their reading altogether.

RONR (12th ed.) 41:9 ...where copies of the minutes are sent to members in advance, the chair announces that this has been done, and the actual reading of them is omitted unless any member then requests that they be read.

RONR (12th ed.) 41:10 A motion to approve the minutes is not necessary... ...the chair asks, "Are there any corrections to the minutes?" & pauses. Corrections, proposed, are handled by unanimous consent, but if any member objects to [unanimous consent] the rules governing amendments are applicable.

RONR (12th ed.) 41:11 The only proper way to object to the approval of the secretary's draft of the minutes is to offer a correction to it.

RONR (12th ed.) 41:12 The secretary's draft of the minutes does not become the minutes of the proceedings of the society unless it is approved. Only the secretary's corrected version of the minutes is official in such a case.

23 Is it true a motion to accept the Treasurer's report must be adopted? No!

RONR (12th ed.) 48:24 No action of acceptance by the assembly is required—or proper—on a financial report... it is the auditor's report that the assembly accepts.

24 Is it true a motion is required to receive a report after it has been read? No!

RONR (12th ed.) 51:15 A common error is to move that a report "be received" after it has been read... In fact, this motion is meaningless, since the report has already been received.

25 Is it true there must be an odd number of members on the Board? No!

- a. There is no such requirement in *Robert's Rules of Order Newly Revised*.
- b. If someone alleges there is such a rule have them cite the rule, by giving the section and paragraph number to verify the rule.

26 Is it true a bylaw amendment, or other business, must be read on three separate times before it is voted on? No!

- a. There is no "three reading" requirement in RONR.
- b. If someone alleges there is such a rule have them cite the rule, by giving the section and paragraph number to verify the rule.
- c. Three readings are required in §720 of *Mason's Manual of Legislative Procedure* used by most State Legislatures in the United States.

Frequently Asked Questions

The answers are in *Robert's Rules of Order Newly Revised 12th Edition* as indicated by RONR (12th ed.) followed by the Section and Paragraph numbers of the citation.

1 Does a member have to put a motion in writing?

RONR (12th ed.) 4:18 The chair—either on their own initiative or at the secretary's request—can require any main motion, amendment, or instructions to a committee to be in writing before they state the question.

2 Should we count abstentions when taking a vote?

RONR (12th ed.) 4:35 The chair does not call for abstentions in taking a vote since the number of members who respond to such a call is meaningless.

3 If someone moves to go into executive session, who is entitled to remain in the room?

RONR (12th ed.) 9:25 ...in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the hall.

4 Is it necessary to adopt a motion to uphold a previously adopted motion?

RONR (12th ed.) 10:1 Motions to "reaffirm" a position previously taken by adopting a motion or resolution are not in order. Such a motion serves no useful purpose because the original motion is still in effect; also, possible attempts to amend a motion to reaffirm would come into conflict with the rules for the motion to Amend Something Previously Adopted; and if such a motion to reaffirm failed, it would create an ambiguous situation.

5 What is the difference between a motion and a resolution?

RONR (12th ed.) 10:13 ...a main motion is offered as a resolution, either because of its importance or because of its length or complexity. Any long or complicated motion should be submitted in writing...

6 If the maker and seconder accept a friendly amendment is it adopted?

RONR (12th ed.) 12:91 Regardless of whether the maker of the main motion accepts the amendment, it must be opened to debate and voted on formally, unless adopted by unanimous consent, and is handled under the same rules as amendments.

7 How much must be done to a motion before it can be referred to a committee?

RONR (12th ed.) 13:1 Refer to committee is generally used to send a pending question to a relatively small group of selected persons—a committee—so that the question may be carefully investigated and put into better condition for the assembly to consider.

Frequently Asked Questions

8 When should we table a motion?

RONR (12th ed.) 17:1 When something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed the motion to lay on the table enables the assembly to lay the pending question aside temporarily.

9 Can I move to divide the question if I only want to adopt part of the motion?

RONR (12th ed.) 27:1 When a motion relating to a single subject contains several parts, each of which can stand as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions—by adoption of the motion for *Division of a Question*.

10 Can the member who made the motion withdraw it after the members have been discussing it?

RONR (12th ed.) 33:13 After a motion has been stated by the chair, it belongs to the meeting; the maker must request the assembly's permission to withdraw or modify the motion.

11 Last year the association adopted a motion to limit charitable donations to \$50 a year to any organization. Can the association contribute \$100 to an organization this year?

RONR (12th ed.) 35:1 by rescind and amend something previously adopted the assembly can change an action previously taken or ordered.

12 Can the new administration rescind a motion that was made at a board meeting before the elections?

RONR (12th ed.) 35:3 There is no time limit on making motions after the adoption of the measure to which they are applied, and they can be moved by any member, regardless of how that member voted on the question.

13 What are the options available after someone submits their resignation and it has been accepted? Can it be "un-accepted" or withdrawn?

RONR (12th ed.) 35:6 (c) When a resignation has been acted upon, or a person has been... expelled from membership or office, and the person was present or has been notified of the action. The only way to reverse an expulsion is to follow whatever procedure is prescribed by the bylaws for admission or reinstatement.

14 What defines if a president is counted in a quorum?

RONR (12th ed.) 40:1 ...a quorum in an assembly is the number of [voting] members who must be present in order that business can be validly transacted. The quorum refers to the number of members present, not to the number voting on a particular question

RONR (12th ed.) 47:20 As an ex-officio member of a committee, the president has the same rights as the other committee members but is not obligated to attend meetings of the committee and is not counted in determining whether a quorum is present.

Frequently Asked Questions

15 What should the quorum be?

RONR (12th ed.) 40:3 The quorum should be as many members as can reasonably be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

16 Should the quorum be a percentage of the members or a certain number of members?

RONR (12th ed.) 40:3 A quorum based on a percentage of the membership is a method that has the disadvantage of requiring re-computation and may lead to confusion, therefore, it is not recommended method. The quorum should be as many members as can reasonably be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

- Check the State Code for
 - a. record date for determining members entitled to vote
 - b. availability of list
 - c. notice requirements of list

17 Where are elections in the order of business?

RONR (12th ed.) 41:20 Election of officers may be considered under the heading of Special Orders in the order of business.

18 Is the agenda subject to approval by the members and, if so where is the agenda in the order of business?

RONR (12th ed.) 41:62 In some organizations, it is customary to send each member, in advance of a meeting, an agenda, with some indication of the matters to be considered under each heading. Unless a pre-circulated agenda is formally adopted at the session to which it applies, it is not binding as to detail or order of consideration, other than as it lists preexisting orders of the day

19 Can one member yield their speaking time to another member?

RONR (12th ed.) 43:10 Rights regarding debate are not transferable. Unless the organization has a special rule on the subject. A member cannot yield any unexpired portion of their time to another member, or reserve any portion of their time for a later time...

20 What is the difference between "a majority" and "a majority of those present"?

RONR (12th ed.) 44:7 By modifying the concepts of a majority vote other bases for determining a voting result are sometimes prescribed by rule. Two elements enter into the definition of such bases for decision (1) the proportion that must concur as a majority, two thirds, three fourths, etc.; and (2) the set of members to which the proportion applies which (a) when not stated, is always the number of members present and voting, but (b) can be specified by rule as the number of members present, the total membership, or the fixed membership.

RONR (12th ed.) 44:9 (a) the negative vote is not taken, since it is intrinsically irrelevant to determining whether the motion is adopted..

Frequently Asked Questions

21 How long after a vote is taken can someone raise a point of order contesting the vote?

RONR (12th ed.) 45:9 Immediately after the result has been announced, immediately after the chair's announcement, before any debate or business has intervened.

22 If the bylaws prohibit a member from holding two offices at the same time, can a member run for more than one office?

RONR (12th ed.) 46:3 (1) ...a candidate who receives a majority for more than one office on a single ballot must, if present, choose which one of the offices they will accept; if they are absent, the assembly decides by vote the office to be assigned to the individual. The assembly then ballots again to fill the other office(s). (The assembly is free, however, to elect the same person to another office on a subsequent ballot, unless the bylaws prohibit a person from holding both offices simultaneously.)

23 When members are elected, when do they take office?

RONR (12th ed.) 46:46 An election becomes final immediately if the candidate is present and does not decline or if they are absent but have consented to their candidacy.

RONR (12th ed.) 46:47 An officer-elect takes possession of their office immediately upon their election's becoming final unless the bylaws or other rules specify a later time.

24 Can the Chair, while presiding, make a motion to act on something?

RONR (12th ed.) 47:3 An office does not deprive a member of their rights as a member.

RONR (12th ed.) 49:21 In small boards, twelve or less, the chair can speak in discussion without rising or leaving the chair; can make motions and votes on all questions.

25 What do we do if the elected secretary does not come to the meeting?

RONR (12th ed.) 47:34 In the absence of the secretary, a secretary pro tem should be elected; the corresponding, financial, or executive secretary in organizations having such officers is not an automatic replacement.

26 Does the parliamentarian have to be a member?

RONR (12th ed.) 47:55 A member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. They do not cast a deciding vote, even if their vote would affect the result, since that would interfere with the chair's prerogative of doing so. If a member feels that they cannot properly forgo these rights to serve as parliamentarian, they should not accept that position. Unlike the presiding officer, the parliamentarian cannot temporarily relinquish their position to exercise such rights on a particular motion.

Frequently Asked Questions

27 Can a member have their statements recorded in the minutes?

RONR (12th ed.) 48:2 ...the minutes should contain mainly a record of what was done at the meeting, not what was said by the members.

RONR (12th ed.) 48:3 To modify the rules governing what is regularly to be included in the minutes requires adoption of a special rule of order, although a majority vote may direct the inclusion of specific additional information in the minutes of a meeting.

28 How are the minutes of an annual meeting or an annual convention approved?

RONR (12th ed.) 48:12 ...when the next meeting will not be held within a quarterly time interval, when the term of a specified portion of the membership will expire before the start of the next meeting, or when the assembly will be dissolved at the close of the present meeting, minutes should be approved before adjournment, or the assembly should authorize the executive board or a special committee to approve the minutes.

29 Can minutes be corrected after they have been approved?

RONR (12th ed.) 48:15 If an error or material omission in the minutes becomes established after their approval, the minutes can be corrected by the motion to Amend Something Previously Adopted

30 What are the circumstances in which ex-officio members cannot vote, and when they can?

RONR (12th ed.) 49:8 if the ex-officio member of the board is under the authority of the society, there is no distinction between them and the other board members. If the ex-officio member is not under the authority of the society, they have all the privileges of board membership, including the right to make motions and to vote, but none of the obligations.

31 Does the Nominating Committee constitute a Special Committee?

RONR (12th ed.) 50:3 Ordinary committees are of two types—standing committees which have a continuing existence and special committees which go out of existence as soon as they have completed a specified task and reported to the assembly.

RONR (12th ed.) 50:8 A standing committee must be constituted by name (a) by a specific provision of the bylaws or (b) by a special rule of order and therefore requires notice and a two-thirds vote for adoption, if any of the following conditions are to apply

- if the committee is to have standing authority to act for the society on matters of a certain class without specific instructions from the assembly.
- if all business of a certain class is to be automatically referred to the committee; or
- if some other rule of parliamentary procedure is affected by the committee's assigned function.

Frequently Asked Questions

32 When a president has the option of appointing a committee chair does that make the committee a special committee instead of a standing committee?

RONR (12th ed.) 50:8 A standing committee must be constituted by name (a) by a specific provision of the bylaws or (b) by a resolution which is in effect a special rule of order and therefore requires notice and a two-thirds vote for adoption, if any of the following conditions are to apply

- if the committee is to have standing authority to act for the society on matters of a certain class without specific instructions from the assembly.
- if all business of a certain class is to be automatically referred to the committee; or
- if some other rule of parliamentary procedure is affected by the committee's assigned function.

33 Can an office, such as one of the vice presidents, be eliminated while a member is in office?

RONR (12th ed.) 57:16 If it is desired that the amendment should not affect officers already elected, a motion specifying should be adopted before voting on the amendment, or the motion to amend can have added to it a proviso that it shall not affect officers already elected.

- Check the state code.
- Some state codes prohibit amending an officer out of office.

34 How is a vacancy in office filled if the bylaws do not say anything about filling a vacancy?

RONR (12th ed.) 56:32 Unless the bylaws clearly provide otherwise, notice of filling a vacancy must always be given to the members of the body that will elect the person to fill it. If the bylaws are silent as to the method of filling a vacancy in the specific case of the presidency, the vice-president or first vice-president automatically becomes president for the remainder of the term, and the vacancy to be filled arises in the vice-presidency or lowest-ranking vice-presidency...

35 How should a convention delegate vote?

RONR (12th ed.) 58:17 A delegate is free to vote as they see fit on questions at the conventions, except as their constituent unit may have instructed them regarding matters scheduled for consideration.

36 Is a board required to grant permission to non-board members who demand attendance at board meetings? If so, can their attendance be limited by the board?

RONR (12th ed.) 61:6 non-board members can be excluded at any time from part or all a meeting of a board, or from all meetings. Such exclusion can be affected by a ruling of the chair in cases of disorder, or by the adoption of a rule on the subject, or by an appropriate motion as the need arises. A motion to exclude all non-board members is often referred to as a motion to "go into executive session."

Frequently Asked Questions

37 Can a member at large attend any association meeting?

RONR (12th ed.) 61:6 A society has the right to determine who may be present at its meetings; but all members have the right to attend except where the bylaws provide for the automatic suspension of members who fall in arrears in payment of their dues, or where the society has, by vote and as a penalty imposed for a specific offense, forbidden attendance.

RONR (12th ed.) 61:7 Nonmembers, or a particular nonmember can be excluded at any time from part or all a meeting, or from all meetings.

38 If there are six candidates on the ballot and a member votes for only two of the candidates is their ballot void and not counted?

RONR (12th ed.) 46:33 In an election of members of a board or committee in which votes are cast in one section of the ballot for multiple positions, every ballot with a vote for one or more candidates is counted as one vote cast, and a candidate must receive a majority of the total of such votes to be elected.

39 Who is a member of a council?

RONR (12th ed.) 1:4 A *member* of an assembly [a council] is a person entitled to full participation in its proceedings, the right to *attend meetings*, to *make motions*, to *speak in debate*, and to *vote*. No member can be deprived of these rights of membership or of any rights concomitant to them, except through disciplinary proceedings.

40 Are we required to have open meetings?

RONR is a reference manual for deliberative assemblies in general.

RONR does not address private corporations operating under a particular state's code and/or the *Model Nonprofit Corporation Act* published by the American Bar Association.

RONR does not address public bodies operating under a particular state's laws for public bodies.

The Open Meetings Law applies to "public bodies."

That term is defined to include entities consisting of two or more people who conduct public business and perform a governmental function for a State, for an agency of the state or for public corporations, such as cities, counties, towns, villages, and school districts including committees and subcommittees of these entities.

Courts explain the difference between a public and a private corporation:

"A public corporation is an instrumentality of the state, founded and owned by the state in the public interest, supported by public funds, and governed by managers deriving their authority from the state.

A corporation organized by permission of the Legislature, supported largely by voluntary contributions, and managed by officers and directors who are not representatives of the state or any political subdivision, is **a private corporation**, although engaged in charitable work or performing duties like those of public corporations."

Frequently Asked Questions

“It ain’t what you don’t know that gets you into trouble.
It’s what you know for sure that just ain’t so.”

Mark Twain

Motions & Characteristics

Rank	§	Motion	4 Second	5 Debate	6 Amend	7 Vote	8 Reconsider
Incidental Motions							
0	33	parliamentary inquiry ⁶	no	no	no	chair advises	no
0	33	request for information ⁷	no	no	no	chair directs	no
0	33	Request... withdraw motion	if maker	no	no	majority	if lost
0	33	request permission to read	if maker	no	no	majority	yes
0	30	choose the method of voting	yes	no	yes	majority	yes
0	29	division of assembly	no	no	no	one	no
0	28	consider in sequence	yes	no	yes	majority	no
0	27	division of question	yes	no	yes	majority	no
0	26	object consideration of question	no	no	no	neg 2/3 ⁸	if sustained
0	25	suspend the rules of order	yes	no	no	two-thirds	no
0	24	appeal from decision of chair	yes	unless ⁹	no	majority/tie ¹⁰	yes
0	23	point of order ¹¹	no	no	no	chair rules	no
Privileged Motions							
1	22	fix the time to which to adjourn	yes	no	yes	majority	yes
2	21	adjourn	yes	no	no	majority	no
3	20	recess	yes	no	yes	majority	no
4	19	raise a question of privilege	no	no	no	chair rules	no
5	18	call for the orders of the day	no	no	no	one	no
Subsidiary Motions							
6	17	lay on the table	yes	no	no	majority	if lost
7	16	previous question	yes	no	no	two-thirds	yes
8	15	limit debate	yes	no	yes	two-thirds	yes
9	14	postpone to a certain time	yes	yes	yes	majority	yes
10	13	refer to committee	yes	yes	yes	majority	yes
11	12	amend the amendment	yes	if motion	no	majority	yes
12	12	amend the motion	yes	if motion	yes	majority	yes
13	11	postpone indefinitely	yes	yes	no	majority	if adopted
Main Motion							
14	10	main motion	yes	yes	amend	majority	yes
Motions that bring a question again before the assembly							
-	34	take from the table	yes	no	no	majority	no
-	35	rescind	yes	yes	yes	two-thirds	if lost
-	35	Amend ...adopted motion	yes	yes	yes	two-thirds	if lost
-	36	discharge a committee	yes	yes	yes	two-thirds	if lost
-	37	reconsider	yes	if motion	no	majority	no

- A motion with a **lower number** than the pending question is **in order at this time**.
- A motion with a **higher number** than the pending question is **not in order at this time**.
- An applicable **incidental** motion is in order and **decided** before proceeding with business.

⁶. Member must **ask a question** about procedure related to the pending situation.

⁷. Member must **ask a question** about the pending motion.

⁸. Two-thirds against the motion to consider... sustains the objection.

⁹. Unless it relates to (a) indecorum or transgression of the rules of speaking, (b) priority of business, (c) undebatable question.

¹⁰. Majority or tie sustains the decision of the chair.

¹¹. Member must **state the violation** of a rule.