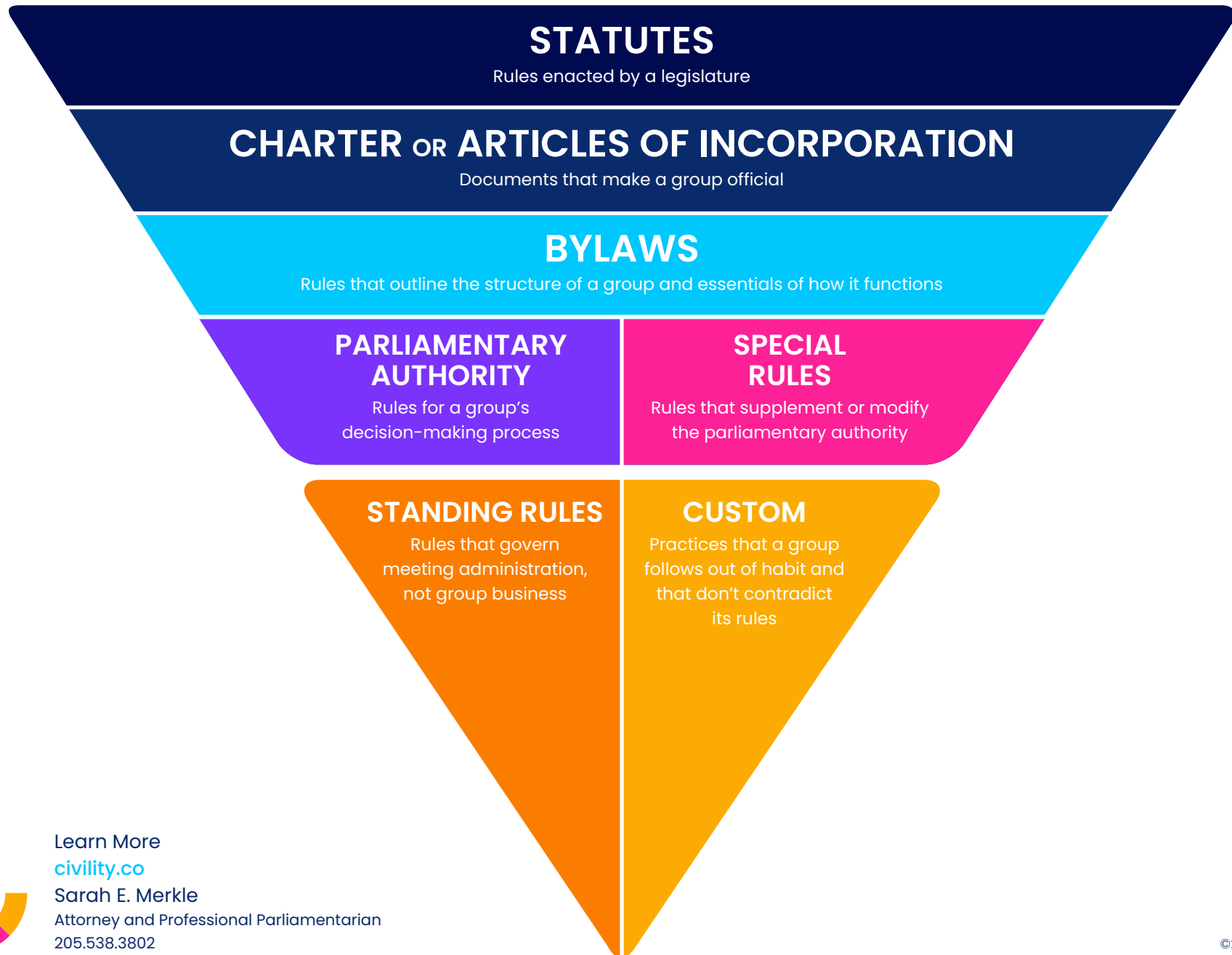
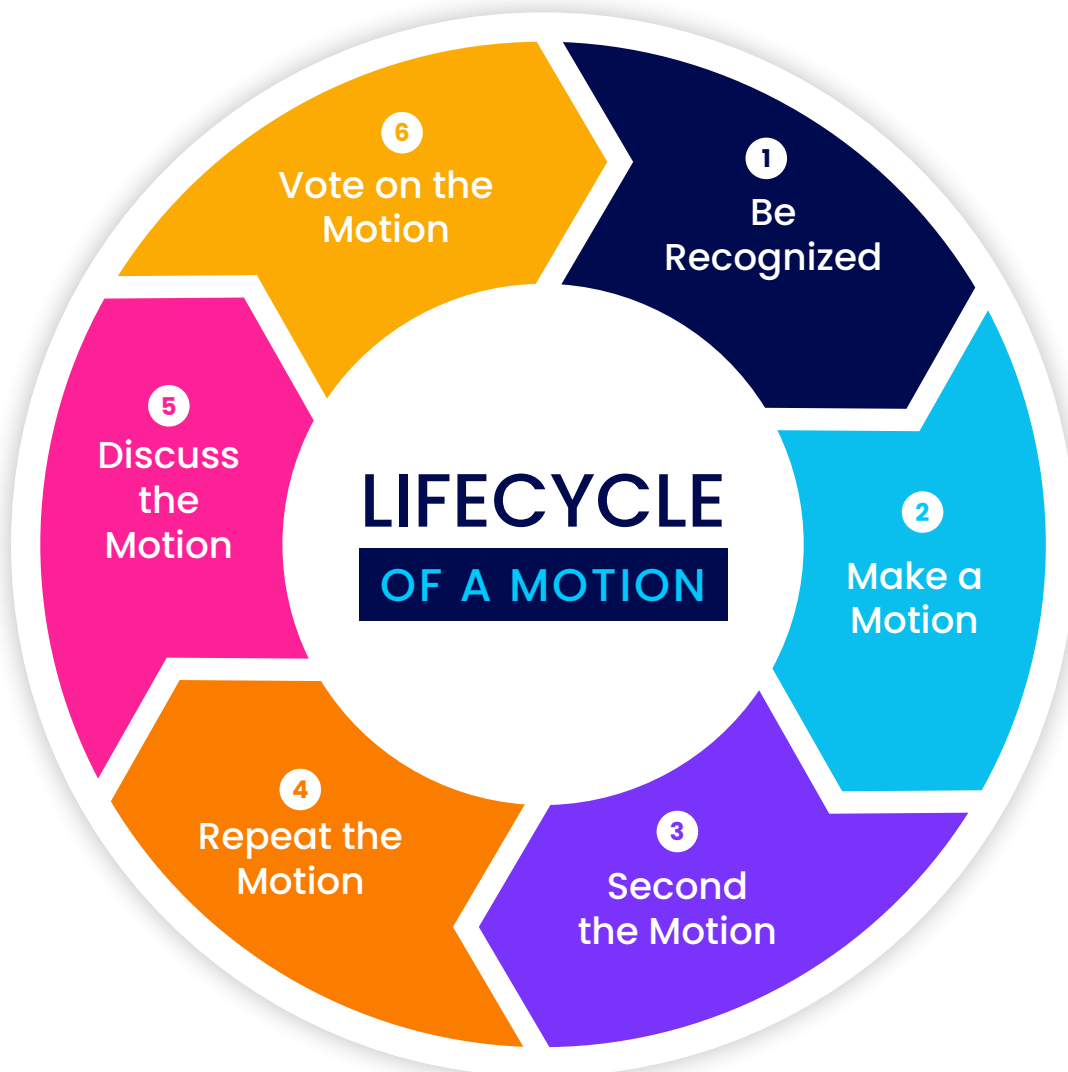


Laws, Bylaws, and Parliamentary Procedure

Prioritizing Laws and Rules for Organizational Governance



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1 | Be Recognized

SAY THIS → Member A: "Mr./Madame President?"
Chair: "The Chair recognizes Member A."

2 | Make a Motion

SAY THIS → Member A: "I move that we organize an event in March to raise awareness and funds for our capital campaign."

3 | Second the Motion

SAY THIS → Member B: "Second."

The second is impromptu. The chair doesn't have to invite it by asking, "Is there a second?" Nor does the member making the second have to be recognized.

4 | Repeat the Motion

SAY THIS → Chair: "It has been moved and seconded that we organize an event in March to raise awareness and funds for our capital campaign."

5 | Discuss the Motion

SAY THIS → Chair: "Is there any discussion?"

6 | Vote on the Motion

SAY THIS → Chair: "If there is no further discussion, we will take a vote."

"All those in favor of organizing an event in March to raise awareness and funds for our capital campaign, say, 'aye.' All those opposed, say, 'no.'"

"The 'ayes' have it, and the motion is adopted. We will organize an event in March to raise awareness and funds for our capital campaign."



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Motions Quick Guide

Robert's Rules of Order Newly Revised, 12th ed.



ABBREVIATIONS		V VOTE NEEDED	
I	Can Interrupt	M	Majority Vote Required
S	Second Required	C	Chair Rules
D	Debatable	1	One Member Can Demand
A	Amendable	2/3	Two-thirds Vote Required

Ranking Motions	I	S	D	A	V
Fix the Time to Which to Adjourn <i>Set a time to continue the meeting</i>		S		A	M
Adjourn <i>Close the meeting</i>		S			M
Recess <i>Take a short break</i>		S		A	M
Question of Privilege <i>Raise an urgent issue</i>	I			A	C
Call for the Orders of the Day <i>Insist that the agenda be followed</i>	I				1
Lay on the Table <i>Set aside business temporarily</i>		S			M
Previous Question <i>Close debate</i>		S		A	2/3
Limit/Extend Debate <i>Control the amount of debate</i>		S		A	2/3
Postpone to a Specific Time <i>Set a later time for consideration</i>		S	D	A	M
Refer to Committee <i>Delegate the motion to a group</i>		S	D	A	M
Amend <i>Modify the wording of a motion</i>		S	D	A	M
Postpone Indefinitely <i>Kill a motion</i>		S	D		M
Main Motion		S	D	A	M

Incidental Motions	I	S	D	A	V
Point of Order <i>Question the proceedings</i>	I				C
Appeal <i>Challenge a decision of the chair</i>	I	S	I		M
Request for Information <i>Clarify substantive information</i>	I				C
Parliamentary Inquiry <i>Clarify a procedural rule</i>	I				C
Division of the Assembly <i>Challenge the accuracy of a vote</i>	I				1
Suspend the Rules <i>Permission to violate a rule</i>		S			2/3

Steps for Processing a Main Motion

1. Member states the motion.
2. Member seconds the motion.
3. Chair repeats the motion.
4. Members debate the motion.
5. Chair takes a vote on the motion.
6. Chair announces the result of the vote.

Tips for Effective Discussion

1. Organize your thoughts before approaching the microphone.
2. State the overall reason for your comments first; then address specifics.
3. Keep comments relevant to the motion on the floor.
4. Avoid personal attacks.
5. Be mindful of debate time limits.
6. Keep comments productive.
7. Propose ideas that benefit the organization as a whole.



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Common Voting Terms



abstention	<p>to not vote at all</p> <p>Bonus Tip: Except in public bodies, a presiding officer should not ask members to identify whether they are abstaining from a vote.</p>
ballot vote	<p>a written or electronic secret vote; allowed only when required by the bylaws or ordered by a majority vote</p>
counted vote	<p>a method of vote verification whereby each vote is individually tallied; occurs on the chair's initiative alone or via passage of a motion by majority vote; one member cannot demand it</p>
division of assembly	<p>a method of vote verification demanded by one member, whereby an inconclusive voice vote or show of hands vote is retaken as a rising vote; the demand is made by calling out, "Division!"; not a method by which one member can demand a counted vote</p>
general/unanimous consent	<p>a vote taken informally on noncontroversial matters</p> <p>Bonus Tip: To take a vote using this method, say, "If there is no objection, we will..." If any member objects, simply put the motion to a more formal vote by saying, "All those in favor, say, 'aye.' All those opposed, say, 'no.'"</p>
majority	<p>more than half of the members in good standing that are both present and voting</p> <p>Bonus Tip: This is the default definition of "majority" if used without qualification in an organization's governing documents.</p>
majority of a quorum	<p>more than half of the number of members needed for a quorum</p>

Common Voting Terms



majority of the entire membership	more than half of all the members in good standing regardless of whether they are present or voting
majority of the members present	more than half of the members in good standing that are present at a meeting, regardless of whether they vote
plurality	the largest number of votes among three or more candidates or proposals; not necessarily a majority
proxy	a “power of attorney” given by one member to another member to vote in his place
unanimous	every member present casts the same vote on a motion Bonus Tip: This is the weakest type of vote because it allows one disagreeable member to control the entire group. Use judiciously.
vote by acclamation	a declaration by the chair that a member nominated for an office is elected; no vote is taken Bonus Tip: Use only when only one person is nominated for an office and the bylaws do not require a ballot vote.










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Tallying Votes



Example Voting Scenario

Total Membership: 60
 Quorum: 12 Members Present
 Annual Meeting: 30 Members Present
 25 Members Voting

TERM	DEFINITION	Number of affirmative votes needed for motion to pass (in above voting scenario)
unanimous	Requires that <i>all members present and voting</i> cast a vote in favor of the motion	 (25)
majority	Requires that <i>more than half of the members present and voting</i> cast a vote in favor of the motion	 (13)
majority of the quorum	Requires that <i>more than half of the members needed for a quorum</i> cast a vote in favor of the motion	 (7)
majority of the members present	Requires that <i>more than half of the members present</i> cast a vote in favor of the motion	 (16)
majority of the membership	Requires that <i>more than half of all the members in good standing</i> cast a vote in favor of the motion (regardless of number present or voting)	 (31)
2/3 majority	Requires that <i>at least two-thirds of those present and voting</i> cast a vote in favor of the motion <small>*Calculated by multiplying total number present and voting by 2, then dividing by 3, and then rounding up, not down; no half person counts as a vote *Cannot always be accurately calculated by multiplying by .66</small>	 $25 \times 2 = 50 / 3 = 16.66 \rightarrow 17$
3/4 majority	Requires that <i>at least three-fourths of those present and voting</i> cast a vote in favor of the motion <small>*Calculated by multiplying total number present and voting by 3, then dividing by 4, and then rounding up, not down; no half person counts as a vote *Cannot always be accurately calculated by multiplying by .75</small>	 $25 \times 3 = 75 / 4 = 18.75 \rightarrow 19$
plurality	Whichever choice receives <i>more votes than any other choice</i> (regardless of whether there are enough votes for a majority)	
abstention	A member's decision not to vote <small>*In a vote requiring a majority of members present, abstentions are effectively counted as "no" votes</small>	

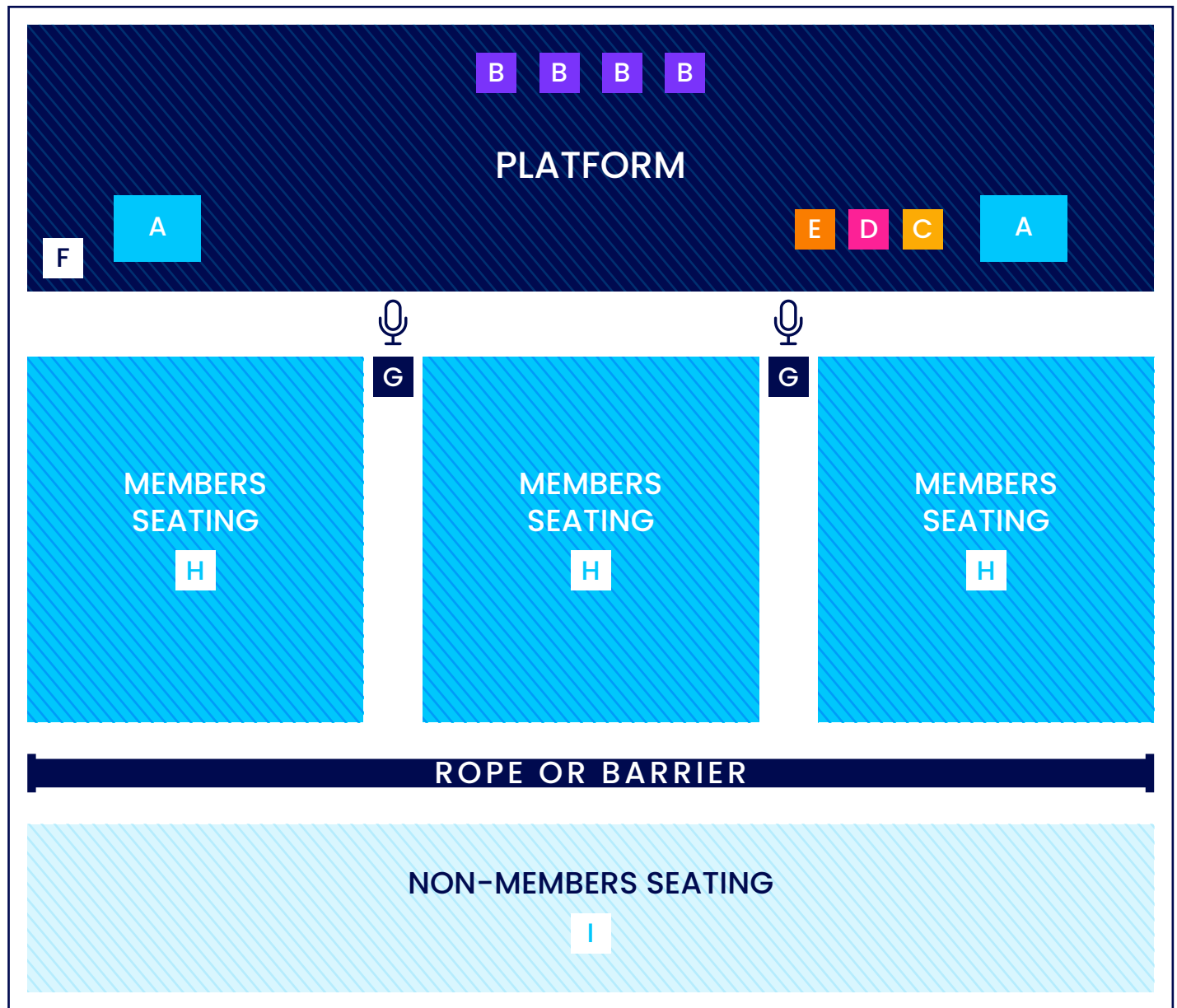


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Meeting Room Setup

In managing a convention floor setup, what do you need and where should it go?

- A two platform podiums
- B limited on-platform seating
- C parliamentarian seat (next to president)
- D timekeeper (near the parliamentarian)
- E secretary
- F American flag
- G microphones (may have multiple)
- H designated members-only seating
- I non-members seating



OPEN FORUM TOOLS



An Open Forum

An Open Forum provides opportunity for members to ask questions or share opinions with the Chair and the Board regarding non-agenda matters. Without derailing the meeting or requiring all members to listen to the discussion, members are still able to have a voice.

It is relatively simple to provide an Open Forum opportunity. At a normal business meeting, an announcement should be made that an Open Forum will take place following the adjournment of the meeting. A signup sheet should be available at the entrance to the meeting. Members need to add their names to a signup sheet in order to participate in the Forum.

The following rules are recommended as a guide for any organization holding an Open Forum. These rules should accompany the signup list with a note stating that by signing up to participate in the Forum, members are agreeing to these rules.



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Rules Governing Participation in an Open Forum

1. Each member who desires to speak at the members forum must submit an email to _____ at _____ no later than _____ on _____. The email should state the name of the member who would like to speak and the general topic of his or her comments.
2. Each member will be called upon to speak in the order in which he/she submitted his/her name and topic.
3. Each member will be limited to three (3) minutes, as timed and recorded by the parliamentarian.
4. No member will be allowed extra time to speak.
5. No member will be allowed to yield the floor to another person.
6. Character assassinations, foul language, and other inappropriate remarks will not be tolerated.
7. Neither the staff nor members of the board will directly address any member's remarks during the Forum.
8. A member expressing his/her concerns during his/her allotted time shall be extended the courtesy of silence.
9. Each member will be unmuted and recognized when it is his/her turn to speak.
10. If a member has additional items to be discussed following the Forum, he/she should contact _____. This officer can be contacted at _____.

