

# *Conducting*

The Delta Kappa Gamma Society Intl

# *Meetings!*

**Read Me ...** before participating  
in the session on *Conducting a  
Meeting!*



# *The Presider*



**The Delta Kappa Gamma Society International**  
2013 Leadership Development Committee Session for State Organization Presidents and Executive Secretaries



## Conducting A Meeting

Steps to assure a properly conducted Delta Kappa Gamma business meeting, regardless to the level, begins long before the “rap” of the gavel at the start of the event. Seldom do members think about all that the president, other officers, related personnel, committee chairs, voting members, and hosts contribute to the atmosphere and efficiency of the meeting. These groups function like the sections of a well tuned orchestra responding to the demands of a skilled director (the president).

- When the president has developed an agenda based on the accepted order of business and shared it with participants in advance of the meeting, participants know what to expect and have time to adequately prepare.
- When the president is confident in her knowledge of Society Governing Documents, she is able to speak with authority.
- When the president is efficient in her use of parliamentary procedure, motions are processed with precision.
- When the president is presiding from a script she has developed, it is less likely that she will stray far from the agenda or forget appropriate terms or procedures.
- When the president practices her script sufficiently, members observe a comfortable and confident presider.

The purpose of this segment is to enhance the president’s ability to Conduct Society Business Meetings.

### Segments



## Basic Parliamentary Knowledge

**Rules of Order** tells us how to conduct meetings ... they are written rules of parliamentary procedure. Rather than creating its own, Delta Kappa Gamma, at each level, adopts a manual of parliamentary law as its Rules of Order.

*Robert's Rules of Order Newly Revised* (current edition) [RONR] is the manual of parliamentary law chosen to govern Society proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules*, or other adopted Society rules or statutes. Generally, state organizations Bylaws identify RONR as the state organization's Rules of Order.

Take time to review the content of this section. Extend your knowledge by studying RONR. A workable knowledge of the Rules of Order will safely guide you through the obstacles of any meeting.



### Parliamentary Questions Answered

**? Parliamentarians seem to have a vocabulary of their own, is it really necessary for the Chair to adopt that vocabulary when presiding?**

The use of local expressions, which diverge in some degree from precise RONR terminology, may accurately inform members of what they need to know when a motion is being processed. However, the same language may be totally misunderstood in a larger assembly consisting of members from many state organizations. It is therefore recommended that during Society meetings, Chairs master and use precise language of the Society's parliamentary authority (RONR) when presiding. Refer to Appendix A for a list of basic parliamentary terminology.



**What is the minimum number in attendance/composition in order to hold a meeting?**

Organization Bylaws identify the “Quorum” ... usually the largest number of members that can be depended on to attend any meeting except in very bad weather or other extremely unfavorable conditions. If the quorum is not included in the Bylaws, the quorum is a majority of the entire membership.

The quorum for a convention is the majority of the delegates who have registered and are in attendance.

→A Presiding Officer and a Secretary must be present for business to be conducted. ←



**Are there “Rules of Conduct/Formality” for business meetings?**

Formalities all meeting participants are required to observe:

- A member does not speak without first having risen, addressed the Chair, and obtained the floor. Never speak while seated
- Members address only the Chair
- Addresses the Chair as “Mr. President” /”Madam President“

Formalities observed by the Presiding Officer:

- Speaks of himself/herself only in the third person --- (the Chair)
- Avoids using a members name or individual “you” (except when assigning the floor) --- Never uses the personal pronoun “I”



**How does the Chair get the meeting started?**

At the Appointed Time for the Meeting The Presiding Officer:

1. Determines that a quorum is present
2. Occupies the presiding officers position
3. Waits or signals for quiet
4. Calls the meeting to order: “The May 6, Board Meeting is called to order”



**Order of Business**

The “Order of Business” is separate and distinct - The order of business is separate and distinct from the procedure of calling a meeting to order, which is not a part of the order of business.

Usual “order of business” for one meeting sessions of ordinary societies (permanently organized bodies):

1. Reading and Approval of Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special Committees
4. Special Orders
5. Unfinished Business
6. New Business

“Order of Business” for a convention (known as the program) is adopted by the convention itself.



### **How is business brought before the assembly?**

**Business may be brought before the assembly in one of three ways:**

1. Main Motions
2. Motions growing out of reports or communications
3. Business that comes up without a motion, because of previous action.



### **What are the rules related to obtaining and assigning the floor?**

1. Members obtain the floor to make a motion or to speak in debate.
  - To be recognized, the member rises in her place (or goes to a microphone), when no one else has the floor and says “Madam President”
  - To claim the floor - Rise to be recognized. When recognized by the presiding officer, the member has the floor.
  - A member cannot rise for the purpose of claiming preference in being recognized. Example: A member cannot request to be recognized “as soon as a future item of business comes to the floor.”
2. Only the presiding officer assigns the floor.
  - When one person wants to be recognized, the Chair says, ... “*The Chair recognizes Mrs. Jones.*”
  - If two or more members rise at about the same time, the general rule is that, all other things being equal, the member who rose and addressed the Chair first is entitled to be recognized.
  - If it appears that the Chair has recognized the wrong person: A member may raise a Point of Order and the chair should immediately correct the error.
3. There are three cases where the floor should be assigned to a person who may not have been the first to rise and address the Chair.
  - a. The member who made the motion claims the floor and has not already spoken on the question
  - b. No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on the motion desires the floor.
  - c. In cases where the Chair knows that persons seeking the floor have opposite opinions on the question, the Chair should alternate between those in favor and those opposed to the motion.

? What is the presiding officer's proper response when a member makes a motion?

Sample Script: Main Motion

Member #1: *I move that the annual scholarship be increased to \$2000.*  
Chair: (If a second is not made) *Is there a second?*  
Member #2: *I second the motion.*  
Chair: *It has been moved and seconded that the annual scholarship be increased to \$2000.*  
*Is there any discussion?*  
[Recognize each member who wishes to speak. After all have spoken ...]  
*The question is on the motion that the annual scholarship be increased to \$2000.*  
*All in favor of the motion say AYE ... Those opposed say NO ...*  
*The Ayes have it; therefore, the annual scholarship will be increased to \$2000.*

Sample Script: An Amendment to a Motion

Member #1: *I move that the vice president be reimbursed for expenses incurred while attending the regional conference.*  
Member #2: *I second the motion.*  
Chair: *It has been moved and seconded that the vice president be reimbursed for expenses incurred while attending the regional conference.*  
*Is there any discussion?*  
[Recognize each member who wishes to speak.]  
Member #3: *I move to amend the motion by inserting “50% of the” after “for”*  
Member #4: *I second the motion.*  
Chair: *It has been moved and seconded to amend the motion by inserting “50% of the” after “for.” If adopted the motion will read “that the vice president be reimbursed for 50% of the expenses incurred while attending the regional conference.*  
*Is there any discussion?*  
[Recognize each member who wishes to speak. After all have spoken ...]  
*The question is on the amendment to insert “50% of the” after “for”.*  
*All in favor of the motion say AYE ... Those opposed say NO ...*  
*The Ayes have it and the amendment is adopted..*  
*The question is now on the amended motion “that the vice president be reimbursed for 50% of the expenses incurred while attending the regional conference.*  
*Is there any discussion?*

[Recognize each member who wishes to speak. After all have spoken ...]

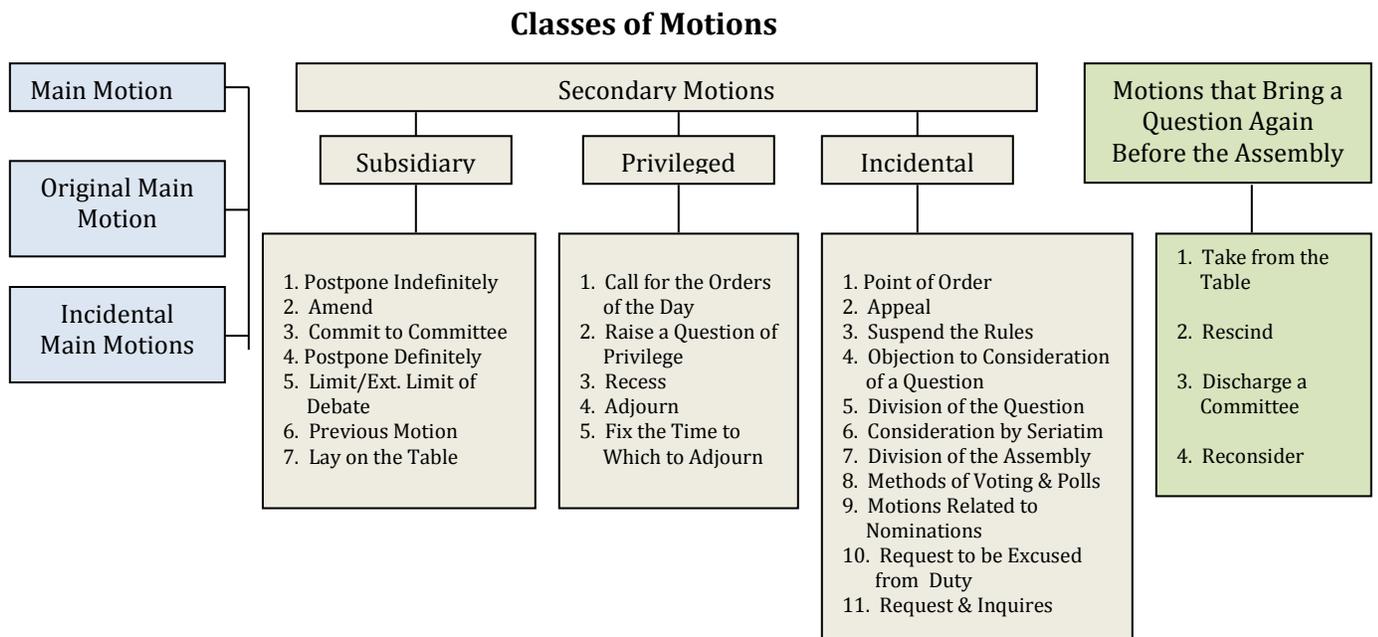
*The question is on the amended motion that the vice president be reimbursed for 50% of the expenses incurred while attending the regional conference.*

*All in favor of the motion say AYE ... Those opposed say NO ...*

*The Ayes have it and the vice president will be reimbursed for 50% of the expenses incurred while attending the regional conference.*

? Is the “**Main Motion**” the one used for all motions?

When a *Main Motion* is made, business is brought before the assembly. The main motion can be made only when no other motion is pending. It is likely that more than 80% of the motions the DKG president will be processing will be *main motions*. However, there are five classes of motions consisting of twenty-seven motions that are used to enable the initial motion to be moved from introduction to adoption.



Every Chair will want to be familiar with the motions in each class and be able to efficiently process them. It is also essential that members participating in DKG assemblies know how to get their concerns before the assembly, participate in debate, vote, and how to challenge votes of the assembly and decisions of the Chair.



**Check out the references in Appendix B!**



Talk about taking a vote ... does the Chair vary the way votes are taken to keep members alert?

How the vote is taken depends primarily on the “vote required to adopt” the motion or the demand of the Bylaws.

Majority is required to adopt:

Voice vote: All in favor say *AYE*. Opposed say *NO*.

Show of hands: Those in favor raise your hand ... thank you. Those opposed raise your hand, thank you.

Unanimous Consent Without objection, we will accept the invitation to participate in the 4<sup>th</sup> of July Parade. (Pause) Hearing no objection, we will accept the invitation ...

Required Ballot Voting for delegates will be by ballot. Voting will begin immediately. You will have 20 minutes to cast your vote.

Required Roll Call The secretary will call the roll, please respond YES or NO.

Two-thirds is required to adopt:

Rising Vote Those in favor please stand ... be seated. Those opposed please stand ... be seated.

Counted Vote Those in favor please stand until you are counted ... be seated. Those opposed please stand until you are counted ... be seated.

Required Ballot Voting for delegates will be by ballot. Voting will begin immediately. You will have 20 minutes to cast your vote.

Roll Call The secretary will call the roll, please respond YES or NO.

If “**Division**” is called to verify a voice vote, the Chair will immediately call for a rising vote.





# Preparing For The Meeting

An agenda is an outline of a meeting. It includes items to be acted upon or information to be given. Your state organization may have an adopted “agenda form” which lists the standard order of business.

## Basic Form

Call to Order	[Begin the meeting. Verify the presence of a quorum first.]
Opening Ceremonies	[Welcome; Invocation; Pledge; Introductions]
Minutes	[Reading and approval of minutes of the previous meeting]
Reports of Officers	[Recognize officers who will be reporting. Include report of Treasurer]
Reports of Committees	[Recognize Standing and Special Committee chairs who will be reporting]
Special Orders	[Business scheduled to come up at this time via of the Bylaws or by an adopted motion]
Unfinished Business	[Items brought forward from a previous meeting; postponed items; items set for this meeting but not made a special order.]
New Business	[Chair must call for new business. Members are able to introduce new items. <i>Chair cannot prevent the making of legitimate motions or deprive members of the right to introduce legitimate business by hurrying through the proceedings.</i> ]
Announcements	[May include program.]
Adjournment	[Official end of the meeting]

### Before developing the agenda:

- Make assignments for the *Opening Ceremonies*.
- Talk with officers and committee chairs to determine who will be reporting. Do not include those not reporting on the agenda.
- Comb the minutes for items that are to be taken up at this meeting.
- Check the bylaws (rules) for items that are required to come up at this meeting.
- If a special presentation (program) is to be included, verify the participants and the time required.

### Finalize the agenda:

- Share the agenda with the executive committee for final comments/suggestions.
- Distribute (or post) agenda with the meeting notice.
- Provide each member attending the meeting with a printed copy.

# Script

## Presiding Officer's Script

Scripts are a wonderful tool to help both the presiding officer and the parliamentarian run a fair and efficient meeting. The script should include the words you would use to introduce each segment of the agenda. You may want to have, close at hand, a script for handling the types of motions that may arise.

### Sample Script for Presiding Officer

Agenda Item	President's Script
<p><b>Call to Order</b></p>	<p>[Determine the presence of a quorum. Stand quietly at the podium (or in the appropriate position), hold the gavel in one hand.]  <i>Good morning. A quorum being present, the meeting will come to order.</i>            [Rap the gavel once (do not pound).]</p>
<p><b>Opening Ceremonies:</b>            [Invocation/Inspiration; Pledge]</p>	<p><i>The Opening Ceremonies will be conducted by _____.</i>            [After ceremonies...]  <i>Thank you _____.</i> [Add complementary comments, if appropriate, and a statement of welcome. This segment may also include introductions.]</p>
<p><b>Minutes of the Previous Meeting</b></p>	<p><i>The first business in order is the approval of the minutes of the last meeting. _____, recording secretary.</i>            [The secretary reads the minutes or reports that an approval committee has read and approved them.]  <i>Are there any corrections to the minutes?</i> (Pause). <i>There being no corrections, the minutes are approved as read (circulated).</i>            [If there are corrections, the corrections should be noted in the minutes by the secretary. The Chair then says: <i>The minutes are approved as corrected.</i>]</p>
<p><b>Reports of Officers</b>            [Include report of Treasurer]</p>	<p><i>The next business in order is the reports of the officers.</i>            [Call on all officers who will actually be reporting. Call for reports in the order they are listed in the bylaws.]            Call for the report of the treasurer after the officers.]  <i>The treasurer, _____, will give his/her report.</i>            [At the conclusion of the report ...] <i>Are there any questions?</i>            [Pause.] <i>There being none, the report will be filed for review/audit.</i></p>

	[Ask: <i>Are there other officers with reports?</i> ... if there are officers who have not been listed on the agenda.]
<b>Reports of Standing and Special Committees</b>	<b>Reports of Standing and Special Committees:</b>
<b>Special Orders:</b> [These are matters the bylaws require to be taken up at this meeting such as: election of officers, selection of award recipients, selections of convention delegates; and also, matters that were made special orders for this meeting from the previous meeting.]	
<b>Unfinished Business and General Orders:</b>	[Announce this category only if the minutes of the previous meeting list business which has been postponed to this meeting.  <u>Example:</u> Suppose “consideration of amendments to standing rules” was listed on the agenda for the previous meeting but was not reached before the meeting was adjourned. And, that your group meets at least quarterly.] <i>The next business in order is consideration of amendments to the standing rules which is unfinished business from the previous meeting. _____, Chairman of the Rules Committee, will present the proposed amendments.</i>
<b>New Business:</b>	<i>The next business in order is new business. Is there any new business to come before this group?</i>
<b>Announcements:</b> [May include program.]	[Make the announcements or call on the person to give the announcements. Ask for additional announcements. If there is to be a program, introduce the person in charge of the program.]
<b>Adjournment</b>	<i>If there is no further business and there is no objection, the meeting will be adjourned.</i> [Pause.] <i>There being no objection, the meeting is adjourned.</i> [Rap the gavel one time.]

## The Meeting

- Arrive at the meeting early and begin the meeting on time.
- Check off the business on the agenda as it is completed. Stick with the agenda. Interrupt the agenda only for emergencies or “recess”.
- Take the vote by unanimous consent when it appears all are in favor: *If there is no objection, the motion is adopted.*
- Keep the meeting under control. Do not allow cross talking between members or groups.
- Talk so everyone can hear what is said.
- Give information on how to dispose of a pending motion; particularly, if this is an inexperienced assembly.
- Before taking a vote, be sure the members know what they are voting on.
- Help members phrase motions when help is needed.
- Announce results of a vote clearly.
- Adjourn on time. Adjourn the meeting without a formal motion.



### It's Time to Practice

In Appendix C is a practice script for an executive board meeting. The script is included to provide practice in following a script while presiding and to give practice in processing motions the Chair is likely to encounter at some point.

Sequences for processing the following motions are included:

- *Raise a Question of Privilege*
- *Suspend the Rules*
- *Take a Recess*
- *Amend*
- *Rescind*
- *Commit (Refer) to a Committee*
- *Raise a Parliamentary Inquiry*
- *Adjourn without a Motion*
- *Motion to Ratify*
- *Main Motion*
- *Stand at Ease*
- *Voice Vote*
- *Point of Order*
- *Lay on the Table*
- *Object to Consideration of the Question*
- *Call for the Orders of the Day*
- *Postpone to a Certain Time*
- *Limit/Extend Limit of Debate*
- *Division of the Assembly*
- *Previous Question*
- *Postpone Indefinitely*

Thank you for accepting the challenge!

DKG

# Appendix

Appendix A: Basic Parliamentary Terminology ..... 17

Appendix B: Motions ..... 21

Appendix C: Model Executive Board Meeting ..... 25

*Show Them How* Member Participation ..... 39



Practice Makes Perfect!

## PRACTICE

Correct Parliamentary Terminology

Basic Knowledge of Motions

Processing Motions

## Appendix A: Basic Parliamentary Terminology

### 1. **Adjourn**

The business of the assembly has been completed. There are no other announcements, and no one wishes to be recognized. It is time for the assembly to adjourn.

### 2. **Adopt**

After discussion of a question being considered, an assembly of 31 voted. The result of the vote was 26 "Aye," 5 "No," The question was adopted.

### 3. **Agenda; Order of Business**

In preparation for her meeting, the president listed, in the order to be covered, all business to come before the group. This list is the meeting agenda. It represents the Order of Business for the meeting.

### 4. **Amend**

Sometimes when a question comes before the assembly, members wish to make changes before voting on it. Such changes may be made by amending the question (motion).

### 5. **Appeal**

During discussion of a question, a member wanted to add a word to the end of the statement being considered. The presiding officer rules her motion was not germane. The member disagrees with that decision and stated, "I appeal the decision of the chair."

### 6. **Aye**

In taking a voice vote, the chair says, "Those in favor of the motion say, "Aye" ... Those opposed, say "No."

### 7. **Board**

Organizations usually have one or more subordinate bodies to which administrative duties are delegated. The groups are generally known as boards.

### 8. **Bylaws**

In general, the basic rules of a society are called its Bylaws.

### 9. **Commit or Refer**

Members want the motion to be researched further before a vote is taken. A member should move to commit (or refer) the motion to a committee.

### 10. **Convention**

The presiding officer referred to the "assembly of delegates" for the biennium meeting as "the gathering." The parliamentarian suggested to her that she refer to the assembly of delegates as the convention.

### 11. **Debate**

When members discuss the merits of a pending motion, they are not arguing, it is debate.

### 12. **Executive Session**

Sometimes the business to be discussed is so sensitive that an assembly will vote to go into executive session.

### 13. **Incidental Motions**

While in the process of considering how voting on nominees would be conducted, a motion that polls would be open from 7 AM to 7 PM was adopted. This is an example of a motion that deals with questions of procedure. Motions of this type are incidental motions.

### 14. **Lay on the Table**

A motion to set the dues for the organization was pending when an emergency was called to the attention of the President. The “dues” motion was temporarily set aside so that emergency action could be taken. What motion is used to set aside temporarily another motion? Lay on the Table.

15. **Main Motion**

Motion: *I move that a Leadership Development Workshop be held on June 2 for new committee chairmen.* The motion is an example of a main motion.

16. **Majority Vote**

Voting results:	<u>Motion</u>	<u>Aye</u>	<u>No</u>
	#1	57	56
	#2	60	20
	#3	29	0

Each of the motions received a majority vote in the affirmative.

17. **Mass Meeting**

Blossom Street residents were concerned about the lack of traffic lights in the community. Anyone interested in discussing the problem was invited to attend a meeting at the elementary school. This meeting is an example of a mass meeting.

18. **Meeting**

Delta Chapter members come together a number of times each year. Sometimes the purpose is social, sometimes for a work session, and sometimes for the purpose of conducting business. Each of these gatherings is properly a meeting of the chapter.

19. **Minutes**

Another name for the chapter’s file of the written records of its proceedings is the file of minutes.

20. **Motion**

The proper term for formal proposals to take action which come before an assembly is motion.

21. **Point of Information**

A member of an assembly may seek information from the presiding officer by use of the motion point of information.

22. **Point of Order**

The motion, Point of Order, is used by members in an assembly to request that the presiding officer enforce the assembly’s rules.

23. **Postpone Definitely**

At 1:30 PM, Unfinished Business and General Orders were reached on the agenda. A member recognized that the major proponents of the one motion in this category were temporarily out of the assembly. The member rose to be recognized; she then made a motion which asked the assembly not to consider the General Order until 2:00 PM. Name the motion: Postpone Definitely.

24. **Postpone Indefinitely**

An assembly was faced with a question members did not seem to want to consider. The motion had been properly made, seconded, and stated by the presiding officer. The motion Postpone Indefinitely allows the assembly to dispose of the unwanted motion without taking a vote.

25. **Precedence**

Another phrase for “Rank of Motions” is “Order of Precedence.”

26. **Previous Question**

What is the name of the motion to use to close debate? Previous Question.

27. **Pro tem**

An emergency prevented the secretary from attending the executive board meeting. The executive board elected a secretary *pro tem* for the meeting.

**28. Quorum**

The parliamentarian advised the presiding officer that at least 60 members must be present in order to conduct the meeting. "60 members" represents the *quorum* for the meeting.

**29. Ratify**

The executive committee of a state organization determined that the salaried state editor had to be fired immediately. Since employment of related personnel is the responsibility of the executive board, the executive committee suspended the editor and then sought to have the executive board *ratify* its action at the next meeting of the board.

**30. Recess**

The proper name for a short intermission in a meeting is a *recess*.

**31. Regular Meeting**

Periodic business meetings of a chapter are considered to be the chapter's *regular meeting*.

**32. Rescind**

Several years ago, Delta Chapter approved a motion to make an annual \$1000 contribution to a non-profit local group providing after school care for children of single parents. The chapter's liaison has just reported a change in status of the group from "non-profit" to "for profit". In order to discontinue the annual contributions, the liaison moved that the motion establishing the contribution be *rescinded*.

**33. Second**

It is appropriate for any member who agrees that a motion should be considered to *second* the motion.

**34. Secretary**

The official title of the recording officer of an assembly is *secretary*.

**35. State the Question**

The presiding officer places a motion before the assembly when she *states the question*.

**36. Standing Committee**

The state bylaws list the following committees as having continuing functions: Finance; Program; Membership; Communication. These are the states *standing* committees.

**37. Take from the Table**

A main motion had been set-aside temporarily in order to take care of an emergency. Following the emergency, it is appropriate to resume consideration of the main motion by passing a motion to *take from the table*.

**38. "The chair"**

The presiding officer is also referred to as *the chair*.

**39. Unanimous Consent**

Everyone attending the meeting on Saturday voted in the affirmative to nominate Alice for President. The secretary was instructed by the assembly to record that Alice's nomination was by *unanimous consent*.

**40. Viva Voce**

When a *Viva Voce* vote is taken, the members respond "Aye" or "No."

## Appendix B:

## Motions

Assemblies reach decisions through consideration of motions + amendments and then voting. Knowledge of the most frequently used motions is a must for any presiding officer.

### The Ranking Motions

The *Main Motion* is the lowest ranked motion. *Fix the Time to Which to Adjourn* is the highest ranked motion. When a main motion is being discussed, someone can make a motion of higher rank. Each additional motion that is made must be of a higher rank than the motion being discussed. Motions are voted on in the reverse order made; that is, the last motion made is the first motion voted on. The last motion voted is the main motion.

Rank	Ranking Motions	Use this motion ...	Vote Required
<b>Highest</b>	Fix the time to which to adjourn	To set the time (place) for another meeting to continue the business of the present meeting	Majority
12	Adjourn	To close the meeting	Majority
11	Take a Recess	To take a short intermission during a meeting	Majority
10	Raise a Question of Privilege	For immediate consideration due to urgency	Ruled by Chair
9	Call for the Orders of the Day	To require the assembly to conform to its agenda	On demand of one member-enforced
8	Lay on the Table	To set the main motion aside temporarily	Majority
7	Previous Question	To close debate/ stop amendments / vote on motion	2/3 vote
6	Limit or Extend Limit of Debate	To exercise control over debate on pending motion	2/3 vote
5	Postpone to a Certain Time (definitely)	To put off consideration of motion to a definite time	Majority
4	Commit or Refer	To send the pending question to a committee	Majority
3	Amend	To modify the wording of a pending question	Majority
2	Postpone Indefinitely	To avoid taking a position on a pending question	Majority
<b>Lowest</b>	Main Motion	To introduce business to the assembly	Majority except bylaw/ suspend rules/ change a decision

## Incidental Motions

Incidental motions have no rank. They may be applied as defined by the use of the motion.

Incidental Motions	Use this motion ...	Vote Required
Point of Order	To require the Chair to enforce the regular rules of the assembly	Chair responds
Appeal	To question the ruling of the Chair	Majority
Suspend the Rules	To make a rule ineffective for a limited time	Usually 2/3 vote
Objection to Consideration of a Question	To prevent a question from being considered by the assembly	2/3 vote against
Division of the Question	To separate the questions into parts that stand alone for consideration	Majority
Consideration by Seriatim	To consider a resolution paragraph by paragraph	Majority
Division of the Assembly	To verify a doubtful vote by rising	At the demand of one member
Methods of Voting and Polls	To specify the method of voting	Majority 2/3 to close polls
Motions Related to Nominations	Specify the method of making nominations	2/3 to close Majority for all others
Request to be Excused from Duty	To be excused from a duty imposed on the member by the bylaws	Majority
Request and Inquiries	For (1)parliamentary inquiry, (2) point of information, (3) permission to withdraw or modify a motion, (4) to read a paper, (5) for any other privilege	(1) Chair responds; (2) Chair responds; (3) Majority; (4) Majority; (5) Majority

## Motions That Bring a Question Again Before the Assembly

Motions that Bring a Question Again Before the Assembly	Use this motion ...	Vote required to adopt
Take from the Table	To make pending again a motion that has been laid on the table	Majority
Rescind	Repeal or change an action that has been taken	Majority with notice 2/3 without notice
Discharge a Committee	To take back a matter out of the hands of a committee	Majority with notice 2/3 without notice
Reconsider	To bring back for further consideration a motion which has already been voted on	Majority

## Statement of Motions: Ranking Motions

Motion	Example
<b>13 - Fix the Time to Which to Adjourn</b>	<p>Motion: <i>I move that when we adjourn, we adjourn to meet on Monday, December 3, 2012 at 9 AM in the library.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may not be discussed; may be amended; is adopted by majority vote. Can be reconsidered.</p>
<b>12 - Adjourn</b>	<p>Motion: <i>I move to adjourn.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may not be discussed; may be amended; is adopted by majority vote. Cannot be reconsidered.</p>
<b>11 - Recess</b>	<p>Motion: <i>I move to recess for fifteen minutes.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may not be discussed; may be amended; is adopted by majority vote. Cannot be reconsidered.</p>
<b>10 - Raise a Question of Privilege</b>	<p>Motion: <i>I rise to a question of privilege affecting the assembly.</i></p> <p>Chair: Ask the member to state the question. [There is no vote; the chair takes proper action to resolve the question. Cannot be reconsidered.]</p>
<b>9 - Call for Orders of the Day</b>	<p>Motion: <i>I call for the orders of the day.</i></p> <p>[This motion must be enforced when called for by just one member. The chair immediately returns to the matter set for that time.] Cannot be reconsidered.</p>
<b>8 - Lay on the Table</b>	<p>Motion: <i>I move to lay on the table the motion relating to the December luncheon.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may not be discussed; may not be amended; is adopted by majority vote. [You may be asked to state the urgency requiring the motion to be tabled.] Negative can be reconsidered.</p>
<b>7 - Previous Question</b>	<p>Motion: <i>I move the previous question.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may not be discussed; may not be amended; is adopted by 2/3 vote. [If adopted, debate is stopped and the vote is taken on the motion]. Can be reconsidered with conditions.</p>
<b>6 - Limit or Extend Limits of Debate</b>	<p>Motion: <i>I move to limit debate to ten minutes.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may not be discussed; may be amended; is adopted by a 2/3 vote. Can be reconsidered.</p>
<b>5 - Postpone To A Certain Time</b>	<p>Motion: <i>I move to postpone the motion to the Saturday morning business session.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may be discussed; may be amended; is adopted by majority vote. Reconsider with condition.</p>
<b>4 - Commit</b>	<p>Motion: <i>I move to refer the motion to the Bylaws Committee.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may be discussed; may be amended; is adopted by majority vote. Reconsider only if work has not begun.</p>
<b>3 - Amend</b>	<p>Motion: <i>I move to amend the motion by inserting the words "camera ready" before the word "copy."</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may be discussed; may be amended; is adopted by majority vote. Can be reconsidered.</p>
<b>2 - Postpone Indefinitely</b>	<p>Motion: <i>I move to postpone indefinitely the motion to join the political alliance.</i></p> <p><b>The motion:</b> will need to be seconded; may be discussed; may not be amended; adopted by majority vote. Can be reconsidered (affirmative only).</p>
<b>1 - Main Motion</b>	<p>Motion: <i>I move that the fall meeting be held on the first Saturday in October.</i></p> <p><b>The motion:</b> will need a 2<sup>nd</sup>; may be discussed; may be amended; is adopted by majority vote. Can be reconsidered.</p>

## Statement of Motions: *Incidental Motions*

Motion	Example
Point of Order	Member: <i>Point of order!</i> Chair: <i>State your point!</i> Member: <i>“The amendment being discussed is not germane to the main motion.”</i> [The Chair may decide or may ask the assembly to decide.]
Appeal	Member #1: <i>I appeal from the decision of the Chair.</i> Member #2: <i>Second</i> Chair: <i>The question is: Shall the decision of the Chair be sustained?</i>
Suspend the Rules	Member: <i>I move to suspend the rules and to take up the budget as the next business in order. The motion:</i> will need a 2 <sup>nd</sup> ; may not be discussed; may not be amended; is adopted by 2/3 vote.
Objection to the Consideration of the Question	Member: <i>I object to the consideration of the question.</i> Chair: <i>The consideration of the question is objected to. Shall the question be considered?</i> [Chair takes rising vote. 2/3 against adopts the motion.]
Division of a Question	Member: <i>I move to divide the motion so as to consider the computer purchase separately from the printer rental or purchase.</i> Chair: [First take a vote on whether to divide the motion into two parts.] The first question is <i>“shall the motion be divided into two motions?”</i> [If the motion is adopted, the member is recognized again to state the two motions she wants to be considered.]
Consideration by Paragraph or Seriatim	Member: <i>I move the bylaws be considered seriatim. Or. That the bylaws be considered as a whole.</i> Member 2: <i>Second</i> Chair: <i>It is moved and seconded that the” bylaws be considered as a whole”.</i>
Division of the Assembly	Member: <i>Division!</i> Chair: <i>Division has been called. The voice vote will be retaken as a rising vote. All in favor of the motion that _____ rise. Pause. Be seated. Those opposed rise. Pause. Be seated.</i> [Announce the result of the vote.]
Motions Related to Methods of Voting and the Polls	Member: <i>Since everyone has voted, I move the polls be closed.</i> Member 2: <i>Second</i> Chair: [Treat the motion as a unanimous-consent request and declare the polls closed.] <i>If there is no objection, the polls will be closed. Pause. Hearing no objection I declare the polls closed.</i>
Motions Relating to Nominations	Member: <i>I move that all nominations will be taken from the floor.</i> Member 2: <i>Second</i> Chair: <i>It has been moved and seconded that “all nominations will be taken from the floor.” Is there debate? ...</i> [Take voice vote ... Majority adopts]
Request to be Excused from a Duty	Member: <i>I request to be excused from the duty of chairing the leadership conference.</i> Member 2: <i>Second</i> Chair: <i>It has been moved and seconded to excuse _____ from the duty of chairing the leadership conference. Are you ready for the question?</i> [Majority vote.]
Parliamentary Inquiry	Member: <i>I rise to a parliamentary inquiry.</i> Chair: <i>State the inquiry.</i> Member: <i>Is it in order to take a break? ... Time to move the previous question?</i> Chair: [The chair responds.]
Point of information	Member: <i>“Point of Information!”</i> Chair: <i>“State the point.”</i> Member: <i>Will the committee chairs report before lunch?</i> [The Chair responds.]
Request: Withdraw or Modify a Motion (after it has been stated by the chair)	Member: <i>I wish to modify the motion by inserting “two” before days.</i> Member 2: <i>Second</i> Chair: [Vote is taken only for motions that are before the assembly.] <i>It is moved and seconded to modify the motion by inserting “two” before days.</i>
Request to Read Papers	Member: <i>“Madam Chair, I ask permission to read a five minute statement from the November Bulletin that will clarify this issue.”</i> Chair: <i>“If there is no objection ...”</i>
Request for Any Other Privilege	Member: <i>“I request permission to remove the center-pieces before the speech ... they are obstructing the view of the podium.”</i> Chair: <i>“If there is no objection ...”</i>

## Appendix C

# MODEL EXECUTIVE BOARD MEETING

#1\* - - - - - [4roles]

[Call meeting to order.]

**President:** (Raps gavel once): The meeting will come to order.

[Opening Ceremony as is the custom for your state organization.]

Welcome to the first Executive Board Meeting for the 2013-2015 Biennium. Please stand for the flag salute. *I pledge allegiance to the flag ...*  
You may be seated.  
Lynda \_\_\_\_\_, Alpha Alpha, will present today's challenge.

**Lynda \_\_\_\_\_:** Filling a leadership role can be a highly gratifying experience, and with the right kind of preparation, the good leader can weather unexpected storms. With the self-confidence that comes from being well prepared, the feeling of "Yes! I can do this!" can bring a satisfactory outcome from the most difficult circumstances.

Charles Swindoll reminds us of one other consideration in our preparation. He says:  
*The longer I live, the more I realize the impact of attitude on life. Attitude, to me is more important than facts...The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past...We cannot change the fact that people act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude.*

Throughout this biennium, let our string be one of harmony, of joy, of respect for all. Together we will produce the **symphony** that is Delta Kappa Gamma.

**President:** Thank you, Lynda.  
Serving as officers this biennium are (Please stand and remain standing when I call your name):

President	Carol _____, Alpha Epsilon
1 <sup>st</sup> Vice-President	Jacquelyn _____, Alpha Iota
2 <sup>nd</sup> Vice-President	Susan _____, Alpha Psi
Recording Secretary	Nancy _____, Lambda
Corresponding Secretary	Nancy _____, Delta
Treasurer	Beryl _____, Pi
Executive Secretary	Elizabeth _____, Alpha Phi

The parliamentarian is Mary \_\_\_\_\_. Alpha Beta  
Thank you ... you may be seated.

[Executive Board Meeting Rules]

The parliamentarian will read the Executive Board Meeting Rules of Order. (Adopted Rules Of Order for Alpha Beta State Organization Executive Board Meetings)

**Mary \_\_\_\_\_:**

### Rules of Order

1. Standing Committee Reports and Special Reports will be limited to a maximum of **five** (5) minutes.
2. Reports of officers will be limited to **ten** (10) minutes.
3. Motions must be made only when action is required. No second is required for motions made by committees.
4. Any motion requiring expenditure must include, "I move that we refer to the Finance Committee ..."
5. When recognized, members will come to the microphone to speak. Each member will be limited to speaking twice to the same question.

6. Each member will be limited to speaking **two** minutes.
7. No member will speak a second time to a question until everyone who wishes to speak has spoken.
8. All motions must be written; one copy for the president; one copy for the recording secretary.
9. A member must be present to make a motion.
10. Electronic communications devices are to be silenced.

**[Quorum Check. Adoption of the Agenda by majority vote]**

**President:** The parliamentarian has informed me that a quorum is present. You have a copy of the agenda for today’s meeting. Are there any additions? Pause. May we have a motion to adopt the agenda?

**Sally \_\_\_\_:** (Rise) Madam President

**President:** Sally \_\_\_\_, Alpha Omega

**Sally \_\_\_\_:** **I move the adoption of the agenda.**

*After a motion is made, another member who wishes it to be considered says, “I second the motion,” or, “I second it,” or even “Second!”- without obtaining the floor. Everyone will participate in seconding motions.*

RONR, pg 34

**Seconder:** I second the motion.

**President:** It has been moved and seconded to adopt the agenda ... is there discussion? (No discussion)  
All in favor of adopting the agenda say “Aye.” (Pause)  
Those opposed say “No.” (Pause)  
**The ayes have it and the agenda is adopted.**

\* - - - - -

**[Executive Board Minutes Approved by a Committee.]**

**#2 \* - - - - - [3 roles]** The recording secretary will present the minutes of the March 3, 2012 meeting.

**Nancy \_\_\_\_:** The minutes of the March 3, 2012 meeting were read and approved by the Committee to Approve Executive Board Minutes. A copy of the approved minutes was mailed to each member of the Executive Board before the April 7 deadline.

**President:** Are there corrections to the minutes? (Pause, no corrections made.) There are no corrections; the minutes stand approved as printed.

*..... Raise a Question of Privilege.....*  
**[No second; not debatable; not amendable; chair rules]**

**Judith \_\_\_\_:** (Rise) I rise to a *Question of Privilege*.

**President:** State the question.

**Judith \_\_\_\_:** We are having difficulty reading the handouts, because there is insufficient lighting on this side of the room. Can the lights be turned up?

**President:** Elizabeth \_\_\_\_ ... will you please check and see if we can get more light in that area? If there is no objection, we will continue while the lighting problem is being solved. (Pause)

**[Report of Officers]**

The next business in order is the report of officers. The recording secretary will read the report of the Executive Committee.

*..... Motion to Ratify .....*  
**[Needs second; is debatable; is amendable; majority vote]**

Nancy \_\_\_\_

A meeting of the executive committee was held on July 11, 2013, on call of the president. The Executive Board approved meeting schedule (2013-2015) shows the November, 2013 Program Workshop to be held at the Comfort Lodge. The Lodge was destroyed by the tornado that struck Bedford on May 7. The Executive Committee has moved the site of the November Program Workshop to the Morristown Inn. The Morristown Inn is where the workshop was held last year.

Madam President, by direction of the executive committee, **I move that the action taken by the executive committee in moving the site of the November, 2013 Program Workshop from the Comfort Lodge to the Morristown Inn be ratified.**

President:

It is moved that the action taken by the executive committee in moving the site of the November, 2013 Program Workshop from the Comfort Lodge to the Morristown Inn be ratified. No second is required. Is there discussion? (Pause. No discussion).

Those in favor of ratifying the action of the executive committee, say 'AYE.'  
Those opposed, say 'NO.'

The ayes have it; the motion is adopted; **the action taken by the executive committee in moving the site of the November, 2013 Program Workshop from the Comfort Lodge to the Morristown Inn is ratified.**

\* - - - - \*

[President's Report]

#3 \* - - - - [8 roles]

President:

A copy of my report is in your packet. The report documents that the president has been very busy since assuming office on July 1. (1) I attended an intensive training for state organization presidents prior to the NE Regional Conference. (2) All committee positions have been filled. (3) The officers planning meeting and the training meeting for those holding committee positions were completed by August 29. (4) The schedule for chapter visitation is being completed for the year. The sign-up sheet is on the registration table. Be sure to schedule your chapter's visitation.

Corresponding Secretary, Jo Nell \_\_\_\_\_, will read the correspondence.

[Correspondence]

Jo Nell \_\_\_\_:

There are two correspondences: (Read correspondence.)

(1) From Dr. Carolyn \_\_\_\_\_  
July 1, 2013

To: Carol \_\_\_\_, President, Delta Kappa Gamma Society, Alpha Epsilon State Organization.

Delta Kappa Gamma is a unique group. Our Purposes refer to our genuine spiritual fellowship. We really care about each other. We share the same experiences, the same vision. Many of you have a vision for the future of our Society. I want you to share your visions with me and with others in leadership positions. In order to take action, we need the vision. Read my blog ... write to me an email. Take action and share your vision!

The Delta Kappa Gamma Society International,  
Dr. Carolyn \_\_\_\_, President

-----

(2) From Geraldine Waters  
June 29, 2013.  
To: My DKG Mentors.

Ladies, I have finally done it ... I graduated from Towson University on Saturday, June 6, 2009, with a BS in mathematics. To all of you ladies who have nurtured and

supported me over the last five year, I say THANK YOU! I hope that some day I can be as helpful to a young prospective educator as you have been to me and to all those who have participated in your Young Educator's Program.

With heartfelt gratitude,  
Geraldine Waters

-----

**President:** Thank you, Jo Nell.  
The next business in order is the report of the treasurer.

**[Report of the Treasurer]**

**Beryl \_\_\_\_:** You have a copy of the treasurer's report; I will read the fund balances.

Report of the Treasurer of the Alpha Iota State Organization for the month ending August 31, 2013

Available Fund:

Beginning Balance — August 1, 2013	\$ 33,019.74
Receipts	\$ 60,748.68
Disbursements	\$ 55,655.87
Ending Balance - August 31, 2013	\$ 38,112.55
Convention/Conference Fund Balance	\$ 30,824.88
State Headquarters Fund Balance	\$110,380.08
Permanent Fund Balance	\$ 7,092.76
Scholarship Fund Balance	\$ 77,860.49
Charity Fund Balance	\$ 11,400.50
Grand Total - August 31, 2013	\$275,671.26

**(Step aside but remain standing.)**

**President:** Are there questions concerning the report of the treasurer? (Pause ...)

**Beth \_\_\_\_:** (Rise) Madam President

**President:** Beth \_\_\_\_, Alpha Delta

**Beth \_\_\_\_:** Under Available Fund Disbursements is shown a \$26,762.50 payment for International Dues and Fees. Why was this payment made now when dues aren't due to International until the first of the year?

**President1:** **(Look at the treasurer and refer the question to her.)**

**Beryl \_\_\_\_:** Many chapters begin submitting dues to the state in July. Rather than waiting for all dues to be received, I send partial payments to international (usually in bundles of at least \$10,000) until the total amount due is paid. This practice is actually encouraged by international.

**Beth \_\_\_\_:** Thank you.

**President:** Are there additional questions on the report of the treasurer? (Pause, no questions)  
The report of the treasurer will be filed. Thank you, Beryl.

**..... Call for the Orders of the Day .....**

**[No second; not debatable; not amendable; 2/3 to set aside]**

**Lisa \_\_\_\_:** **(Asked from your seat.)** Do most state organizations pay dues in advance?

**Christine \_\_\_\_:** We do, because our treasurer was asked to do so in the treasurer's meeting that was held at the international convention. I don't know about other state organizations.

**Donna \_\_\_:** So our treasurer submits the dues in one payment?  
**Lisa \_\_\_:** I think the state organizations that pay the total amount early should get a rebate.  
**Gay \_\_\_:** (Rise) Madam President.  
**President:** Gay \_\_\_, Alpha Lambda  
**Gay \_\_\_:** I *Call for the Orders of the Day.*

\* - - - - -

[Report of the Executive Secretary]

#4 \* - - - - - [4 roles]

**President:** The next business in order is the Report of the Executive Secretary

**Elizabeth \_\_\_:** Copies of Chapter Yearbooks and State Directory are packaged by chapter and may be picked up at the registration desk. Thank you for being so prompt in returning registration forms for this meeting. There are 139 registered for lunch.

I have received and signed the contract for the November Program Workshop, which will now be held at the Morristown Inn. A revised registration form for this meeting is in your packets. Please share this form with your chapter members.

**President:** The next business in order is the reports of standing and special committees.

[Report of Committees Taken Out Of Order]

..... *Suspend the Rules* .....

[Needs second; not debatable; not amendable; 2/3 vote]

**Susan \_\_\_:** (Rise) Madam President.

**President:** Susan \_\_\_, Alpha Beta

**Susan \_\_\_:** The Chair of the special committee (State Headquarters) to investigate new sales items for the state store must leave the meeting. **I move to *Suspend the Rules* and take up the report of the Headquarters Committee.**

**Secunder:** Second

**President:** It is moved and seconded to *suspend the rules* for the purpose of taking up the report of the Headquarters Committee.

Those in favor of suspending the rules for the purpose of taking up the report of the Headquarters Committee will rise. (Informal Count) Be seated.

Those opposed will rise. (Informal Count ). Be seated.

There are two thirds in the affirmative and **the rules are suspended for the purpose of taking up the report of the Headquarters Committee.**

The business in order is the report of the Headquarters Committee on New Sales Items.

**Sally \_\_\_:** The committee has investigated types of items in which chapters have indicated an interest. The list and sales information is in your packet and on the website. The committee will present a full display of items at the November Workshop. Please thank your chapter members for responding to the survey and providing so many suggestions.

**President:** Thank you, Sally.

\* - - - - -

[Report of Standing Committees]

#5 \* - - - - - [3 roles]

The next business in order is reports of standing committees (that are reporting.)  
Report of the Bylaws Committee ... Carol \_\_\_, Alpha Phi

**Carol \_\_\_:** Since convention, the Bylaws Committee has had two meetings to prepare for publication of the amended bylaws and standing rules adopted during convention. The documents are with the printer and will be available for distribution on October 1.

**President:** Thank you, Carol.  
The Finance Committee will report.

*..... Main Motion from Committee .....*  
**[No second; is debatable; is amendable; majority vote]**

**Susan \_\_\_:** The interest earned on the Charity Fund for the year is projected to be less than \$500. The Finance Committee met on July 19th to decide ways of increasing the amount that will be available for our annual contributions. The first project we recommend is a bake sale on November 11th at the parade ground. You will remember this is the day of the Great Fall Parade. Last year we cleared \$6800. If the motion is adopted, the committee would like to pass out forms for members to sign indicating their donations for baked goods and the times they can work.  
By direction of the Finance Committee, **I move that we have a bake sale on November 11th at the Parade Ground, from 10 AM. to 4 PM., with the proceeds going to our charity fund.**

**President:** This motion is from a committee, thus it needs no second. It is moved that we have a bake sale on November 11th at the Parade Ground, from 10 A.M. to 4 P.M., with the proceeds going to our charity fund. Is there discussion? (Pause, no discussion)  
Those in favor of the motion to have a bake sale on November 11th, say 'AYE.'.... Those opposed, say 'no.'....  
The ayes have it, the motion is adopted, **we will have a bake sale on November 11th at the Parade Ground from 10 A.M. to 4 P.M., and the proceeds will go to the charity fund.**

\* - - - - -

*..... Stand-at-Ease .....*  
**[A short pause by the president; Ended by president or call of one member]**

**#6 \* - - - - - [3 roles]**

**President:** Can the Chair wait until the meeting adjourns to have the members sign the forms?  
**Susan \_\_\_:** I must leave immediately after adjournment.  
**President:** **If there is no objection, we will Stand At Ease so that the members can sign the forms.**

*..... Take a Recess .....*  
**[Needs second; not debatable; amendable (length); majority vote]**

**Lisa \_\_\_:** (Rise) Madam president.  
**President:** Lisa \_\_\_, Alpha Kappa  
**Lisa \_\_\_:** If we *Stand-at-Ease*, no one will be allowed to leave the room. A 20-minute recess will allow time for members to sign the form and to step out for a break. I move that we take a 20-minute *Recess*.  
**Seconder:** Second  
**President:** It has been moved and seconded that we take a 20-minute recess.  
**All in favor say, "YES"                      Those opposed say "NO"**  
**The "yes" is in the majority. The motion is adopted. We are in recess for twenty minutes.**

\* - - - - -

**#7 \* - - - - - [5 roles]**

**President:** **[After 20-minutes, rap gavel once]** The meeting will come to order.  
The Chair recognizes 2<sup>nd</sup> vice president Susan \_\_\_ Alpha Psi for the Membership report.  
**Susan \_\_\_:** As of June 30, our total membership is 2864. That represents a gain of 128 members since the March report. Congratulations to Beta, Kappa, Upsilon, Psi and Omega chapters. Each of these chapters has initiated ten new members and reported no losses. I know that all chapters are continuing to focus on their membership and are striving to identify quality educators to whom they will extend invitations.  
Three new membership aids are available from Headquarters. (1) A new Member Information Kit in a beautiful Rose Pocket Folder; (2) A new Brochure, **You and Us**, is an

ideal way to tell prospective members about the Society; and (3) A new brochure, **One & All**, encourages members to take advantage of the many benefits of membership. Both brochures are free, you only pay shipping and handling. The New Membership Kits are \$7.00 each or 5 for \$32.00.

**President:** Congratulations to all chapters for your efforts. We are right on target for meeting our yearly membership goal.

*..... Motion on Behalf of a Committee .....*  
**[No second; debatable; amendable; majority vote]**

**Jacquelyn \_\_\_\_:** The next business in order is the Report of the Program of Work Committees. First vice-president Jacquelyn \_\_\_\_ will present the report.

If you enjoy music ... love to dance ...if you are energized by real stories of professional women who challenge the status quos and create positive change ... or want to learn of “sure fire” ways to breath life into your chapter programs, then you must not miss the opportunity to attend the November Program Workshop. The chapter having the largest number of members in attendance will be refunded an amount equal to the registration paid by its members. 235 members and 29 guests attended last year’s workshop, let’s top that number this year.

Madam President, on behalf of the Educational Excellence Committees, **I move that \$5000 be allotted to the Educational Excellence Committees for a three-day seminar on the new committee structure with a focus on the responsibility of the Educational Excellence Committee.**

**President:** This motion is from a committee and needs no second. It is moved that \$5000 be allotted to the Educational Excellence Committees for a three-day seminar on the new committee structure with a focus on the responsibility of the Educational Excellence Committee. Is there discussion?

**Jacquelyn \_\_\_\_:** Madam President

**President:** Jacquelyn \_\_\_\_, Alpha Iota

**Jacquelyn \_\_\_\_:** Chapters continue to report high member interest in the Purposes and activities of the Society, but disinterest in chapter programs/activities. The Educational Excellence Committee proposes to conduct a three-day seminar for chapter officers and members responsible for the chapter activities to consider alternatives for how we determine and conduct the work of the chapter. The Finance Committee has been informed of this proposal and has stated that \$5000-\$7000 is available in this year’s budget. This proposal was also shared with the executive committee and discussed extensively during the training workshops. The plan received a vote of support from each group.

**President:** Is there further discussion? (No discussion)

*..... Postpone to a Certain Time .....*  
**[Needs second; debatable; amendable (time); majority vote]**

**Joan \_\_\_\_:** (Rise) Madam president.

**President:** Joan \_\_\_\_, Pi

**Joan \_\_\_\_:** I realize the Finance Committee has indicated that the money for such a retreat is available in the budget. However, with the loss of interest earned on all of our funds, can we really afford to devote \$5000 to a new activity this year? Will we still have sufficient funds to support our present projects?

**President:** The Finance Committee has verified that the money is available in the present budget. All other projects are also accounted for in the budget.

**Lisa \_\_\_\_:** Madam president.

**President:** Lisa \_\_\_\_, Beta

**Lisa \_\_\_:** **I move to *postpone* the motion to new business.**

**Second:** Second

**President:** It is moved and seconded to postpone the motion to new business. Is there discussion? (No discussion)

The question is on the motion to postpone the motion to new business. All in favor say "AYE". (Pause) All opposed say "NO". (Pause)

The noes have it and the motion to postpone fails.

The question is on the motion that **\$5000 be allotted to the Educational Excellence Committees for a three-day seminar on the new committee structure with a focus on the responsibility of the Educational Excellence Committee.** Is there further discussion? (No discussion.)

All in favor of the motion **that \$5000 be allotted to the Educational Excellence Committees for a three-day seminar on the new committee structure with a focus on the responsibility of the Educational Excellence Committee** say "AYE." (Pause)

Those opposed say "No." (Pause) The ayes have it and the motion is adopted.

The Educational Excellence Committee will plan and conduct the seminar on a date to be announced.

\* - - - - -

[Report of Special Committee]

*..... Limit or Extend Limits of Debate .....*

[Needs second; not debatable; amendable; 2/3 vote]

#8 \* - - - - - [5 roles]

**President:** The next business in order is a matter that was brought before the Executive Board during the March meeting. The matter was not resolved. The Board referred the motion to a Special Committee (Committee on Screens for State Headquarters) to bring the issue to this Board. The Chair recognizes Lora \_\_\_\_, Alpha Epsilon, committee chair.

**Lora \_\_\_:** On behalf of the Committee on Screens for Headquarters, **I move that all window and door screens at State Headquarters be replaced with new screens.**

**President:** The question is on the motion that all window and door screens at State Headquarters be replaced with new screens. Is there discussion? ... Lora \_\_\_\_.

**Lora \_\_\_:** The committee visited State Headquarters and inspected every window screen and every door screen. The screens are in deplorable condition. Some are rusted out completely ... others are missing. The door screens have been patched several times. The windows are kept open much of the day and evening during early spring to late fall. The committee feels that the phasing-in of new screens over several years would not be a wise decision.

**President:** Is there further debate?

**Flora \_\_\_:** (Rise) Madam President.

**President:** Flora \_\_\_\_, Beta Alpha

**Flora \_\_\_:** This question was discussed at much length at the March meeting before it was referred to the Special Committee. Since all of the present Board was involved in that discussion, **I move that debate be limited to one speech of two minutes for each member wishing to speak.**

**Second:** Second

**President:** It is moved and seconded that debate be limited to one speech of no more than two minutes for each member. The motion to limit debate is not debatable, but is amendable. Are you ready for the question on the motion to limit debate to one speech of no more than two minutes for each member? (Pause)

As many as are in favor of limiting debate to one speech of no more than three minutes for each member, will rise. (Informal Count) Thank you; be seated.  
Those opposed, will rise. (Informal Count) Thank you; be seated.  
There is a two-thirds vote in the affirmative, the motion is adopted, debate is limited to one speech of no more than two minutes for each member.

The question now is that all window and door screens at State Headquarters be replaced with new screens.  
Are you ready for the question?

*..... Amend .....*

**[Needs second; debatable; amendable; majority vote]**

**Judith \_\_\_:** (Rise) Madam President.

**President:** Judith \_\_\_, Alpha Tau

**Judith \_\_\_:** **I move to *amend* the motion “that all window and door screens at State Headquarters be replaced with new screens” by inserting, "of copper material at a cost not to exceed \$800.00" at the end of the statement.**

**Secunder** I second the motion.

**President:** It is moved and seconded to amend the motion “that all window and door screens at State Headquarters be replaced with new screens” by inserting, "of copper material at a cost not to exceed \$800.00" at the end of the statement.  
Is there discussion on the amendment? (Pause) Judith.

**Judith \_\_\_:** Since last meeting I have inquired about the cost of materials for screens. Screens of the same wire material we now have on our building will cost \$550.00. There is better material, which is copper, and I am sure it will be more serviceable. Copper screens will cost approximately \$720.00.

**President:** Is there additional discussion on the amendment? (Pause, no discussion)

*..... Close Voice Vote .....*

**[A re-vote should be taken by another method when a voice vote is too close to be decisive.]**

Those in favor of amending the motion by inserting "of copper material at a cost not to exceed \$800.00" at the end of the statement, say 'AYE.'....  
Those opposed, say 'NO.'....  
The ayes have it and the amendment is adopted.

*..... Division of the Assembly .....*

**[No second; not debatable; not amendable; revote is taken immediately by another method]**

**Patricia \_\_\_:** (Shout out!) **Division!**

**President:** A division is called. Those in favor of the amendment to insert "of copper material at a cost not to exceed \$800.00" at the end of the statement, will rise ... Thank you, be seated.

Those opposed will rise ... Thank you, be seated.

The affirmative has it; the amendment is adopted.

The question now is that all window and door screens at State Headquarters be replaced with new screens of copper material at a cost not to exceed \$800.00." Are you ready for the question?

(Pause, no discussion)

Those in favor of the motion “that all window and door screens at State Headquarters be replaced with new screens of copper material at a cost not to exceed \$800.00", say 'AYE.'....

Those opposed, say 'NO.'....

The eyes have it, the motion is adopted, **all window and door screens at State Headquarters will be replaced with new screens of copper material at a cost not to exceed \$800.00."**

\* - - - - -

[Special Orders        These items must be considered at this time. There are none for the first meeting.]

[Unfinished Business There is no Unfinished Business at the first Executive Board Meeting of the biennium.]

[New Business]

..... *Rescind*.....

**[Needs second; debatable; amendable; 2/3 vote]**

#9 \* - - - - - [7 roles]

**President:**            The next business in order is new business. Is there any new business?

**Susan:**                (Rise) Madam President.

**President:**            Susan \_\_\_\_, Alpha Beta

**Susan \_\_\_\_:**        **I move to *rescind* the motion adopted in 2003 that an annual donation of \$200 be contributed to the Orchard State Helping Hands.**

**Secunder:**            Second

**President:**            It is moved and seconded to *rescind* the motion adopted in 2003 that an annual donation of \$200 be contributed to the Orchard Helping Hands.  
Is there discussion? (Pause) Susan.

**Susan \_\_\_\_:**        The purpose of our contribution was for the support of their "Child Read" project. Helping Hands has discontinued the "Child Read" project.

**President:**            Is there further discussion? (Pause, no discussion)  
Those in favor of rescinding the motion that an annual donation of \$200 be contributed to the Orchard State Helping Hands, say 'AYE.'....

..... *Point of Order* .....

**[No second; no debate; not amendable; chair decides]**

**Christine \_\_\_\_:**     Madam President, I rise to a *Point of Order*.

**President:**            The member will state the point.

**Christine \_\_\_\_:**     A two-thirds vote is required to adopt a motion to rescind when no notice has been given.

**President:**            The point is well taken. The Chair stands corrected. Those in favor of rescinding the motion that an annual donation of \$200 be contributed to the "Orchard State Helping Hands," will rise. (Informal Count) Thank you; be seated.  
Those opposed, will rise. (Informal Count) Thank you; be seated.

There is a two-thirds vote in the affirmation; the motion is adopted; **the motion that an annual donation of \$200 be contributed to the Orchard State Helping Hands is rescinded.**

**President:**            Is there further new business?

..... *Main Motion* .....

**[Needs second; debatable; amendable; majority vote]**

**Sally \_\_\_\_:**            (Rise) Madam President.

**President:**            Sally \_\_\_\_, Alpha Iota.

**Sally \_\_\_\_:**            This organization has always been concerned with educational opportunities and has expressed that concern through offering scholarships and grants-in-aid. All of our scholarships and grants-in-aid go to those who are, or who are planning to become, educational professionals. We are approaching a health care crisis in our state.

Educators and professional people are constantly telling us that they are alarmed at the small number of young people entering the health careers field. So, in order to stimulate interest in this field, **I move that we establish a student scholarship fund for high school graduates entering the health care field.** Who knows how many of these young people may, like me, become a health care educator?

**Secunder:** I second the motion.

**President:** It is moved and seconded that we establish a scholarship fund for high school graduates entering the health care field. Is there any discussion?

**Donna \_\_\_\_:** (Rise) Madam President.

**President:** Donna \_\_\_\_, Alpha Iota

**Donna \_\_\_\_:** I think the suggestion of a scholarship fund is very fine, but I don't see how we can just vote to establish such a fund without information about the specific kind of scholarship, how much money we can give, and who will be in charge of the scholarship fund.

.....**Lay on the Table** .....

**[Needs second; no debate; not amendable; majority vote]**

**Claire \_\_\_\_:** (Rise) Madam President.

**President:** Claire \_\_\_\_, Alpha Zeta

**Claire \_\_\_\_:** **I move to *Lay on the Table* the question to establish a scholarship fund.**

**President:** [*“Lay on the Table” is frequently misused to kill a motion. If the reason for the urgency to Lay on the Table is not apparent, inquire of the maker.*] State the urgency requiring the motion to be tabled.

**Claire \_\_\_\_:** I don't know what you mean by urgency. I just think we should not vote on the motion.

.....**Postpone Indefinitely** .....

**[Needs second; debatable; not amendable; majority vote]**

**President:** The proper motion to use is *“Postpone Indefinitely.”* Would you like to make that motion?

**Claire \_\_\_\_:** **I move to *postpone indefinitely* the motion to establish a scholarship fund.**

**Secunder** Second

**President:** It has been moved and second to postpone indefinitely the question to establish a scholarship fund. Is there discussion?

.....**Rise to a Parliamentary Inquiry** .....

**[No second; not debatable; not amendable; chair responds]**

**Joan \_\_\_\_:** Madam President.

**President:** Joan \_\_\_\_, Pi

**Joan \_\_\_\_:** I rise to a *Parliamentary Inquiry*.

**President:** State the inquiry.

**Joan \_\_\_\_:** What will be the effect of adopting this motion?

**President:** If the motion *“Postpone Indefinitely”* is adopted, you will not vote on the motion to establish a scholarship fund; that is, the motion to establish a scholarship fund will be killed for this meeting.

**Joan \_\_\_\_:** Thank you.

**President:** Is there further discussion? (No discussion.)

The question is on the motion to *Postpone Indefinitely* the question to establish a scholarship fund. All in favor say "AYE." (Pause) All opposed say "NO".  
The motion to postpone is adopted. **We will not vote on the motion to establish a scholarship fund.**

\* - - - - -

..... *Motion To Commit/Committee Appointed* .....

[Needs second; debatable; amendable; majority vote]

#10 \* - - - - - [2 roles]

**Beth \_\_\_\_:** Madam President  
**President:** Beth \_\_\_\_, Alpha Delta

**Beth \_\_\_\_:** Although I understand the reluctance to establish a new scholarship fund, I feel that many of us would like to encourage students entering the health care field. **I move to establish a committee of five members, appointed by the president, to study ways the state may offer assistance to students entering the health care field and to report to the Executive Board at the next meeting.**

**Second:** Second

**President:** It is moved and seconded to **establish a committee of five members, appointed by the president, to study ways the state may offer assistance to students entering the health care field and to report to the Executive Board at the next meeting.**  
Is there discussion? (No discussion.)

You are voting on the motion to **establish a committee of five members, appointed by the president, to study ways the state may offer assistance to students entering the health care field and to report to the Executive Board at the next meeting.**

Those in favor say 'AYE.'...

Those opposed, say 'NO.'...

The ayes have it; the motion to establish a committee of five is adopted.

The President appoints Sally \_\_\_\_, as Chair, with Beth \_\_\_\_, Barbara \_\_\_\_, Judith \_\_\_\_, and Elizabeth \_\_\_\_.

\* - - - - -

.....*Previous Question*.....

[Needs second; not debatable; not amendable; 2/3 vote]

#11 \* - - - - - [6 roles]

**President:** Is there further new business?

**Carolyn \_\_\_\_:** (Rise) Madam President.

**President:** Carolyn \_\_\_\_, Upsilon

**Carolyn \_\_\_\_:** Those who have served as officers or committee chairs are familiar with the portable steel file boxes that contain officer and committee files. These file boxes were purchased in 1976. Although they are still in near perfect condition, they are unnecessarily heavy and difficult for members to transport. Therefore, **I move that the Board authorize the Executive Secretary to purchase new lightweight heavy-duty portable file boxes to replace the existing steel boxes.**

**Second:** Second

**President:** It is moved and seconded **that the Board authorize the Executive Secretary to purchase new lightweight heavy-duty portable file boxes to replace the existing steel boxes.**

Are you ready for the question?

**Barbara \_\_\_\_:** (Rise) Madam President.

**President:** Barbara \_\_\_\_, Tau

**Barbara \_\_\_\_:** I don't know that we necessarily need to replace the steel files, because they are still in such good condition after all those years. I doubt that there are comparable lightweight files.

**Elizabeth \_\_\_:** (Rise) Madam President.

**President:** Elizabeth \_\_\_\_, Alpha Phi

**Elizabeth \_\_\_:** There is a heavy-duty vinyl portable file box of comparable size that weighs only 1.5 pounds. Each of the steel file boxes weight six pounds empty.

**Carol \_\_\_:** (Rise) Madam President.

**President:** Carol \_\_\_\_, Alpha Zeta

**Carol \_\_\_:** **I move the *previous question*.**

**Claire \_\_\_:** Madam President, I rise to a parliamentary inquiry.

**President:** The member will state the inquiry.

**Claire \_\_\_:** What will be the effect if the *Previous Question* is adopted?

**President:** If the *Previous Question* is ordered by a two-thirds vote, all debate and amendments to the pending question to purchase replacement files will stop and the question will be put to vote immediately.  
The *Previous Question* is moved. Is there a second?

**Secunder:** Second

**President:** The *Previous Question* is moved and seconded. Those in favor of ordering the *Previous Question*, will rise. (Count). Thank you; be seated.  
Those opposed will rise. (Count) Thank you; be seated.  
There is a two-thirds vote in the affirmative, **the *Previous Question* is ordered.**

\* - - - - -

..... ***A Lost Motion***.....

**#12 \* - - - - - [4 roles]**

**President** The question now is the motion **that the Board authorize the Executive Secretary to purchase new lightweight heavy-duty portable file boxes to replace the existing steel boxes.**  
Those in favor, say 'AYE.' ...  
Those opposed, say 'NO.' ...  
The noes have it; the motion is lost; **we will not purchase replacement files boxes.**

.....***Parliamentary Inquiry***.....

**[No second; not debatable; not amendable; chair responds]**

**Patricia \_\_\_:** (Rise) Madam President.

**President:** Patricia \_\_\_\_, Lambda

**Patricia \_\_\_:** I rise to a *Parliamentary Inquiry*.

**President:** State your question.

**Patricia \_\_\_:** Can the previous motion be brought before the Board again?

**President:** The motion can be made anew at a future meeting of the Board.

**Patricia \_\_\_:** Am I required to give notice that I intend make the motion at the March meeting?

**President:** No notice is required.  
Is there further new business?

..... ***Object to the Consideration of the Question***.....

**[No second; not debatable; not amendable; 2/3 vote against]**

**Lora \_\_\_:** (Rise) Madam President.

**President:** Lora \_\_\_\_, Alpha Epsilon

**Lora \_\_\_:** I move that a petition endorsing Sarah Waters as a candidate for state senator be passed among the members for signature.

**Susan \_\_\_:** Madam President, I *Object to the Consideration of the Question*.

**President:** The consideration of the question is objected to. Shall the question be considered? Those in favor of considering the question of a petition endorsing Sarah Waters as a candidate for state senator will rise. (Informal Count) Thank you; be seated. Those opposed to the consideration, will rise. (Informal Count) Thank you ... be seated. **There are two-thirds opposed, the question will not be considered.**

Is there further new business? (Pause, none)

**[Announcements]**

Are there any announcements? (Pause, none)

**[Adjournment]**

*..... Adjourn without Motion .....*

If there is no objection, the meeting will now adjourn. (Pause, no objection.) This meeting is adjourned. (Rap gavel once.)

\* - - - - -

Practice Assignment	
Name _____	
<u>Segment</u>	<u>Role</u>
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____

Show them how!

DKG

# Member Participation

Active participation of members in the assembly is what makes it all work. Members present motions, second motions, debate, and vote on motions. By their vote they decide the action to be taken by the assembly.

When members don't feel secure in their knowledge of correct procedures, they are less likely to actively participate in the deliberations of the assembly. Assist your members in perfecting their parliamentary skills of obtaining the floor, making motions, speaking in debate, and voting.



## Obtain The Floor

Wait until the last speaker is finished.  
Rise and address the chair. Say, *Madam President (Chair)*.  
Give your name. The Chair will recognize you by repeating your name.



## Make Your Motion

Speak clearly and concisely.  
State your motion affirmatively. Say, *I move that \_\_\_\_\_*.  
Avoid personalities and stay on the subject.

## Wait For A Second

Another member will say *I second the motion*.  
Or the Chair will call for a second.  
If there is no second, your motion is LOST.

## Chair States Your Motion

The Chair must say, *It is moved and seconded that we ...* After this happens, debate or voting can occur. Your motion is now **assembly property** and you can't change it without consent of the members.

## Expand On Your Motion

As mover, you are allowed to speak first. Direct all comments to the Chair.  
Keep to the time limit for speaking, as stated in the rules of order.  
You may speak again after all other speakers are finished.  
You may speak a third time by a motion to suspend the rules with a 2/3 vote.

## Putting The Question

The Chair asks, *Are you ready for the question?*  
If there is no more discussion, a vote is taken.  
Or motion for previous question may be adopted.

👁 ***Be Courteous ...Be factual ... It's The Parliamentary Way!*** 👁