

A GUIDE TO SERVICE
ON
WOODBURY
BOARDS,
COMMISSIONS,
AND COMMITTEES

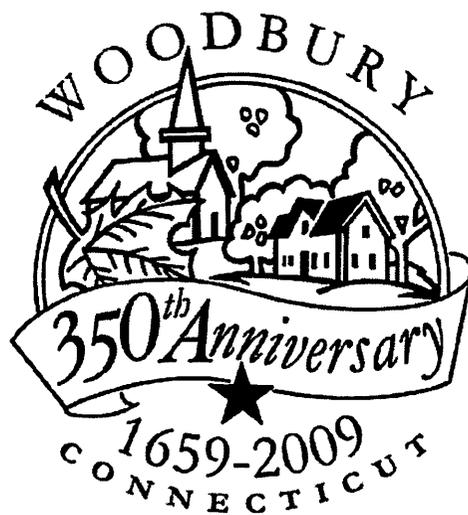


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INTRODUCTION

Service to the community through membership on boards, commissions, and committees is highly revered by the members of the Woodbury, Connecticut community. It requires time, effort, knowledge, and commitment on the part of the volunteers. In appreciation of their service to the community, this document has been created to serve as a guide to assist members in performing their duties.

The goal of this guide is to provide background and useful information for current and prospective members of boards, commissions, and committees. To do this, useful information has been provided and referenced regarding the Woodbury Town Charter, Connecticut State Statutes, and other sources. In addition, this guide cites or references relevant sections of these documents regarding expectations of conduct, actions, and responsibilities of Board and Commission members, and refers members to additional resource material. Users of this guide are encouraged to review the complete Woodbury Town Charter and additional sections of the Connecticut State Statutes.

First Selectman Perkinson, Selectman Hale, and Selectman Gransky are greatly appreciative for the committee's work.


Barbara Perkinson, First Selectman


George W. Hale III, Selectman


Michael Gransky, Selectman

Revised
June/2019

ATTENDANCE

(Woodbury Charter) Section 903. Meetings. <http://woodburyct.org/charter.pdf>

A. Members' Attendance. Members of all boards and commissions are expected to attend all meetings of such boards and commissions.

B. Alternates' Attendance. Alternate members of all boards and commissions are expected to attend all meetings of such boards and commissions.

C. Voting. All members of all boards and commissions who have not been disqualified shall vote on all matters upon which a vote is held by such board or commission unless there shall be reasonable cause for abstention and said cause is stated and recorded in the minutes of the meeting.

D. Statement of Reasons. In every case where the action of any board or commission is subject to a *right of appeal* to another administrative body or to the courts of the State of Connecticut, a statement of the reasons for its action shall be included in the minutes of the meeting.

(Woodbury Charter) Section 608. Removal.

A. *Failure to Attend Meetings.* Any member of an appointed board, commission or committee who does not attend at least two thirds (2/3) of the regular meetings for a calendar year, the schedule of which is filed pursuant to Section 1-225 of the Connecticut General Statutes, shall be considered automatically removed from such board, commission or committee, creating a vacancy which shall be filled in accordance with Section 606 of [this] Charter. It shall be the duty of the Chairman of each board, commission or committee to give prompt written notice of such absenteeism and consequent vacancy to the Board of Selectmen.

B. *Inability to Discharge Duties or Failure to Observe Conflict of Interest Provisions.* Any member of an appointed board, commission or committee who (1) is unable to discharge the powers, responsibilities and duties of his position or (2) violates the conflict of interest provisions of [this] Charter or of the Code of the Town of Woodbury may, after notice and hearing, be removed from such board, commission or committee by the Board of Selectmen, creating a vacancy which shall be filled in accordance with Section 606 of [this] Charter.

CONFLICT OF INTEREST

Woodbury Town Charter <http://www.woodburyct.org/charter.pdf>

Section 901-B

Definitions. The following definitions shall apply to this Section 901:

1. *Conflict of Interest.* A conflict of interest shall be deemed to exist if any Town officer, employee, or member of any board of commission has a financial or personal interest, direct or indirect, in any purchase, contract, transaction, or decision involving his office, board, commission or employment.
2. *Financial Interest.* A financial interest shall be deemed to exist if:
 - a. Any such officer, member or employee might, directly or indirectly, derive pecuniary or financial gain or suffer loss from any purchase, contract, transaction or decision involving his office, board, commission or employment; or
 - b. A business or professional enterprise in which such officer, employee or member has any interest as an owner, member, partner, officer, employee or stockholder or has any other form of participation that will be affected by the outcome of the matter under consideration.
3. *Personal Interest.* A personal interest shall be deemed to exist if any such officer, member or employee shall have an interest with a person involved in any such contract, transaction or decision by reason of:
 - a. Relationship within the fourth degree by blood or marriage; or
 - b. Close business relationship; or
 - c. Prejudicial relationship.
4. *Material Conflict of Interest.* A conflict of interest shall be deemed to be material where a reasonable person would conclude that the financial or personal interest:
 - a. is incompatible, or would to a reasonable person appear to be incompatible, with the proper discharge of official duties; or
 - b. would tend to impair, or would to a reasonable person appear to impair, independent of judgment and action in the performance of official duties.

See Charter Sections 901-C through F for Disclosure, Claim, Determination of Materiality, Disqualification re: Conflicts of Interest

Section 901-G

Gifts and Favors. No Town officer, employee, or member of any Town board or commission shall accept or receive, directly or indirectly, anything of value (whether by rebate, gift, promise, obligation or contract for future reward or compensation or otherwise) as consideration for awarding or influencing the award of any decision, permit, license, contract or purchase order by the Town.

Section 901-H

Representation. No person who is a member or has within the past twelve (12) months been a member of the Planning Commission, Zoning Commission, Zoning Board of Appeals, Historic District Commission or Inland Wetlands Commission shall appear on behalf of or represent in any manner any person or entity other than himself before the Planning Commission, Zoning Commission, Zoning Board of Appeals, Historic District Commission or Inland Wetlands Commission whether or not he is a member of the board or commission hearing the matter.

Connecticut State Statutes <http://www.cga.ct.gov/asp/menu/statutes.asp>

Sec. 1-84. (Formerly Sec. 1-66). Prohibited activities. (a) No public official or state employee shall, while serving as such, have any financial interest in, or engage in, any business, employment, transaction or professional activity, which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, as defined in section 1-85.

Sec. 1-85. (Formerly Sec. 1-68). Interest in conflict with discharge of duties. A public official, including an elected state official, or state employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, if he has reason to believe or expect that he, his spouse, a dependent child, or a business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official, including an elected state official, or state employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest and of his responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to him, his spouse, a dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. A public official, including an elected state official or state employee who has a substantial conflict may not take official action on the matter.

Sec. 7-148t. Conflict of interest for members of land use and purchasing commissions and boards. Notwithstanding the provisions of any special act or municipal charter and in addition to any provisions of sections 8-11, 8-21 and subsection (c) of section 22a-42, no member of any municipal commission or board having any jurisdiction or exercising any power over any municipal land use or purchasing decisions shall appear for or represent any person, firm, corporation or other entity in any matter pending before the commission or board. No member of any such commission or board shall participate in any hearing or decision of the board or commission of which he is a member upon any matter in which he knowingly has a pecuniary interest. In the event of such disqualification, such fact shall be entered on the records of the commission or board and any municipality

may, by ordinance, provide that an elector may be chosen, in a manner specified in the ordinance, to act as a member of such commission or board in the hearing and determination of such matter, except that replacement shall be made first from alternate members of such commission or board designated pursuant to the general statutes or any special act or municipal charter or ordinance, if any.

Sec. 7-479. Conflicts of interest. For the purposes of this section, "municipality" means any town, city, borough, school district, taxing district, fire district, district department of health, probate district, housing authority, flood commission or authority established by special act or regional planning agency. Any municipality, in addition to such powers as it has under the provisions of the general statutes or any special act, may, by ordinance or regulation, prohibit any member or employee of any municipal board or agency, or any official, officer or employee of such municipality from (1) being financially interested, or having any personal beneficial interest, either directly or indirectly, in any contract or purchase order for any supplies, materials, equipment or contractual services furnished to or used by any such municipality, board or agency and (2) accepting or receiving, directly or indirectly, from any person, firm or corporation to which any contract or purchase order may be awarded by such municipality, by rebate, gifts or otherwise, any money, or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation. Such municipalities may prescribe penalties for the violation of any ordinance or regulation enacted pursuant to this section, including the voidance of any municipal purchase, contract or ruling adopted in contravention thereof.

PROCEDURES FOR BEGINNING AND ENDING TERMS OF OFFICE

1. The procedure for swearing-in entails going to the Town Clerk's office when an appointment has been approved by the Board of Selectmen. The Town Clerk will then swear in the candidate.

If there are a lot of candidates, from all parties, to be sworn in, i.e. after an election, the Town Clerk could organize a swearing-in ceremony.

Oath of Office

*Do you solemnly swear that you will faithfully discharge according to law
the duties as a member of _____ for the Town of Woodbury
to the best of your ability, so help you God?*

2. Upon being sworn in, a new member can make an appointment with the First Selectman for an orientation and introduction to staff with whom the member may be working. Introduction to Land Use staff is especially encouraged for members of land use boards; i.e. Historic District Commission, Inland Wetlands Agency, Planning Commission, Zoning Commission, and Zoning Board of Appeals.

3. The procedure for resigning from office is delineated in Section 311 of the Woodbury Town Charter.

Section 311. Resignation.

Any resignation shall be in writing and filed with the Town Clerk. The Town Clerk shall send copies of the letter of resignation to the chair of the appropriate board or commission and to the First Selectman (or, in case of resignation of the First Selectman or of a chair of a board or commission, to the remaining members of the relevant board or commission). Any such resignation shall take effect on the date stated in the letter of resignation or, if no date is specified, upon filing.

4. ***It is important to know*** when a term ends and whether the member wishes to be considered for another term. For elected positions this is, *de facto*, fairly obvious, but for appointed positions it is less so. In November, chairmen of appointed boards, commissions, and ad hoc committee should remind members whose terms may be ending to submit a written notice (see form attached) of their desire to be reappointed or not. Members of appointed boards and commissions should know when their term ends, and they should file such notice (see form attached) with the chairman, the Board of Selectmen, and their Town Committee. Contact the Town Clerk if you need to confirm your term end date.

FREEDOM OF INFORMATION

(Woodbury Charter) Section 1009. Public's Right to Know.

All Town officers and employees and all Town boards and commissions, whether established by [this] Charter or created by ordinance or as a special and temporary committee of the Board of Selectmen, and their members shall conduct their meetings and perform their duties in accordance with the provisions of the Connecticut Freedom of Information Act.

The Freedom of Information (FOI) laws can be found in Section 1-200 through 1-242 of the state statutes (CGS). While a board member might do well to read all of them, three deserve particular attention. Besides reviewing the summaries below, board members should become familiar with the full sections of the Connecticut State Statutes.

Section 1-200 (2) of the CGS defines the types of meetings/communications involving Board members that are subject to FOI rules and those that are not. This applies to meetings in person and by electronic means. Excluded is personnel search committee meetings, social encounters unrelated to official business, strategy/negotiation sessions, caucus of members of a single political party, and simultaneous attendance at a legal meeting of another public agency.

Section 1-210 explains procedure for allowing public access to information, and it delineates types of records that are exempt from public access (26 categories including preliminary drafts, litigation strategy, personnel files).

Section 1-225 establishes the deadline for setting and filing yearly meeting schedules (Jan. 31), and gives time limits for publishing meeting notices (24 hrs.), agendas (24 hrs.), votes (48 hrs.), and minutes (7days), and for notifying members of special meetings (24 hrs. in writing).

Important: See Email access on page #13.

INTERACTION WITH FELLOW COMMISSIONERS **STAFF AND THE PUBLIC**

In the interest of the Town and for their own protection, Board and Commission members should be current in meeting obligations to the Town such as taxes, fees, or fines.

Board and Commission members represent the town's best interests, not personal interests. Please read, internalize, and abide by Section 901(Standards of Conduct) of the Town Charter.

Board and Commission members represent the town's best interests, not political interests. You may disagree with fellow members over what is best for the Town, but you would do well to leave partisan politics "at the door".

Remember that you are part of a board or commission and that it is the body, not you as an individual, that has official power.

Avoid personal and public criticisms of fellow commissioners. Remember they too are sincere volunteers. Disagree, yes, but stick to the issues.

Avoid interrupting others at meetings. Keep comments and questions focused on the issue(s) at hand and, where appropriate, speak "through the chair" so as to keep comments within the bounds of the meeting, and not part of an exclusionary dialogue that impedes the business at hand.

Avoid engaging in a dialogue with a member of the public speaking under Privilege of the Floor. POF is an opportunity for input, as appropriate, not argument. If clarification is needed, a question or comment "through the chair" may be appropriate. A personal question or accusation by a speaker under POF may, unfortunately, have to be tolerated, but it does not have to be immediately answered.

Do not use obscene or crass language during the meeting or in the meeting place.

Remember to treat staff with respect and dignity during meetings and in the office.

Avoid usage of all electronic devices for personal business while attending meetings.

When possible, Board Members should be seated facing the Public with name plates visible.

It is recommended that members bring relevant documents (e.g. regulations, POCD, Budget) to meetings.

ALTERNATES

Alternate members of boards and commissions should attend all meetings. They should be allowed to participate in all business of the body, but they cannot make or second motions or vote on a motion or question unless formally seated as a member. Alternates may not be Chair or Vice Chair of the body. During public hearings Alternates should have the same rights and restrictions as regular seated members.

Seating of Alternates to fill vacancies shall be done by the Chairman or Vice Chairman per Charter section 903E. Unless seated for purposes of having a quorum at the meeting where the Chairman and Vice Chairman of the Board/Commission are elected, Alternates do not vote in the election.

QUORUM

A quorum is determined by the number of full members not the total including alternates. The number of full members is divided in half plus one more. So, if the Board has six full members divide half of that and add one more to make a quorum.

These recommendations may be adopted in full or with modifications at the beginning of each calendar year by each board or commission.

EFFECTIVE MEETINGS – TIPS AND WARNINGS

Robert's Rules of Order were written in 1876 by Henry Martyn Robert, a British Army engineer, after he had a disastrous experience trying to chair a church meeting. He studied various parliamentary forms of ordering meetings and came up with a little book to cover almost any question you might have about reports, motions, amendments--almost anything that might come up. Roberts Rules are the standard by which government, corporations and chartered organizations conduct meetings. "Robert's Rules of Order Newly Revised", in brief, can be found in your public library, your bookstore in paperback, on the web, the Town Clerk's Office and the Office of the First Selectman. Several quick-reference charts are also available.

Whether you are the chair or a member, the other people at the table are relying on you to keep the meeting focused and as short as possible. Don't disappoint them.

Be sure that the items on your agenda are the only things discussed and dealt with at a meeting. Too often, policy boards find themselves doing subcommittee work, and subcommittees find themselves brainstorming the entire organization's problems.

To be effective participants it is recommended that members take advantage of training and conferences relative to their boards.

A brief guide to parliamentary procedure is attached as an appendix to this guide.

Names of Commissioners should be displayed. All Commissioners should face the audience when possible. No use of Cell phones. Bring manuals to meetings.

IMPORTANT DOCUMENTS

The following have been referenced in this guide and can be found electronically as indicated. They are also available in a hard copy package at the following locations: Woodbury Library, Woodbury Town Clerk's Office, Woodbury First Selectman's Office, Republican Town Committee, Democratic Town Committee.

Woodbury Town Charter
<http://www.woodburyct.org>

Woodbury Plan of Conservation and Development – On the Town Website at the bottom of the page under Annual Town Reports.
<https://woodburyct.org>

Woodbury Annual Report 2019 (To be updated annually) – On the Town Website at the bottom of the page under Annual Town Reports.
<https://woodburyct.org>

Departments Land Use/Town Planner – On the Town Website under Departments.
<https://woodburyct.org>

The Connecticut General Statutes – In hard copy at the Woodbury Library or electronically at
<http://www.cga.ct.gov>

EMAIL ACCESS

It is strongly recommended that anyone joining a board, commission, or committee have or obtain email access in order to receive agendas, notices, and minutes as well as to communicate as necessary and appropriate with other members.

That said, several caveats apply.

- 1) Do not “reply to all” so as to avoid creating an on line “meeting”.
- 2) Maintain a separate email address or email file for board business.
- 3) Do not discuss board business on social media.

If a member has no access to email, he/she should notify the Chairperson and make alternative arrangements for receiving agendas and other relevant board information.

BOARD/COMMISSION/COMMITTEE MEMBER FORM

The “**Town of Woodbury Board/Commission/Committee Member Form**” was created in January 2013 for all involved regarding the Woodbury volunteer member for the following purposes:

- Contact information for the Selectmen, Town Clerk, and pertinent departments.
- Enable anyone interested in serving to submit their interest in writing.
- Assist in the “new appointment” and “resignation” process before the Board of Selectmen and Town Clerk.
- Assist Chairmen in the “reappointment” process by documenting the request in writing and recording the Attendance Record for Reappointment per Woodbury Town Charter, based on recommendation.
- Assist Chairmen in the “Alternate to Regular Member” process by documenting the request/terms, etc.
- Assist the First Selectman’s Office in documenting communication, especially the Board and Commission List, among the appointee, chairman, First Selectman’s Office and Town Clerk’s Office.

The following form is available on the Woodbury Town Website, www.woodburyct.org, “Government”, “Boards and Commissions” and can be filled in on line by clicking on “Board/Commission Form”, then sent to the First Selectman’s Office.

Town of Woodbury

BOARD/COMMISSION/COMMITTEE MEMBER ACTION FORM

Full Name: _____
Last First M.I.

Address: _____
Street Address **Email Address – REQUIRED**

Woodbury _____ CT 06798
City State ZIP Code

Home Phone: () _____ Cell: _____

Board/
Commission/
Committee _____

Requested Action Taken, please check one:

- New Appointment Filling the Vacancy of:
 Reappointment Resignation

Political Affiliation, circle one: **DEMOCRATIC** **REPUBLICAN** **UNAFFILIATED**

signature of member _____

TERM: _____

REGULAR OR ALTERNATE: _____

Attendance Record for Reappointment _____

Chairman's recommendation for reappointment based on attendance: _____

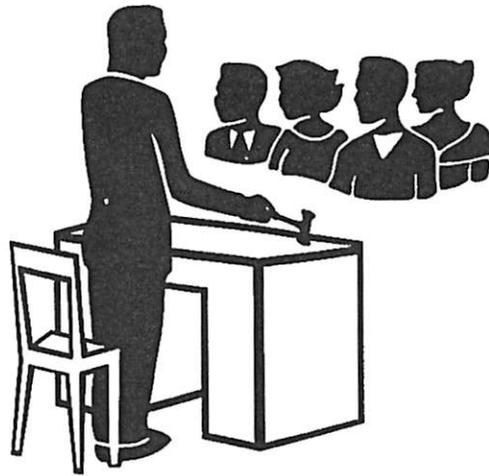
Please submit completed form to the First Selectman's Office three days prior to the next Selectmen's meeting: *Town of Woodbury, 281 Main Street South, Woodbury, CT 06798, tel. 203-263-2141, fax 203-263-4755*
email: dcarlton@woodburyct.org

With sincere appreciation, the Woodbury Board of Selectmen wishes to thank the committee, consisting of, Lesa Peters, William Monti, Claudette Volage and Nancy Mackey, members from both the Democratic and Republican Town Committees, for assisting to update this guide.

PARLIAMENTARY PROCEDURE

How to conduct a meeting:

A pictorial presentation based on the Parliamentary Writings
of General Henry M. Robert



Prepared by Creative Graphics, University of Denver
in cooperation with the School of Speech
(Revised with collaboration of Mrs. Gano Senter, professional parliamentarian)

Acknowledgments

Before you is one more iteration of a document intended to make us better managers of meetings and people's time. The subtleties of parliamentary procedure can be found in voluminous tomes devoted more to debate than the practical matter of completing an organization's business in the most efficient manner. "Robert's Rules" is just one among several standards for running a meeting. It is the standard with which I am most familiar, and the standard used by the organizations in which I participate. As new chairmen are seated or substitutes take responsibility for a meeting, there are inevitable questions about proper procedure. Everyone likes to do a job to the best of their ability, and these documents help them achieve that goal.

To be clear, this document is a derivative work so some thanks are in order:

The text is taken from Robert's Rules, copyright 1915 and now in the public domain.

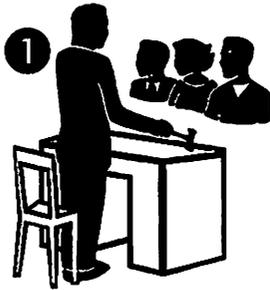
Thank you to Mrs. Gano Senter and Jewish Women International for their contributions to the document from which this work is derived. (JWI may retain some rights to their contributions; whether that is certain could not be determined.)

Lacking thorough knowledge of the document's creation, I have no idea who created the original illustrations. However, those of us who recall inhaling deeply as we passed fragrant mimeograph copies to fellow students recognize the drawings as contemporary instructional art. My attempts to capture the flavor of drawings from that era are moderately successful, and since they are now enshrined in digital media, with time they can be refined.

I hope this contribution proves valuable to some students of parliamentary procedure, and helps us all get home a bit earlier from our various meetings.

Your Aggregator

Order of Business*



Chairman:

The meeting will come to order.



The secretary will read the minutes of the last meeting.

Minutes are read.

Are there any corrections to the minutes?

Corrections are suggested without motion or vote.

If there are no (further) corrections the minutes stand approved as read (as corrected).



We will have the report of the...

Officers (e.g. financial report by treasurer);
Standing committees;
Special committees.

Motion is made to adopt audited financial report; no action is taken on unaudited report. If committee report contains a recommendation, reporting member (usually chairman of the committee) moves that recommendation be adopted. Otherwise, report is filed without action.



Is there any unfinished business?

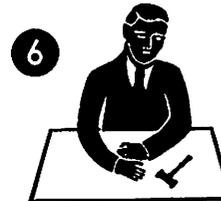
Action is completed on any business not settled when last meeting was adjourned.
(See *Handling Main Motions*)



After unfinished business...

Is there any new business?

Each new motion is discussed and settled before another main motion can be proposed.
(See *Handling Main Motions*)



After business is completed...

Are there any announcements?



If there is no further business, the meeting will stand adjourned.

If no business is presented...



The meeting is adjourned.

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

* A Quorum (the number of members necessary, according to the constitution or by-laws, to do business) must be present to hold a business meeting.

Handling of Main Motions



1 Member stands:

Chairman,

3 (propose)
(motion)...

2 Chairman recognizes speaker:
Miss X.



4 *I second the motion.*

5 *The motion has been made by (name of mover) and seconded that...*

Is there any discussion?



Discussion must be addressed to the chair (chairman). Motion may be changed by amendment. If the group does not wish to take final action on the motion, they may dispose of in in some other way.

(See Rules for Handling Motions)

6 When discussion stops...
If there is no further discussion...(silence is taken as consent) the motion is...

 AYE
 NO

All in favor please say "Aye" (Yes).

All opposed, please say "NO".



If the chair is able to tell from this "voice vote" (viva voce) whether there are more "Ayes" or more "Noes," he announces the result.

7 *The Ayes (or Noes) have it. The motion is carried (or is defeated).*



If any one calls "Division" (questions the voice vote), the chair calls for a show of hands or a standing vote. *(All in favor raise your right hand [or stand]. All opposed...*

If a majority demand it, the vote may be taken by ballot.

Amendments Change Motions



After a main motion has been made and seconded...

*I move to amend
the motion by...*

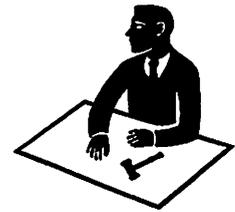
Inserting or adding a word, phrase or sentence.
Striking out a word, phrase or sentence.
Striking out and inserting a word or phrase or
substituting a sentence or paragraph.



*I second the
motion to amend.*

Chair states the main motion and the amendment, so the group
will understand how the amendment changes the motion.
Amendment is handled in the same way as a main motion,
with...

*It has been proposed
to amend the motion
to read as follows...*

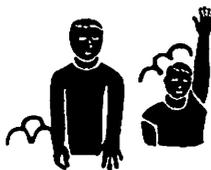
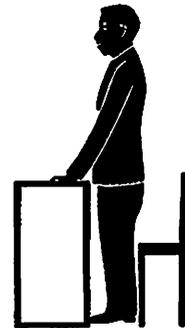


Discussion: *4 Is there any discussion?*

Question: *5 If there is no further
discussion, the amendment
is...*

 NO  AYE

Vote: *6 All in favor of
the amendment...*



Chair announces
the outcome:

*The amendment is
carried (or defeated).
The motion now
before the house is...*

(motion-plus the amendment, if carried)

Rules for Handling Motions

<i>Types of motions</i>	<i>Order of handling</i>	<i>Must be seconded</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Vote can be reconsidered</i>
INCIDENTAL MOTIONS²						
To suspend a rule temporarily (e.g., to change order of business) ³	No definite precedence	YES	NO	NO	2/3	NO
To close nominations ⁴	rule	YES	NO	YES	2/3	NO
To reopen nominations		YES	NO	YES	Majority	Negative vote only
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁵	These motions have precedence over motion to which they pertain	NO	NO	NO	Majority	Negative vote only
To rise to a point of order (to enforce rules or program) ⁶		NO	NO	NO	No vote; chairman rules	NO
To appeal from decision of the chair (must be made immediately)		YES	Yes, when motion is debatable	NO	Majority	YES
SUBSIDIARY MOTIONS⁷ In order only when a main motion is pending						
To table motion (to lay it aside until later)		YES	NO	NO	Majority	NO
To call for vote (to end discussion at once and vote)		YES	NO	NO	2/3	NO
To limit discussion to a certain time	Has precedence over lower motions	YES	NO	YES	2/3	YES
To postpone definitely (to certain time) action on a motion		YES	YES	YES	Majority	YES
To refer motion to committee (for special consideration)		YES	YES	YES	Majority	YES
To amend (improve) a main motion		YES	Yes, when motion is debatable	YES	Majority	YES
To postpone indefinitely action on a motion		YES	YES	NO	Majority	Affirmative vote only

Rules for Handling Motions

(continued)

<i>Types of motions</i>	<i>Order of handling</i>	<i>Must be seconded</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Vote can be reconsidered</i>
MAIN MOTION		In order when motion of higher precedence is not pending				
To present a proposal to assembly	Cannot be made if any other motion is pending	YES	YES	YES	Majority	YES
PRIVILEGED MOTIONS⁸						
Questions of privilege (to bring up an urgent matter-concerning noise, discomfort, etc.) ⁸	Has	NO	NO	NO	Majority	NO
To take a recess	precedence	YES	Yes, if put to vote	YES	Majority	NO
To adjourn	over above	YES	NO	NO	Majority	NO
To fix time at which to adjourn. To set next meeting time.	motions	YES	Yes, if no motion is pending	As to time and place	Majority	YES
To call for orders of the day (to keep meeting to program or order of business) ⁶		NO	NO	NO	No vote required ⁶	NO
UNCLASSIFIED MOTIONS						
To take motion from table (to bring up tabled motion for consideration) ⁹		YES	NO	NO	Majority	NO
To reconsider (to bring up discussion and obtain vote on previously decided motion) ^{10, 11}	Cannot be made if any	YES	Yes, when motion is debatable	NO	Majority	NO
To rescind (repeal) decision on a motion ¹¹	other motion is pending	YES	Yes, when motion is debatable	NO	Majority or 2/3	YES
To ratify action taken by officer prior to action by assembly		YES	YES	NO	Majority	YES

Rules for Handling Motions

(continued)

Conditions that may arise which require action but since they do not require recognition by the chair are not shown as motions:

Division of the house: no vote; purpose, to get a visible (standing) instead of an audible vote

Point of order: no vote; but ruling by the chair

Objection to consideration of the question: must be made immediately after the main motion is stated and the chair states "An objection has been made to the consideration of the question. Shall the main motion be considered?" Requires a 2/3 negative vote to sustain an objection

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- 1 A tied vote is always lost except on a motion to appeal from the decision of the chair (see "Incidental Motions") when a tied vote sustains the decision of the chair.
 - 2 Most incidental motions arise out of another question that is pending and must be decided before the question out of which they arise is decided.
 - 3 Orders of the day may be changed by a motion to suspend the rules. (See "Incidental Motions")
 - 4 The chair opens nominations with "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot or from the floor. A member may make a motion to close nominations or the chair may declare nominations closed after assembly has been given sufficient time to make nominations.
 - 5 The mover may request to withdraw or modify his motion without consent of anyone before the motion has been put to assembly for consideration. When motion is before the assembly and if there is no objection from anyone in the assembly, the chairman announces that the motion is withdrawn or modified. If anyone objects, the request is put to a vote.
 - 6 A member may interrupt the speaker who has the floor to rise to a point of order or appeal, call for orders of the day, or raise a question of privilege.
 - 7 Subsidiary motions are motions that pertain to a main motion while it is pending.
 - 8 Should anyone object to questions of privilege, a motion is then required to eliminate the cause of discomfort, etc.: this requires a second.
 - 9 Motion can be taken from the table during the meeting when it was tabled or at the next meeting.
 - 10 Motion to reconsider may be made only by one who voted on the prevailing side. A motion to reconsider must be made during the meeting the meeting when it was decided or on the next succeeding day of the same session.
 - 11 It is impossible to rescind or reconsider any action that has been taken as result of a motion, but the unexecuted part may be rescinded. Notice must be given one meeting before the vote is taken, or if voted on immediately, a 2/3 vote to rescind is necessary.

The Chairman



USE OF GAVEL:

Rap once to call meeting to order.
Rap once to maintain order.
Rap once to declare adjournment.

The chairman can remain seated during the meeting except at these times:

- To call the meeting to order.
- To put a question to vote.
- To give his decision on a point of order.
- May stand to recognize speakers (particularly if assembly is large).
- In speaking to the assembly, the chairman refers to himself as "The chair."

- 1 Calls the meeting to order.
- 2 Keeps meeting to its order of business.
- 3 Handles discussion in an orderly way:
 - Gives every member who wishes it a chance to speak.
 - Tactfully keeps all speakers to rules of order and to the question.
 - Should give pro and con speakers alternating opportunities to speak.
- 4 Does not enter into discussion.
- 5 States each motion before it is discussed, and before it is voted upon.
- 6 Puts motions to vote and announces outcome.
- 7 May vote when his vote would affect the outcome, or in any case when voting is by ballot.
- 8 Should be familiar enough with parliamentary law to inform assembly on proper procedure.
- 9 May appoint committees when authorized to do so or if by-laws so provide.
- 10 May assist in wording of motions if maker requests assistance.

The Secretary



Keeps an accurate record of each meeting, including in the minutes:

- ① Kind of meeting (regular, special or adjourned) and name of assembly.
Date, hour and place of meeting.
Name and title of officer presiding and presence of quorum.
Approval of previous minutes.
Record of reports.
Record of each main motion (unless withdrawn) with name of person who made it.
Record of points of order and appeals.
Record of all other motions (unless withdrawn).
Record of counted votes.
Time of adjournment.
Signature and title of secretary.
- ② Keeps an up-to-date roll of members.
- ③ Keeps copy of constitution and by-laws, with amendments properly entered.
- ④ Keeps a record of all committees.
- ⑤ Provides list of pending and potential business for chairman before meeting.
- ⑥ Handles correspondence of organization (unless there is a corresponding secretary).
- ⑦ Notifies members of meetings (e.g., if a special meeting is called).

Writing the Minutes

Recording of minutes:

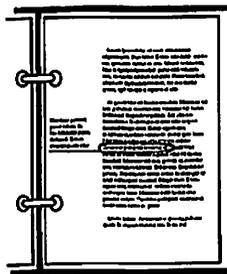
Record what is done, not what is said.

Keep notes together in a special notebook.

Organize the notes into clear, concise statements and record in permanent minute book to be read at next meeting.

Record each motion in a separate paragraph.

Minutes should be read and approved by assembly at the next regular or adjourned meeting. If the organization is not scheduled to meet for several months, minutes should be read before adjournment of the meeting or a committee may be appointed to approve them when they are in permanent form.



Final form of the minutes:

Should be typewritten or legibly written in permanent ink.

Should not be defaced. (Corrections should be made by bracketing the erroneous portions and stating correctly in the wide margin.)

Should be kept in book form. If in longhand, a bound book should be used; if typewritten, a loose-leaf notebook. If a loose-leaf notebook is used each page should be signed or initialed by secretary and one other officer to guard against substitution of pages.

Should be recorded with a wide margin for corrections.

Minutes, when approved, should be signed by secretary and if desired, by the president.