

# Presiding over & conducting the meeting

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## Presiding over & conducting the meeting

### **A presiding officer:**

1. Sees that business of the assembly is transacted in proper order, expedited as much as possible, that members observe the rules of debate, that order and decorum are observed, and that the rules of the assembly are enforced.
2. Leads others, is courteous and tactful, has good common sense, is considerate, firm, and impartial; and knows the fundamental principles of parliamentary law.
3. Knows the bylaws, rules, and procedures for handling motions, and puts this knowledge into practice.
4. Knows before the meeting; the agenda, who is and is not due to make reports, and unfinished business, general orders, & special orders to come before the meeting. Has an agenda available to members and a scripted agenda for his or her use. Comes prepared with the documents of the organization and is sure the meeting room is set up correctly.
5. Determines the will of the majority of the assembly while maintaining the necessary position of impartiality and preserving an objective and impersonal approach.
6. Takes the chair, and keeps the lectern off limits to the members, the staff, the board, and the \_\_\_\_\_.
7. Recognizes an individual member as having the right to speak, focuses on that person, and remains attentive until that person sits down.
8. Calls to order any member who, knowing nothing about parliamentary procedure, calls out \_\_\_\_\_.

### **Addressing the presiding officer**

1. The presiding officer does not use the word "I" but uses phrases like, "The chair recognizes..." or "The chair rules that..." or "Your president is pleased to report..."
2. The president, who normally presides at the meetings, is addressed as "Mr. President" or "Madam President."
3. A vice-president is addressed as "Mr. or Madam President" while presiding.
4. A person presiding at a meeting who has no regular title or whose position is only temporary is addressed as "Mr. or Madam Chairman."
5. Do not address the chair by the word "you." When additional reference to the presiding officer is necessary, members use the term "the chair" – as in, "Mr. President, do I understand the chair to state...?"

## Presiding over & conducting the meeting

### **The chair, the chair, the president, the presiding officer**

1. Is called the chair; chair refers to the person who is presiding, whether that person is the regular presiding officer or not; and, chair also applies to the station in the hall from which the officer presides, which is not used by other members as a place from which to make reports or speak.
2. Is chosen for the ability to preside.
3. Is well versed in parliamentary law and is familiar with the bylaws and other rules.
4. Knows that no rules can take the place of tact and common sense.
5. Does not permit a committee chair to preside over the meeting or take votes during the presentation and consideration of the committee's report. This violates numerous principles of parliamentary law relating to the chair. Where committee chairs or others require a lectern for their papers, a lectern is provided off to the side of the chair so the presiding officer can maintain the presiding location.

### **At the meeting, the presiding officer:**

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

## Presiding over & conducting the meeting

### **At the meeting, the presiding officer has at hand a:**

1. copy of the bylaws, special rules of order, standing rules, and other rules.
2. copy of *Robert's Rules of Order Newly Revised* 10<sup>th</sup> Edition;
3. list of standing and special committees and their members.
4. memorandum of the complete order of business, listing matters that are to come up, shown in proper sequence under the correct headings.
5. copy of the necessary papers proper to that meeting's business.
6. script
7. set of queue cards or quick referral cards
8. gavel, the symbol of authority for a presiding officer, used to a) call the meeting to order, b) call attention to breaches of order, and c) adjourn the meeting.
9. timepiece & timer
10. calendar

### **At the lectern, the presiding officer:**

1. Stands while calling a meeting to order or declaring it adjourned, and while putting a motion to vote.
2. Stands while explaining the chair's reasons for a ruling on a point of order or when speaking during debate on an appeal or a point of order that the chair submitted to the judgment of the assembly.
3. Steps back slightly while a member is speaking in debate.
4. Stands commanding the assembly's attention, preserving order, etc.
5. Turns the chair over to the vice-president or appropriate temporary occupant whenever a motion is made that refers only to the presiding officer in a capacity not shared in common with other members, or that commends or censures the presiding officer with others.
6. Takes the vote on a motion to elect officers or appoint delegates or a committee even if the chair is included.
7. Seats the secretary and parliamentarian beside the chair.

### **At the meeting, the chair is occupied temporarily by another as follows:**

1. Vice-president. If the president vacates the chair or is absent, the vice-president takes the chair unless disqualified from presiding in this case.
2. Appointed chair pro tem. If the president vacates the chair and no vice-president is available, a chair pro tem is appointed, subject to the approval of the assembly. The return of the president, the arrival of the vice-president, or the first adjournment ends this appointment, and the assembly can terminate it earlier by electing another chair. The regular presiding officer, aware of being absent from a future meeting, cannot in advance authorize another member to preside.
3. Elected chair pro tem. If the president and vice-president are absent, the secretary calls the meeting to order, and the assembly elects a chair pro tem.

## Presiding over & conducting the meeting

### Suggestions for the presiding officer

1. The larger the assembly, the more readily it will detect the weakness in a presiding officer. Efforts to capitalize on any such failing may have disastrous results.
2. Be familiar with the "*Duties of the presiding officer of an assembly*," and the assembly's governing documents.
3. There is no acceptable alternative to parliamentary procedure for the conduct of business; yet many presiding officers try to get along with a minimum of knowledge, which inevitably results in signs of unsureness.
4. Know more parliamentary procedure than other members, become familiar with §1–§9 in *Robert's* and memorize the list of motions in order of rank, on tinted page 4.
5. Be able to refer to the table of rules relating to motions on tinted pages 6–29 in *Robert's* quickly enough that there will be no delay in deciding those points. This enables a president to understand parliamentary procedure quickly. As more difficult points arise, a reading of the detailed treatment in *Robert's*... will make them understood.
1. Do not permit members to press on so rapidly that the parliamentary steps go unobserved. When a motion is made, do not recognize any member or allow anyone to speak until the motion is seconded, where required, and the motion repeated to the assembly.
2. Make sure the members understand what is the immediately pending business—the motion to be voted on the next time a vote is taken. Failure to do so is one of the greatest causes of confusion in meetings.
3. Follow the directions for repeating a motion. Say, "It is moved and seconded that \_\_\_\_\_" and then give the words of the motion. Do not avoid this important duty by saying, "The motion is moved and seconded" without repeating its words.
4. Be exact in repeating a proposed amendment making clear the effect its adoption would have on the motion being amended. After the vote on an amendment, repeat that motion as it stands as a result of the amendment's adoption or failure.
5. Before the vote, make clear the question the assembly is to decide. It is better to risk taxing the patience of an assembly by repeating the wording of a motion, which may be clear, than to risk taking a vote whose effect may be unclear to even a few members.
6. When a vote is taken, announce the result and what motion, if any, is then pending, before any member who addresses the chair is recognized.
7. Efforts to shorten the requirements of parliamentary procedure often signal an effort to substitute a member's will for the parliamentary leadership of the presiding officer. Firmness and calm insistence on the regular order is a technique essential to the development of a skilled presiding officer.
1. Have nothing to say on the substance of pending questions.
2. Be fair, and do not get excited; do not be unjust to even the most troublesome member, or take advantage of such member's lack of knowledge of parliamentary law.
3. Do not be more technical than is necessary for the good of the meeting. The assembly may be of such a nature, through its unfamiliarity with parliamentary usage and its peaceable disposition, that strict enforcement of the rules, instead of assisting, would greatly hinder business. But in assemblies where there is much work to be done, and where there is likelihood of trouble, the safe course is to require a strict observance of the rules.

## Presiding over & conducting the meeting

### **Tips for being up front**

1. Appearance: wear comfortable, and inconspicuous clothing, do not wear jewelry that causes attention to it rather than the business, and do not wear bright, gaudy clothing.
2. Self-control: do not let the assembly intimidate you, pace yourself—do not allow members to rush you, take time out when problems arise, pause, stop, take a deep breath, and take time to think, and consult with the parliamentarian.
3. Stance: stand with your feet as far apart as your shoulders, stand up and sit up straight, keep your hands away from your face and use gestures only if natural.
4. Eyes: eye contact is very important, do not talk to the lectern; look straight at your listeners with an open face.
5. Voice: use slow deliberate speech, project your voice.

## Presiding over & conducting the meeting

The motions in their order of precedence, on tinted page 4 in *Robert's* are:

Rank	Motion	Second	Debate	Amend	Vote	Reconsider
<b>Privileged Motions</b>						
1	fix the time to which to adjourn	yes	no	yes	majority	yes
2	adjourn	yes	no	no	majority	no
3	recess	yes	no	yes	majority	no
4	raise a question of privilege	no	no	no	chair rules	no
5	call for the orders of the day	no	no	no	one	no
<b>Subsidiary Motions</b>						
6	lay on the table	yes	no	no	majority	negative
7	previous question	yes	no	no	two-thirds	yes
8	limit debate	yes	no	yes	two-thirds	yes
9	postpone to a certain time	yes	yes	yes	majority	yes
10	refer to committee	yes	yes	yes	majority	yes
11	amend the amendment	yes	motion	no	majority	yes
12	amend the motion	yes	motion	yes	majority	yes
13	postpone indefinitely	yes	yes	no	majority	affirmative
<b>Main Motion</b>						
14	main motion	yes	yes	yes	majority	yes
14	ratify	yes	yes	yes	majority	yes

When one of the motions listed above is immediately pending: a) Motions listed above it are in order. b) Motions listed below it are not in order.

Some restoratory and incidental motions on tinted pages 6–29 in *Robert's* are:

Rank	Motion	Second	Debate	Amend	Vote	Reconsider
<b>Restoratory Motions</b>						
—	take from the table	yes	no	no	majority	no
—	rescind (or repeal, or annul)	yes	yes	yes	two-thirds	negative
—	amend previously adopted	yes	yes	yes	two-thirds	negative
—	discharge a committee	yes	yes	yes	two-thirds	negative
—	reconsider	yes	motion	no	majority	no
<b>Incidental Motions</b>						
—	point of order	no	no	no	chair rules	no
—	parliamentary inquiry	no	no	no	chair responds	no
—	point of information	no	no	no	no	no
—	appeal from decision of the chair	yes	yes	no	majority	yes
—	suspend the rules of order	yes	no	no	two-thirds	no
—	division of a question	yes	no	yes	majority	no
—	division of the assembly	no	no	no	one	no
—	permission to withdraw a motion	no	no	no	majority	negative
—	consider by paragraph	yes	no	yes	majority	no
—	blank, to create by striking out	yes	no	no	majority	no
—	permission to read paper	yes	no	no	majority	yes

An incidental motion that applies to the situation is in order and decided before proceeding.

## Presiding over & conducting the meeting

### Order of Business

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

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

### Optional Headings

Open ceremonies with the Invocation, if offered, placed first followed by allegiance...

Roll call

Consent calendar

Good of the \_\_\_\_\_ no business conducted

Announcements

Program

## Presiding over & conducting the meeting

### **A script for a meeting**

Use the scripts on the following pages to practice your presiding skills by [following the gray directions in brackets], and **reading aloud only the bold black type.**

Chair [Call the meeting to order on time]

Chair **A quorum being present the regular meeting of the chapter will come to order.**

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

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

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

Chair [Announce the result of the vote]

Chair **There being no objection, the agenda is adopted.**

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

Chair **The secretary will read the minutes of the previous meeting.**

Secretary [Stand up, Read the minutes, Sit down]

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

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

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

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

Treasurer [Stand up. Read the report. Sit down.]

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

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

Chair **The chair recognizes Sam Nicholas chair of the membership affairs committee for a report.**

Sam [Stand up. Read the report. Sit down]

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

Chair **The chair recognizes Bill Burrows, chair of the public affairs committee, for a report.**

Bill [Stand up, Read the report. Sit down.]

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

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

## Presiding over & conducting the meeting

- Frank [Stand up. Read the report. Sit down.]
- Chair [Proceed to the next business in the order of business]
- Chair **Under unfinished business the question is on the motion, interrupted by adjournment of the previous meeting, to prepare a membership directory to be sold at \$5.00 a copy.**
- Chair **Are you ready for the question?**<sup>1</sup> [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the motion is adopted.**
- Chair [Direct the secretary to carry out the order]
- Chair **The secretary will prepare a membership directory to be sold at \$5.00 a copy.**
- Chair [Proceed to the next business in the order of business]
- Chair **Under general orders the question is on the motion, postponed at the previous meeting, to purchase a new laptop at a cost not to exceed \$1000.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The noes have it; the motion is rejected.**
- Chair **We will not purchase a new laptop.**
- Chair [Proceed to the next business in the order of business]
- Chair **Under new business, does anyone have a motion to offer?**  
[Pause for response]
- Chair [When no one responds, request announcements]
- Chair **Does anyone have an announcement to make?** [Pause for response]
- Chair [When no one responds, adjourn the meeting]
- Chair **There being no further business, the meeting is adjourned.**

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<sup>1</sup> The chair is asking the members if they are ready to vote on the motion, if they want to debate the motion, or if they want to offer another motion.

## Presiding over & conducting the meeting

### A script for an objection to unanimous consent

- Call to order

Chair [Call the meeting to order on time]

Chair **A quorum being present the regular meeting of the chapter will come to order.**

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

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

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

Member [Call out from your seat]

Member **Objection!**

Chair [Repeat the motion to the assembly]

Chair **There is an objection.**

Chair [Repeat the motion to the assembly]

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

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

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

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

Chair [Announce the result of the vote]

Chair **The ayes have it; the agenda is adopted.**

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

Presiding over & conducting the meeting

**A script for a correction to the minutes**

1. Reading and approval of the minutes

Chair [Direct the secretary to read the minutes]

Chair **The secretary will read the minutes of the previous meeting.**

Secretary [Stand up. Read the minutes. Sit down]

Chair **Are there any correction to the minutes?** [Pause for a response]

John [Stand up and call out]

John **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes John Harris.**

John **The membership committee report was given by committee member Tony Gale not the committee chair Sam Nicholas. Sam was out sick last month.**

John [Sit down]

Chair [Direct the secretary to make the correction]

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

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

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

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

## Presiding over & conducting the meeting

### **A script for a question on a report**

#### 2. Reports of officers, board, and standing committees

Chair [Direct the treasurer to give the financial report]

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

Treasurer [Stand up. Read the report. Sit down.]

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

Archie [Stand up and call out]

Archie **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Archie Henderson.**

Archie **Last month's disbursements seem higher than usual; why is that?**

Archie [Sit down]

Chair [Direct the treasurer to answer the question]

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

Treasurer [Stand up]

Treasurer **Last month we had over two weeks of record high temperatures that ran our air conditioning bill up higher than normal.**

Treasurer [Sit down]

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

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

## Presiding over & conducting the meeting

### **A script for refer to committee**

#### 5. Unfinished business and general orders

Chair [Introduce general orders and state the motion scheduled]

Chair **Under general orders the question is on the motion, postponed at the previous meeting, to purchase a laptop at a cost not to exceed \$1000.**

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

Chuck [Stand up and call out]

Chuck **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Chuck Heywood.**

Chuck **I move to refer the motion to a committee.**

Chuck [Sit down]

Member [Call out from your seat]

Member **Second!**

Chair [Repeat the motion to the assembly]

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

Chair [Inform the members to include the necessary details]

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

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

George [Stand up and call out]

George **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes George Elliot.**

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

George [Sit down]

Member [Call out from your seat]

Member **Second!**

Chair [Repeat the motion to the assembly]

Presiding over & conducting the meeting

- Chair **It is moved and seconded to add the words, “of three members to select the best options, and report at the next meeting.”**
- Chair **If adopted the motion will be to refer the motion to purchase a computer at a cost not to exceed \$1000 to a committee of three members to select the best options, and report at the next meeting.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the amendment is adopted.**
- Chair [State the motion as amended]
- Chair **The question is on the motion to refer the motion to purchase a computer at a cost not to exceed \$1000 to a committee of three members to select the best options, and report at the next meeting.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the motion to purchase a computer at a cost not to exceed \$1000 is referred to a committee of three members to select the best options, and report at the next meeting.**
- Chair [Appoint the committee chair]
- Chair **The chair appoints William Biddle chair of the committee to select the best options.**
- Chair [Proceed to the next business in the order of business]

## Presiding over & conducting the meeting

### A script for a main motion, new business

#### 6. New business

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

Chair **Does anyone have a main motion to offer?** [Pause for response]

George [Stand up and call out]

George **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes George Barnett.**

George **I move that we serve doughnuts and coffee at the meetings.**

George [Sit down]

Member [Call out from your seat]

Member **Second!**

Chair [Repeat the motion to the assembly]

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

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

Ben [Stand up and call out]

Ben **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Ben Fuller.**

Ben **I move to amend the motion by inserting the words “with cream and sugar” after the word “coffee.”**

Ben [Sit down]

Member [Call out from your seat]

Member **Second!**

Chair [Repeat the motion to the assembly]

Presiding over & conducting the meeting

- Chair **It is moved and seconded to amend the motion by inserting the words “with cream and sugar” after the word “coffee.”**
- Chair **If adopted the motion will be that we serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no** [Pause for response]
- Chair **The ayes have it; the amendment is adopted.**
- Chair **The question is on the motion that we serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the motion is adopted.**
- Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair [Direct the Sergeant-at-Arms to carry out the order]
- Chair **The chair directs the Sergeant-at-Arms to carry out the order.**
- Chair **Is there any other new business?** [Pause for response]
- Chair [Proceed to the next business in the order of business]

Presiding over & conducting the meeting

**A script for the previous question**

6. New business

Chair [A member realizes debate on a motion is at a standstill]  
Chair **Are you ready for the question?** [Pause for response]  
Cliff [Stand up and call out]  
Cliff **Mr. president!**  
Chair [Recognize the member]  
Chair **The chair recognizes Cliff Cates.**  
Cliff **I move the previous question on all pending motions.**  
Cliff [Sit down]  
Member [Call out from your seat]  
Member **Second!**  
Chair [Repeat the motion to the assembly]  
Chair **It is moved and seconded to order the previous question on all pending motions.**  
Chair **Are you ready for the question?** [Pause for response]  
Chair **Those in favor raise your hand.** [Pause for response]  
Chair **Hands down.**  
Chair **Those opposed raise your hand.** [Pause for response]  
Chair **Hands down.**  
Chair **There are two-thirds in the affirmative; the previous question is ordered on all pending motions.**  
Chair **The question is on the adoption of the amendment to insert the words, “with cream and sugar” after the word “coffee.”**  
Chair **Those in favor say aye.** [Pause for response]  
Chair **Those opposed say no.** [Pause for response]  
Chair **The ayes have it; the motion is adopted.**  
Chair **The question is on the motion to serve doughnuts and coffee with cream and sugar at the meetings.**  
Chair **Those in favor say aye.** [Pause for response]  
Chair **Those opposed say no.** [Pause for response]  
Chair **The ayes have it; the motion is adopted.**  
Chair **We well serve doughnuts and coffee with cream and sugar at the meetings.**  
Chair [Direct the Sergeant-at-Arms to carry out the order]  
Chair **The Sergeant-at-Arms will carry out the order.**  
Chair **Is there any other new business?** [Pause for response]  
Chair [Proceed to the next business in the order of business]

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**A script for a division of the assembly**

6. New business

Chair [A member doubts the announced result of a vote on a question]

Chair **The question is on the amendment to add the words, “with cream and sugar” after the word “coffee.”**

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

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

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

Chair [Announce the result of the vote]

Chair **The noes have it; the amendment is rejected.**

Member [Call out from your seat]

Member **Division!**

Chair **A Division is called for.**

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

Chair **Hands down.**

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

Chair **Hands down.**

Chair **The ayes have it; the amendment is adopted.**

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

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

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

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

Chair **The ayes have it; the motion is adopted.**

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

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

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

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

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

Presiding over & conducting the meeting

**A script for creating a blank & filling a blank**

6. New business

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

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

Tom [Stand up and call out]

Tom **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Tom Holcomb.**

Tom **I move that we give John Russell \$500 to help cover his convention expenses.**

Tom [Sit down]

Member [Call out from your seat]

Member **Second!**

Chair **It is moved and seconded that we give John Russell \$500 to help cover his convention expenses.**

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

Randy [Stand up and call out]

Randy **Mr. President!**

Chair [Recognize the member]

Chair **The chair recognizes Randy Pate.**

Randy **I move to amend the motion by striking \$500 and inserting \$600.**

Randy [Sit down]

Member [Call out from your seat]

Member **Second!**

Chair [Suggest creating a blank]

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

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

Chair **The question is on the motion that we give John Russell blank dollars to help cover his convention expenses.**

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

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

Members [Call out from your seats]

Member **\$750!**

Member **\$1000!**

Presiding over & conducting the meeting

- Chair [When members stop calling out, explain the procedure]
- Chair **The question is on the motion to fill the blank with one of the amounts suggested.**
- Chair **We will vote on the amounts in order starting with the lowest amount.**
- Chair **The amounts are \$500, \$600, \$750, and \$1000.**
- Chair **The chair reminds the members it is important to vote yes for the amount you prefer and no for each amount you do not prefer. The first amount receiving a majority vote will fill the blank.**
- Chair **Those in favor of filling the blank with \$500 say aye.** [Pause for response]
- Chair **Those opposed to filling the blank with \$500 say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The noes have it; the blank is not filled with \$500.**
- Chair **Those in favor of filling the blank with \$600 say aye.** [Pause for response]
- Chair **Those opposed to filling the blank with \$600 say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The noes have it; the blank is not filled with \$600.**
- Chair **Those in favor of filling the blank with \$750 say aye.** [Pause for response]
- Chair **Those opposed to filling the blank with \$750 say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the blank is filled with \$750.**
- Chair **The question is on the motion that we give John Russell \$750 to help cover his convention expenses.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the motion is adopted.**
- Chair **We will give John Russell \$750 to help cover his convention expenses.**
- Chair **The treasurer will issue a check for \$750 to John Russel.**
- Chair [Proceed to the next business in the order of business]

## Presiding over & conducting the meeting

### **A script for postpone indefinitely**

#### 6. New business

Chair [A member wants to avoid voting on a motion of a delicate nature]

Chair **Is there any new business?**

Dave [Stand up and call out]

Dave **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Dave Shoup.**

Dave **I move that the chapter go on record as supporting the president in the upcoming election.**

Dave [Sit down]

Member [Call out from your seat]

Member **Second!**

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

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

Chuck [Stand up and call out]

Chuck **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Chuck McCawley.**

Chuck **Members are loyal to their president, but in questions like this they wish to support the nominee of their choice. If members vote no on the endorsement it might appear to be a repudiation of our president. Let's avoid this delicate issue altogether.**

Chuck [Sit down]

Wally [Stand up and call out]

Wally **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Wally Greene.**

Wally **I move to lay the motion on the table.**

Wally [Sit down]

Member [call out from your seat]

Member **Second!**

Presiding over & conducting the meeting

- Chair **It is moved and seconded to lay the motion on the table.**
- Chair **The chair reminds the members it is out of order to lay the motion on the table if the intent is to kill or avoid dealing with the measure.**
- Chair **The question is on the motion to postpone indefinitely.**
- Chair **Postpone indefinitely is debatable and avoids a direct vote on the main motion.**
- Chair **Are you ready for the question?**
- Al [Stand up and call out]
- Al **Mr. president!**
- Chair [Recognize the member]
- Chair **The chair recognizes Al Vandergrift.**
- Al **I have no qualms about our supporting the president. I suggest we vote yes on the main motion.**
- Al [Sit down]
- Len [Stand up and call out]
- Len **Mr. president!**
- Chair [Recognize the member]
- Chair **The chair recognizes Len Chapman.**
- Len **The speaker who said it's a delicate issue is right. Let's vote yes on the indefinite postponement and avoid an awkward situation.**
- Len [Sit down]
- Chair **Are you ready for the question?** [Pause for response]
- Chair **The question is on the motion to postpone the main motion indefinitely.**
- Chair **Those in favor say aye.** [Pause for response]
- Chair **Those opposed say no.** [Pause for response]
- Chair [Announce the result of the vote]
- Chair **The ayes have it; the motion is adopted.**
- Chair **The main motion is postponed indefinitely.**
- Chair [Proceed to the next business in the order of business]

Presiding over & conducting the meeting

**A script for an executive session**

Chair [Under new business, a motion on a confidential matter is offered]

Chair **Is there any new business?**

Tony [Stand and call out]

Tony **Mr. president!**

Chair [Recognize the member]

Chair **The chair recognizes Tony Gale.**

Tony **The bottom is falling out of the housing market; I move the chapter sell its properties as soon as possible.**

Tony [Sit down]

Lem [Stand up and call out]

Lem **Mr. president, I rise to a question of privilege.**

Chair [Address the member]

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

Lem **We need to consider this in secret. I move we go into executive session.**

Lem [Sit down]

Member [Call out from your seat]

Member **Second!**

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

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

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

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

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

Chair [Announce the result of the vote]

Chair **The ayes have it; the motion is adopted.**

Chair [Inform the non-members to leave the hall]

Chair **During the executive session only members are permitted to remain, and all attendants are obligated to secrecy.**

Presiding over & conducting the meeting

6. New Business

Chair **The members will please remain while the Sergeant-at-Arms directs the non-members to clear the hall.**

Chair [When the Sergeant-at-Arms gives the word, continue]

Chair **The chair reminds the members we are in executive session; attendants are obligated to secrecy.**

Chair **It is moved and seconded that the chapter sell its properties as soon as possible.**

Chair [Recognize the member who made the motion]

Chair **The chair recognizes Tony Gale.**

Chair [After debate and amendment on the issue, the chair announces the result of the vote]

Chair **The ayes have it; the motion is adopted.**

Chair **The chapter will put each of its properties on the market for \$110,000, accept no bid for less than \$85,000, and remove the properties from the market if not sold within ninety days.**

Chair [Remind the members of their obligation]

Chair **The chair reminds the members this business was conducted in executive session and they are obligated to secrecy.**

Chair **The members may divulge the fact that the properties will be offered for \$110,000 each.**

Chair **The executive session is ended.**

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

## Presiding over & conducting the meeting

**(Use these sample bylaws as a guide and select from the bold type options to write the chapter bylaws)**

### Chapter \_\_\_\_\_ Bylaws

#### Article I

##### Name

The name of the organization is **(the name of the Chapter copied from the Articles of Incorporation)** as prescribed by the Articles of Incorporation and is hereinafter referred to as the Chapter. **[This article may be omitted because the articles of incorporation and the charter prescribe the name.]**

#### Article II

##### Purpose

The purposes of the Chapter are those prescribed by the Articles of Incorporation and by the Constitution of the Vietnam Veterans of America Incorporated. **[This article may be omitted because the articles of incorporation and the Constitution of Vietnam Veterans of America Incorporated prescribe the purposes.]**

#### Article III

##### Members

The requirements for membership are the same as the requirements in the Vietnam Veterans of America Incorporated. **[This article may be omitted because the Constitution of Vietnam Veterans of America Incorporated prescribes the requirements for membership.]**

#### Article IV

##### Officers

§1 Officers. The officers of the Chapter shall be a President, a Vice-President, **(a Secretary, and a Treasurer / a Secretary/Treasurer), and (two / three / four / five / six /...)** directors.

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

#### Article V

##### Meetings

§1 Regular Meetings. The regular meetings of the Chapter shall be held on the **(first / second / third / fourth / last) (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday)** of each month.

§2 Quorum. **(Five / Ten / Fifteen / Twenty / Twenty-five)** members of the Chapter shall constitute a quorum.

#### Article VI

##### Board of Directors

§1 Board Composition. The officers including the **(two / three / four / five / six /...)** directors shall constitute the Board of Directors. The **(two / three / four / five / six /...)** directors shall serve for a term of **(one / two / three)** year or until their successors are elected.

§2 Board's Duties and Powers. The duties and powers of the board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated.

§3 Board Meetings. The regular meetings of the Board shall be held on the **(first / second / third / fourth / last) (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday)** of each month.

## Presiding over & conducting the meeting

### Article VII Committees

- §1 Nominating Committee. The Nominating Committee shall consist of **(three / four / five / six /...)** members who shall serve for a term of **(one / two)** year or until their successors are elected.
- §2 Ex-Officio Member. The President shall be ex officio a member of all committees except the Nominating Committee.

### Article VIII Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised 10<sup>TH</sup> Edition* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Chapter may adopt. **[This article may be omitted because the Constitution of Vietnam Veterans of America Incorporated prescribes the parliamentary authority.]**

### Article IX Amendments of Bylaws

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

End Bylaws as **(adopted / amended / revised), Month, date, and year.**

### Chapter \_\_\_\_\_ Special Rules of Order

1. Order of business:
  - Call to order
  - (1) Opening ceremonies
  - (2) Roll call
  - (3) Reading and approval of the minutes
  - (4) Reports of officers and standing committees
  - (5) Reports of special committees
  - (6) Special orders
  - (7) Unfinished business, and
  - (7) General orders
  - (8) New business
  - (9) Good of the chapter
  - Adjourn
2. ...
3. These Special Rules of Order may be suspended for a single specific reason by a two-thirds vote.

End Special Rules of Order

### Chapter \_\_\_\_\_ Standing Rules

1. ...
2. ...
3. ...

End Standing Rules

## Presiding over & conducting the meeting

**(Use these sample bylaws as a guide and fill in the blanks to write the state council bylaws)**

### \_\_\_\_\_ State Council Bylaws

#### Article I Name

The name of the corporation is **(the name of the state council copied from the Articles of Incorporation)** as prescribed by the Articles of Incorporation and hereinafter referred to as the "Council." **[This article may be omitted because the articles of incorporation and the charter prescribe the name.]**

#### Article II Purpose

The purposes of the Council are those prescribed by the Articles of Incorporation and The Constitution of Vietnam Veterans of America, Inc. **[This article may be omitted because the articles of incorporation and the Constitution of Vietnam Veterans of America Incorporated prescribe the purposes.]**

#### Article III Members

Each chapter shall be entitled to one delegate for each \_\_\_\_\_ members and the members-at-large shall be entitled to one delegate for each \_\_\_\_\_ members-at-large. Any chapter with less than \_\_\_\_\_ members shall be entitled to one delegate.

#### Article IV Officers

The officers of the Council shall be a President, a Vice-President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Vietnam Veterans of America, Inc.

#### Article V Meetings

Regular meetings of the council shall be held on the \_\_\_\_\_ Saturday of each quarter unless otherwise ordered by the President.

#### Article VI Board of Directors

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

§2. Board's Duties and Powers. The duties and powers of the Board shall be those prescribed by the Constitution, by these bylaws and by the prescribed parliamentary authority.

§3. Board Meetings. The Board shall meet at the call of the President or at the request of any two officers.

**[Article VI may not be necessary and may be omitted.]**

## Presiding over & conducting the meeting

### Article VII Committees

**[Article VII may not be necessary and may be omitted because the Constitution of Vietnam Veterans of America Incorporated prescribes the committees.]**

### Article VIII Parliamentary Authority

**[Article VIII is not necessary and may be omitted because the Constitution of Vietnam Veterans of America Incorporated prescribes the parliamentary authority.]**

### Article IX Amendment of Bylaws

These bylaws may be amended at any meeting of the council by a two-thirds vote provided the amendment has been given to the members within thirty to sixty days before the meeting.

End Bylaws as **(adopted, amended, revised), Month, date, and year.**

### \_\_\_\_\_ **State Council Special Rules of Order**

1. Order of Business:
  - Call to order
    - (1) Opening ceremonies
    - (2) Roll call
    - (3) Reading and approval of the minutes.
    - (4) Reports of officers and standing committees
    - (5) Reports of special committees
    - (6) Special orders
    - (7) Unfinished business and,
    - (7) General orders
    - (8) New business
    - (9) Good of the council
  - Adjourn
2. The motion to \_\_\_\_\_ shall not be permitted at any meeting of the council.
3. The regular meetings of the council shall adjourn at \_\_\_\_\_.
4. These Special Rules of Order may be suspended for a single specific reason by a two-thirds vote.

End Special Rules of Order

### \_\_\_\_\_ **State Council Standing Rules**

1. ...
2. ...
3. ...

End Standing Rules