

## **AGENDA FOR STATE BOARD MEETINGS**

- 1. CALL TO ORDER**
- 2. THOUGHT FOR THE DAY**
- 3. QUORUM**
- 4. READING AND APPROVAL OF THE MINUTES  
ASSOCIATION CORRESPONDENCE**
- 5. REPORTS OF OFFICERS, EXECUTIVE COMMITTEE AND STANDING  
COMMITTEES**
- 6. REPORTS OF SPECIAL COMMITTEES**
- 7. SPECIAL ORDERS**
- 8. BUSINESS MEETING**
  - A. UNFINISHED BUSINESS**
  - B. NEW BUSINESS**
- 9. PROGRAM (OPTIONAL)**
- 10. ANNOUNCEMENTS**
- 11. ADJOURNMENT**

## PARLIAMENTARY TIPS

### EIGHT STEPS IN HANDLING A MOTION

1. **Addresses the Chair...** Member rises and says, “Madam (Mr.) President.”
2. **Obtains recognition...** Chair: “Yes,\_\_\_\_\_.” (or nods)
3. **States the motion...** Member: “I move that...”
4. **Seconds the motion...** Another member: “I second the motion.”
5. **Chair states that motion...** Chair: “It has been moved and seconded that...”
6. **Chair calls for discussion...** Chair: “Is there any discussion?” (Recognize maker first, then opposition)
7. **Chair puts the motion to a vote...** Chair: “Are you ready for the question?...All those in favor of the motion that...say, ‘Aye’...those opposed, say ‘No’.
8. **Chair announces result...** Chair: “The ‘Ayes’ have it and the motion is carried that we...”  
OR “The ‘Noes’ have it, and the motion is lost.”

**NOTE:** *If the President is in doubt about the outcome of the vote, he/she then may say, “The Chair is in doubt about the result of the vote, will those voting in the affirmative please rise; those voting in the negative please rise...” then the Chair rules on the vote...or if still in doubt the chair has them rise again and count off.*

### SOME MOST FREQUENTLY USED MOTIONS

Some of the most often used motions and their purposes are:

1. **Main Motion** - a motion to bring a matter before the assembly for discussion and action.
2. **Amendments** - primary and secondary amendments are to modify or change a motion (see “amendments”).
3. **Postpone Indefinitely** - to reject a motion or question pending without taking a direct vote. The effect is to “kill” the motion.
4. **Refer to Committee** - to delay action; to give more time for consideration or study of matter.

Appendix A (Parliamentary Guidelines) to GAFCS Handbook

5. **Postpone to a Definite Time** - to delay action on a proposed question to a specified time.
6. **Limit or Extend Debate** - to limit by decreasing the allotted time or to extend by increasing the allotted time.
7. **Call for the Previous Question** - a motion to determine whether the assembly will cut off debate and vote at once on the pending question (requires a two-thirds vote).
8. **Lay on the Table** - a motion to determine whether the assembly to put aside a pending question temporarily; can be brought back by a motion to take from the table (not intended as a killing motion).
9. **Call for Orders of the Day** - a request that the prescribed rules of order be followed.
10. **Questions of Privilege (Personal and General)** - a motion requesting special privilege for an individual of the assembly.
11. **Recess** - to dissolve an assembly temporarily.
12. **Adjourn** - to close a meeting officially.
13. **Fix Time and Place to which to Adjourn** - to provide for another meeting (called “adjourned meeting”) to continue business which was not completed in present session.
14. **Point of Order** - to request enforcement of the rules of order.
15. **Appeal from the Decision of the Chair** - to question a decision of the Chair; an effort to reverse the decision of the Chair on a point of order.
16. **Objection to Consideration** - to suppress and prevent discussion of an undesirable or sensitive question (must be raised before debate begins).
17. **Withdraw** - to remove a matter for consideration without a vote upon it (may be made by the mover or by permission of assembly).
18. **Take from the Table** - to take up a matter which has been laid on the table.
19. **Reconsider** - to reconsider or bring back a matter previously voted. Motion to reconsider must be made by vote on prevailing side and must be made on the same day or in the same session.
20. **Rescind** - to repeal or annul action previously taken. Requires majority vote with previous notice; two-thirds vote without notice.
21. **Ratify** - to make legal, any action taken in an emergency.

## AMENDMENTS TO CHANGE A MAIN MOTION

After the President has stated a member's motion, it may be changed (amended) in one of five ways:

1. By inserting one or more consecutive words or by adding one or more words to the end of the motion.
2. By striking out one or more consecutive words.
3. By striking out one or more consecutive words and inserting others or by substituting (be sure it is germane to main motion).

**Member:** "Madam President, I move to amend the motion by..."

**NOTE:** *The amendment must be voted on first and then the motion as amended must be voted on.*

## MINUTES MUST HAVE THE FOLLOWING CONTENT

1. **Kind of Meeting.** (Regular, special, called, etc.)
2. **Name of Assembly.**
3. **Date, Time and Place of Meeting.**
4. **Fact of Presence of President and Secretary, or Substitutes, and Quorum.**
5. **Minutes Read, and Statement of Amendment And/or Approval.**
6. **All Main Motions and Disposition of Them.** (Also, points of order or appeal.)
7. **Time of Adjournment and Name of Recorder.**
8. **Signature of Secretary.** The word "approved:" and date of approval should be noted at the bottom of the minutes by Secretary.

**NOTE:** *The names of those making motions should be entered, but seconder's name need not be recorded.*

*Minutes are a record what was done and not what was said.*

*Minutes should be placed in a permanent record book. A new book, or division, should be allowed for the minutes of each year's meetings.*

Appendix A (Parliamentary Guidelines) to GAFCS Handbook