



## Reports of Boards and Committees

CSAP Sierra Area -- January 24, 2015

### §51 Pages 503-529

A report of a subordinate group to a parent group is an official statement formally adopted (by majority vote) in a properly called meeting (e.g., quorum, notice, etc.). The report is then submitted in the name of the subordinate group to inform the superior group of action taken or of action recommended, or of information obtained. A motion arising from any report becomes pending immediately.

1. Annual reports are typical of standing committees which seek to inform. These reports may contain recommendations or propose specific actions based on the standing committee's charge per the bylaws.
2. Special committees may report any time of the year in accordance with their instructions.
3. A report is presented and it should end with its resolution or proposal if it was instructed to prepare a motion. The reporting member presents a report on behalf of the committee. When the report is heard, it has been received. If the committee was instructed to make recommendations on the adoption or rejection of a motion, once the report is made, the motion is immediately pending. The motion cannot be objected to since it had already been before the assembly, or it was referred as an incidental main motion.
4. If the report contains a proposal which was not part of the committee's assigned task, a motion must be made in order for the issue to be handled. No second is required if the committee had more than one member. The motion can be made by the reporting member if he is a member of the reporting committee. The secretary could have read the report but may not make the motion. If the reporting member does not make the motion, any member of the committee or of the assembly may make a motion (for or against). The chair could assume the motion since it comes from a committee. This is a main motion – amendable, debatable, and adopted by a majority.
5. A report is rarely adopted unless every word will be adopted as in a publication. In such a case, then someone other than the reporting member should make the motion and a second is required.



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6. A board report should be signed by the chair of the board and the secretary. The word 'Chairman' is not included with the signature if all the committee members sign the report. If any report is not brief enough for the secretary to record its complete substance in the minutes, the report should be submitted in writing and attached to the minutes.

### **Standing Committee, p. 512:**

**FORM:** *"The Committee on (name of committee) ... wishes to report that ...(or submits the following report)"*.

### **Special Committee, p. 512:**

**FORM:** *"The committee to which was referred ... reports that (or recommends that) ..."*

**FORM:** *"The committee appointed to ... reports that ... (or submits the following report)."*

### **When to Report:**

In accordance with the order of business –

- standing committees in sequence listed in the bylaws;
- special committees in order of their appointment.
- If not included in the order of business, the reporting member obtains the floor when no business is pending and announces that the committee is prepared to submit a report. The chair may handle the report or if another member objects, puts the submission of the report to a vote.

**FORM:** *"Shall the report be received now?"*

### **Report at the Initiative of Standing Committee, p. 515:**

The standing committee reports, and concludes with

**FORM:** *"Mr. President, by direction of (or on behalf of the) .... standing committee, I move the adoption of the resolution just read."*

### **Subject referred when no motion was pending:**

If a committee reported and made recommendations, any member of the assembly could state:

**FORM:** *"In accordance with the committee's recommendations, I move that ...", p. 516.*

The reporting member could make multiple resolutions, and move them as one motion (see page 110).



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### **Resolution Required to be Referred to a Committee before Reaching the Assembly, p. 516:**

**FORM:** “The committee to which was referred the resolution to ..., recommends that the resolution be adopted (or not be adopted).”

**FORM:** “The committee to which was referred ... has not been able to arrive at a recommendation.” The motion becomes immediately pending.

If the committee recommends the motion not be adopted, the chair still states the motion in the positive manner.

**FORM:** “The question is on the adoption of the resolution. The committee recommends that the resolution be rejected. p. 518”

### **Partial Report, p. 527:**

If a committee was assigned to make recommendations, the committee may make recommendations during a partial report before the final report. And the committee may be discharged with a majority vote during a partial report.

### **Minority Report, p. 527:**

The assembly may grant some committee members who did not concur with the opinion of the committee (= with the committee report) to present a minority view. This is a privilege that the assembly may accord and not a matter of right. No one may disclose what occurred during the committee’s deliberation.

**FORM:** “The undersigned, a minority of the committee appointed to ..., not agreeing with the majority, desire to express their views. p. 528”

The minority committee may recommend rejection, amendments, or substitution of the committee report’s proposal. No action may be taken on the Minority Report except to substitute it for the committee report! As soon as the committee report is heard, the chair may call for the minority report. If someone objects, the question should be put on whether the minority report should be received. A majority vote is required.

**‘Committee of the whole’ and the ‘quasi committee of the whole’, p. 529,** vote on motions but are mere recommendations to the assembly’s final vote after the committee rises and reports to the assembly. During **‘Informal Consideration’**, the votes taken reflect the decision of the assembly and no reporting is necessary.

**FORM:** “Mr. President, the committee of the whole has had under consideration ... and has instructed me to report as follows to the assembly...” p. 536.



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### Reports of Officers:

It is customary to hear reports from officers only at Annual Meetings. The rest of the year, officers make reports only if they have something to present. In either case, an officer should not make a motion based on his own recommendations. (p. 356)

### Other Reports:

Nominating Committee; Auditing Committee; Committee on Bylaws; Principal Committees during a Convention (Credentials; Standing Rules; Program); Investigating Committee; etc.

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## Drill:

Based on the reporting forms described in the previous pages, seek recognition and then perform the actions listed below:

- 1) Present a Standing Committee report.
- 2) Present a Special Committee report.
- 3) Make a motion based on a committee report that made no motion on its own.
- 4) As the chair of a committee that was assigned a task, present the committee's recommendations.
- 5) As the chair of a committee that was assigned a task, report that the committee cannot reach a decision.
- 6) As a chair, put a motion base on a committee's recommendation to reject.
- 7) Introduce a Minority Report.
- 8) As the chair of a Committee of the Whole, report the committee's recommendations.
- 9) As an officer making an annual report to the assembly present a motion based on your recommendations.