



An Efficient Board Assures an Efficient Association

California Association of Resource Specialists and
Special Education Teachers (CARS+)
Larkspur Landing Hotel
40 Ranch Drive Milpitas, CA 95035
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California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Table of Contents

2. Order through Decorum
3. Board of Directors
4. Sample Order of Business
5. Sample Minutes
6. Sample Agenda (based on the previous meeting's minutes)
7. Dos and Don'ts of Minute Taking
8. Six Steps to Handling a Motion
9. Script A (3 pages)
12. Point of Order and Appeal
13. Script B (2 pages)
14. Motion to Refer
 Script C (1 page)
15. Amendments
16. The Motion to Amend has 3 Processes
17. Forms of the Motion to Amend
18. Primary Amendment Drill
19. Amendment of the CARS+ Bylaws
21. Suspend the Rules
22. Purpose and Form for Each Motion
23. Strategy through Parliamentary Procedure
24. Ranking of Selected Motions



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Order through Decorum

1. Only one person speaks at one time and only after being recognized by the presiding officer.
2. All comments are made through the presiding officer and never to another member. No interruptions and no private conversations.
3. Speakers must confine their comments to the issue at hand.
4. Speakers should alternate between one who speaks for and one who speaks against an issue.
5. The bylaws, or the parliamentary authority, clearly specifies the limit on the precise number of minutes of discussion per speaker.
6. The bylaws must be obeyed as to who has the right to make motions, to debate, or to vote.
7. The vote required to adopt a decision (majority vs. 2/3), and the voting process need to be clarified: ballot, voting card, voice, tellers.
8. A meeting may handle an issue only in the presence of a quorum as specified in the statutes and bylaws.
9. We can call for a recess if debate gets out of control, or if proper decorum cannot be maintained.
10. All decisions by the society are binding on all members of the society regardless of how a member voted.



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Board of Directors

1. Composition (5-17)

Elected Officers (4+), Region Directors (7), and Designated Individuals (2)

2. Terms of Office

Term of President and President-Elect is 2 years; other's is 1 year.

Serve from Annual Meeting ('Convention') to Annual Meeting

Term of Legislative Director (=Pres-Elect) is November to October?

3. Nominations of Pres-Elect, Secretary, and Treasurer

By Nominating Committee or by petition of 2% of the Active Members

4. Election by Plurality Vote

Required for contested positions

All Active Members of the Association may vote by secret mailed ballot for president-elect, secretary, and treasurer.

Region Directors are elected by their own regions. They are nominated by petition of 2% of the Region's Active Members

5. Powers of Board Members (in brief)

Remove officers and directors

Select and remove all agents and employees

Fill vacancies on Board of Directors

If Board does not fill vacancy, the members may elect a director at any time.

President has only the powers as prescribed by the Board or the Bylaws

6. Board Meetings

At least 2 meetings per year, but any by teleconference

Quorum is majority of authorized number (Authorized = 17; Quorum = 9?)

Vanishing quorum is majority of quorum (5?)

7. Removal of Officers

Board Members with cause by a 2/3 vote

Appointed Director with cause by majority vote

Either vacancy (except President) may be filled by appointment by the Board

Special election requires 2/3 vote by the Board



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Sample Order of Business **

1. Reading and Approving of the Minutes:

If there is no objection the minutes will be adopted as read/distributed/printed.

2. Reports of Officers, Boards, and Standing Committees:

Recommendations from the report may result in motions from any member in attendance. Or a member may ignore the recommendation and move a completely different motion.

Reports are heard in the order that the officers, boards, or standing committees are listed in the bylaws. But if these are not listed in the bylaws, the officer or committee has no power in your association.

3. Reports of Special (Ad hoc) Committees:

Recommendations from the report may result in motions from any member in attendance.

Reports are heard in the order that the special committees were created.

4. Special Orders:

Issues are taken in the order they were moved (by a 2/3 vote). Those Special Orders not dealt with at the last meeting come first.

Often the bylaws dictate that a certain task (such as elections, creation of committees, etc.) must be dealt with at a specific meeting. These bylaw tasks are typically dealt with as a Special Orders.

5. Unfinished Business and General Orders:

Any issue that was left pending when the last meeting adjourned, or which was not reached before adjournment, constitutes Unfinished Business.

Any motion that was postponed from the last meeting to the current meeting constitutes General Orders. The older motions come before the newer motions.

6. New Business:

Any issue new to the current meeting.

** Exceptions: Opening Ceremonies come before the Order of Business. Program, Announcements, and Closing Ceremonies come after the Order of Business.

Sample Minutes
Society for the Protection of the Airline Cuisine Providers
Minutes of the Regular Meeting
May 20, 2011

1. The regular meeting was called to order at 7:30 a.m. by the president. The secretary was present. A quorum was present. The Pledge of Allegiance to the Flag of the United States of America was led by Mrs. Ima Goodsport. **The minutes** of the April 15, 2011 meeting were approved as corrected.
2. The **Treasurer reported** a balance as of April 1, 2011 of \$378.52; receipts, \$38.22; disbursements, \$64.20; balance as of April 30, 2011, of \$352.54. *[DONE]*
2. The **Finance Standing Committee** chairman moved adoption of the committee's recommendation that the society sponsor a bus trip to Las Vegas as a money raising project. The motion was postponed to the next meeting.
2. The **Entertainment Special Committee** moved adoption of the board recommendation to hire "Monkey Business" as entertainment for the installation dinner. The motion was postponed until the next meeting and made a special order.
5. Ms. Buttercup Chickabiddidy moved to have the roof on the society building repaired. This motion had **previously been postponed**. The motion was referred to a committee of three to be appointed by the chair to investigate and report with a recommendation at the next meeting. The chair appointed Ms. Buttercup Chickabiddidy (chair), Mrs. Spacey Airhead, and Mr. Ab Noxious.
6. Ms. Goldie Greenchstuff moved a **new motion** to donate \$100 to the Boys Scouts. The motion was laid on the table in order to hear Mrs. Uppidy Fashionsetter, the national representative, who reported endlessly on activities at the national office.
6. Mr. Ben E. Factor moved to take a bus trip to the state legislature to lobby for the safety of the Sacramento Dodo Birds. Miss Bea Haven raised a point of order that the motion was outside the objects of the society. The chair's ruling that the point was well taken was sustained. *[DONE]*
6. Mr. Jed Clampett gave **notice** that at the next meeting he will move to rescind the motion adopted at the last meeting to change the logo from an attacking clay pigeon to a sleeping clay pigeon.
6. Ms. Iva Notion moved to buy new carpeting for the society building. Mrs. Guayto Cautious moved to amend by adding, "over my dead body." Motion was left pending because Mr. Steke Indamod called for the orders of the day since it was 9:30 p.m., the time set for adjournment.
7. The chair **announced** that the bylaws require election of the nominating committee at the June meeting and adjourned the meeting at 9:31p.m.

Effi Shent
Secretary

Sample Agenda for the June 17, 2011 Meeting
(Based on the minutes of May 20, 2011)

Society for the Protection of the Airline Cuisine Providers
Minutes of the Regular Meeting
June 17, 2011

- 1. Reading and Approving of the May 20, 2011 Minutes:**
- 2. Reports of Officers, Boards, and Standing Committees:**
- 3. Reports of Special (Ad Hoc) Committees:**
Special Committee on Roof Repairs:
5-Motion to have the society's roof repaired (referred last month)
- 4. Special Orders:**
7-Election of Nominating Committee (based on the Bylaws)

2-Motion to hire "Monkey Business" as entertainment for the installation dinner
(was made a special order last month).
- 5. Unfinished Business and General Orders:**
6-Motion to buy new carpeting (meeting adjourned during its consideration)

2-Motion to sponsor a bus trip to Las Vegas as a money raising project
(postponed last month)

6-Motion to donate \$100 to the Boys Scouts (laid on table last month)

6-Rescind the society's logo (notice given last month).
- 6. New Business:**

Note:

Adoption of the agenda:

The agenda should be adopted at least by casually stating, "If there is no objection, this will be this meeting's order of business."

Time elements:

They are constructive. They are destructive.



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Dos and Don'ts of Minute Taking

Make sure you ...

1. DO use the agenda as a guide;
2. DO record the kind of meeting, date, time, and location;
3. DO record the presiding officer's and the minute taker's complete name;
4. DO record the presence of a quorum if announced by the presiding officer;
5. DO write the full name of the maker of every motion;
6. DO include the totals from the treasurer's report for previous balance, receipts, disbursements, and current balance;
7. DO record the full names of officers and committee chairs who presented a report;
8. DO file complete signed reports of all written reports attached to the minutes as exhibits;
9. DO enter motions and amendments in the exact wording as stated by the presiding officer and as finally adopted;
10. DO show the exact action taken on every motion (e.g., adopted, defeated, postponed, referred, laid on the table, etc.);
11. DO record all counted votes, for and against;
12. DO record all Notices, Points of Order, Appeals (including the reason for the chair's ruling and the outcome of the appeal);
13. DO include the category of business;
14. DO list the names of members elected or appointed to special committees, the name of each committee, and its purpose;
15. DO include important announcements pertaining to the whole society.

Make sure to ...

1. NOT forget to check past minutes for agenda items;
2. NOT include the names of the seconds;
3. NOT include every detail from a report;
4. NOT include any content of the debate unless ordered to do so;
5. NOT include any motion withdrawn before the presiding officer stated it;
6. NOT include personal opinions or descriptive phrases;
7. NOT include words of praise or criticism from anyone;
8. NOT forget to include the time of adjournment;
9. NOT close with "Respectfully submitted,";
10. NOT forget to date and sign the minutes with your title, adding whether the minutes were later adopted with or without corrections.



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Six Steps to Handling a Motion

A motion is a formal proposal by a member during a meeting that the assembly take certain action. The basic form of the motion is the Main Motion.

A Main Motion is brought before an assembly:

1. **Motion is moved:** While no motion is pending, a member rises and seeks recognition. Once she is recognized she has the exclusive right to be heard at that time. Member makes the motion, "I move that we allocate \$300 to repair the computers."
2. **Motion is seconded:** Someone rises and without needing to be recognized, seconds the motion. The seconder is not claiming to agree with motion. The seconder is stating that the motion should be discussed and voted by the organization.
3. **Motion is stated:** The chair states the question, "It is moved to allocate \$300 to repair the computers." As the chair turns to the maker of the motion, she states, "Are you ready for the question?" The motion no longer belongs to the mover; it belongs to the assembly.

A Main Motion is considered by the assembly:

4. **Motion is debated:** All remarks by the members are made to the chair, never to or about another member. Debate can be closed only by a 2/3 vote by the assembly.
5. **Motion is put:** The chair says, "The motion is to allocate \$300 to repair the computers. All in favor of the motion indicate by saying, 'Aye'.
All opposed to the motion indicate by saying, 'No'."
The wording of the motion when the question is put is the way it goes into effect.
A voice vote is the regular method when a majority vote is required for adoption.
A rising vote is the normal method when a 2/3 vote is required for adoption.
A 'show of hands' is intended for small assemblies or after an inconclusive voice vote.
6. **Vote is announced:** The chair makes the following 4 statements.
 - "The 'ayes' have it. Or, the 'Noes' have it."
 - "The motion is adopted. Or, the motion is lost."
 - The chair states the effect of the vote or orders its execution.
 - "The next item of business is ..."



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Script A: Handling a Motion

We join the regular monthly meeting during the ‘New Business’ part of the agenda.

[Seven speaking roles – CH, A, Z, B, C, D, E]

CH: Our first New Business is the CTA donation of \$1,000.

A: Madam Chair *[Rises and is recognized]*

I move to buy audio/visual equipment with the CTA \$1,000 donation.

Z: Second

CH: It is moved and seconded to buy audio/visual equipment with the CTA \$1,000 donation.

Are you ready for the question?

A: and B: *[Simultaneously]* Madam Chair. *[(Both rise seeking recognition)]*

A: *[Is recognized and gives 2 sentences in support of her motion and then sits down.]*

B: Madam Chair *[Rises and is recognized]*

I move to amend the main motion by inserting “for the Annual Meeting” after the word, “with”.

Z: Second

CH: It is moved and seconded to insert “for the Annual Meeting” after the word, “with”.

If amended the motion would read, “to buy audio/visual equipment with for the Annual Meeting the CTA \$1,000 donation.”

Are you ready for the question?

B: and C: *[Simultaneously]* Madam Chair. *[(Both rise seeking recognition)]*

B: *[Is recognized and gives 2 sentences in support of her amendment and then sits down.]*

C: Madam Chair *[Rises and is recognized]*

I move to postpone the motion indefinitely.

CH: The motion is not in order at this time. Is there any further discussion?

C: OK, then, I move to postpone the motion because we need more information, and ...

Script A Page 1



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

CH: (*Interrupting Ms. C*) You are discussing your motion before it is on the floor. We do not even have a second, yet.

Z: Second

CH: It is moved and seconded that the motion be postponed until the next meeting.

Are you ready for the question? [*Silence*]

CH: The question before you is to postpone the motion until the next meeting.

All in favor of the motion indicate by saying, 'Aye'. [*Silence*]

All opposed to the motion indicate by saying, 'No'. [*All say, 'No'.*]

The 'Noes' have it. The motion is lost.

The motion will not be postponed.

The question before you is the amendment to insert "for the Annual Meeting" after the word, "with". Are you ready for the question?

D: Madam Chair [*Rises and is recognized*]

I move that we refer the motion to the Acquisitions Committee with instructions to report next month.

Z: Second

CH: It is moved and seconded that the motion be referred to the Acquisitions Committee with instructions to report next month.

Are you ready for the question? [*Silence*]

CH: All in favor of the motion indicate by saying, 'Aye'.

[*Entire right side of the room says, 'Aye'.*]

All opposed to the motion indicate by saying, 'No'.

[*Entire left side of the room says, 'No'.*]

The 'Ayes' have it. The motion is adopted.

Z: Division. Division.

CH: Division of the assembly has been called.

All in favor of the motion please rise. [*Entire right side of the room rises. No count is taken.*]

Thank you. Please be seated.



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

All opposed to the motion please rise. *[Entire left side of the room rises. No count is taken.]*

Thank you. Please be seated.

The 'Noes' have it. The motion is lost.

The motion will not be referred.

CH: The motion before you is the amendment to insert "for the Annual Meeting" after the word, "with". Are you ready for the question? *[Silence]*

All in favor of the motion indicate by saying, 'Aye'. *[Everyone says, 'Aye'.]*

All opposed to the motion indicate by saying, 'No'. *[Silence]*

The 'Ayes' have it. The amendment is adopted.

The motion now reads, "to buy audio/visual equipment for the Annual Meeting with the CTA \$1,000 donation."

Are you ready for the question?

E: Madam Chair *[Rises and is recognized]*

I move the previous question.

Z: Second

CH: The previous question has been demanded.

As many as are in favor of closing debate and ordering the previous question, please rise.

[All rise] Thank you. Please be seated.

As many as are opposed to closing debate and ordering the previous question, please rise.

[No one rises] Thank you.

There are 2/3s in the affirmative. The motion is adopted.

The previous question is ordered.

CH: The motion before you is "the motion would read, "to buy audio/visual equipment for the Annual Meeting with the CTA \$1,000 donation."

All in favor of the motion indicate by saying, 'Aye'. *[Everyone says, 'Aye'.]*

All opposed to the motion indicate by saying, 'No'. *[Silence]*

The 'Ayes' have it. The motion is adopted.

The treasurer is instructed to research the possibilities.

The next item on the agenda is ...



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Script B: Point of Order and Appeal

[During the president's report, the president wishes to handle an item from New Business.

The president tries to add new business with a majority vote. [6 speakers – CH, Comm, A, B, C, D]

Ch: All in favor of allowing the new business say, "Aye". *[Just over half respond.]*

Those opposed say, "No". *[Less than half respond.]*

The "Ayes" have it. The new business is added to the agenda.

Ch: The next business in order is to hear from the Budget Committee's supporting of this new business. The chair of the committee will please explain.

Committee Ch: The committee has always believed that ...

A: Point of Order, Madam Chair.

Ch: We are in the middle of a report. Can't you show some manners and wait?

A: Madam Chair, I rise to a **point of order**, or is it a Point of Parliamentary Inquiry?

Ch: For goodness sakes! What is so important that you have to interrupt our business?

A: Our bylaws clearly state that it takes a 2/3 vote to add any new business to the agenda.

You added the new business with a mere majority. The motion to add new business failed.

Ch: You are too late with your point of order. Keep up with the conversation.

Ch: The committee chair shall proceed with her report.

A: Madam chair. Is that your **ruling** on my point of order?

Ch: Obviously. Weren't you paying attention? Let us listen to the committee's report.

A: I appeal from the decision of the chair!

B: Second

Ch: Fine. Since you insist. There is an appeal from a righteous ruling by the chair. The confused member believes that the vote necessary to add new business to our agenda is a 2/3 vote. I will explain why I am infallible.

Anyone else who wishes to discuss the issue and show their limited understanding of our bylaws may speak, but I get to speak again after everyone else has spoken.

Script B Page 1



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Ch: It is a well know fact that rules can be suspended when dealing with important issues. There is nothing more important than dealing with new business. I chose to suspend the 2/3 vote required by the bylaws. I took the vote correctly, and I am the president.

A: A bylaw may never be suspended regardless of how inconvenient it may appear. Even under unanimous consent, a bylaw may not be suspended. *[p. 254 line 28]*

B: Though most point of orders must be made before a new issue is introduced, a point of order related to a violation of a bylaw has no such time limitation. *[p. 244 line 4]*

C: A 2/3 vote cannot even be taken with a voice vote. It must be taken with a rising vote or a show of hands. *[p. 44 line 27]*

Ch: Does anyone else want to show how little she understands my role as your president?

Ch: I will close debate by reminding you that when you elected me your president, you delegated to me the authority to make these difficult decisions. *[p. 247 line 18]*

Ch: We are going to vote now. The question before you is “**Shall the decision of the chair be sustained?**” This means that a tie will not defeat my decision. Only a majority in the negative will defeat my decision. Also, I can vote to cause a tie, if I want to. *[p. 250 line 9]*

Ch: **As many as are in favor of sustaining the decision of the chair** say, “Aye”. *[Few vote]* Those opposed say , “No”. *[Most vote]*

Ch: The “Ayes” have it. **The decision of the chair is sustained.** Thank you all. We will now continue listening to the committee’s explanation.

D: Division. Division. *[p. 271 line 20]*

Ch: A division of the assembly has been demanded.

All in favor of sustaining the decision of the chair, please rise. *[Few rise]* Thank you. Please be seated. All opposed, please rise. *[Almost everyone rises]* Thank you, please be seated. It appears to be very close, but I will show you how noble and magnanimous I am. I will yield. The amendment of the agenda failed. We will return to the President’s Report.

Script B Page 2



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Script C: Refer a Main Motion to a Committee

[6 speaking roles: Chair, secretary, Z, A, B, and C]

The subsidiary motion to commit or to refer requires several elements:

Refer to a Standing Committee	Refer to a Special (Ad Hoc) Committee
1. Instructions on the task 2. Date of when to report back 3. Name of the committee	1. Instructions on the task 2. Date of when to report back 3. Number of committee members 4. Names of Committee members 5. Name of Committee Chair

Ch: Is there any new business?

A: (Rises and is recognized) I move that we hold our next Annual Meeting in Milpitas, CA.

Z: Second

A: (Rises and is recognized) Milpitas is rates as a great tourist attraction for the people of LA.

B: (Rises and is recognized) We cannot decide this right now without more information. This question should be studied by a special committee.

Ch: Is that a motion?

B: Yes. I move that we create a special committee of 3 members with me as the chair. I think member C and member D should be committee members.

Z: Second

Ch: What would you have this committee do?

B: The committee should explore the convention potential of the City of Milpitas, and report back to us at our next monthly meeting.

Z: Second

Ch: The secretary will please read the motion.

Sect: "That we create a special committee of 3 members with member B as the chair, and with member C and member D as committee members. The committee should explore the convention potential of the City of Milpitas and report back to us at our next monthly meeting."

Ch: The motion, as read by the secretary, is moved and seconded.

Are you ready for the question?

C: (Rises and is recognized) I move to postpone the main motion to 4:00 p.m. this afternoon.

Z: Second

Ch: It is moved and seconded to postpone the main motion to 4:00 p.m. this afternoon.

Are you ready for the question?

If there is no objection, the main motion will be postponed to 4:00 p.m. this afternoon.

Script C Page 1



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Amendments

Your fundamental rights as a member of an organization include the right to make a motion, to debate a motion, and to vote on a motion.

In order for an individual, or a committee, or a presiding officer to have the power to limit your fundamental rights, each would need the consent of the assembly, or the authority from the bylaws or from the parliamentary authority.

The obstacle to adopting a motion you move is that most people need time to discover the merit in your motion. You need to present these merits through the debate process. Unfortunately you are limited to speaking twice for a maximum of 10 minutes.

Your only option is to perfect your motion so that everyone discovers the greatness in your motion. Otherwise, your motion will be defeated and probably replaced by a motion of lesser merit.

The only way to perfect a motion is to amend it so as to remove anything that would encourage the negative vote, and to add anything that will encourage the positive vote.

Problem Points on Amendments:

1. 'Amend a Motion' is a Subsidiary Motion. 'Amend a Bylaw' and 'Amend Something Previously Adopted' are Incidental Main Motions. (p.125)
2. There is no such thing as a 'Friendly Amendment'. (p. 154)
3. A Primary Amendment amends the main motion. A Secondary Amendment amends the Primary Amendment. (p. 128) (Do not confuse Secondary Amendments with Secondary Motions. Secondary Motions are the subsidiary motions, the privileged motions, and the incidental motions.)
4. The debate on an amendment cannot extend to the merits of the main motion. (p.127)
5. An amendment can be debated only if the motion it is amending is a debatable motion. (p.127)
6. An amendment always requires a majority vote to adopt, regardless of the vote required to adopt the motion it is amending. (p.128)
7. Unanimous Consent (i.e., 'If there is no objection') may be used to adopt an amendment without the need of debate or vote. (p.137)



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

The Motion to Amend Has 3 Processes (p.129)

1. Insert (p. 135-139)

- Insert a word at a clearly specified location on the question.
- Add a word only at the end of the question.
- After words are inserted or added they may not be changed or struck out except through a reconsideration of the vote.

2. Strike Out (Do not use the word 'delete') (p. 139-142)

- Strike out a word or several consecutive words
- After words are struck out they may not be inserted again.
- A Primary Amendment to strike out can be amended only by further striking out. A Primary Amendment to strike out a single word cannot have a Secondary Amendment.

3. Strike Out and Insert (p. 142-146)

- Strike out and Insert a word at a clearly specified location on the question.
- This can be to strike out some words and insert different words in the same place; or to strike out some words and insert the same words in a different place in the question.
- If the Primary Amendment is to strike out and insert, the Secondary Amendment cannot be to strike out and insert.
- What has been struck out cannot be inserted again, and what has been inserted cannot be struck out again.

Once a primary amendment is pending, it is in order to apply the following secondary amendments as listed below:

PRIMARY AMENDMENT	SECONDARY AMENDMENT		
	Insert or Add	Strike	Strike and Insert
Insert Add	Yes Yes	Yes Yes	Yes Yes
Strike Words Paragraphs	No Yes	Yes Yes	No Yes
Strike and Insert Strike portion Insert portion	No Yes	Yes Yes	No Yes



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Forms of the Motion to Amend

To Insert Words:

Motion: I move that we require all vendors to give bonuses.

Primary: I move to amend by inserting "Christmas" after the word "give".

Secondary: I move to amend by inserting "generous" before the word "Christmas".

Secondary: I move to add the word "senior" before the word "vendors". [IN ORDER?]

Secondary: I move to add "free tickets to the movies". [IN ORDER?]

To Add Words:

Primary: I move to amend by adding "to all Directors."

Secondary: I move to amend by adding "if they were ever classroom teachers".

To Strike Out Words:

Motion: I move that we pay the January bill, the February bill, the March bill, the April bill, and the May bill.

Primary: I move to amend by striking "the February bill, the March bill,".

Secondary: I move to amend by striking "The March bill".

Secondary: I move to amend by striking "the May bill." [IN ORDER?]

To Strike Out Words and Insert Words:

Motion: I move that we celebrate the first Monday of each month as "Resource Specialist's Day".

Primary: I move to amend by striking "first Monday" and inserting "last Friday".



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Primary Amendment Drills

The Main Motion is ...

Start a Resource Specialist's Resource Center section at the UC Davis campus.

While the Main Motion is pending, please move a Primary Amendment that presents each of the following wishes separately:

1. We really need to fund this from donations we ask of local businesses.
2. A resource center would be great at the Davis Public Library as well.
3. All vendors should donate textbooks from their inventories.
4. We need this resource center at school District Office not the universities.
5. We need a committee to study last year's expenditures and off-shore accounts.



California Association of Resource Specialists+

Parliamentary Procedure Seminar
June 25, 2011 Lorenzo Cuesta, PRP

Amendment of the CARS+ Bylaws

Article VII: Section 5. Quorum

- (a) **Percentage Required.** Fifteen percent of the voting members shall constitute a quorum for the transaction of business at a meeting of the members, provided that the requirements of section 7512(b) of the Corporation Code are met.

[California Corporate Code - Section 7512(b)]

Where a bylaw authorizes a corporation to conduct a meeting with a quorum less than 1/3 of the voting power (of all members, not just those members at the annual meeting), then only items properly noticed may be voted upon.]

Other than what Robert requires, a notice is required for

1. Any matter presented by the Board at an annual meeting;
2. Removal of a Board member without cause;
3. Filling Board vacancy by member vote;
4. Some legal matters listed on page 5 of the bylaws.

Article XV: (Corp Code extract?)

Section 1. Amendments by Members

These bylaws may be amended by approval of the members. If these bylaws require the vote of a larger proportion of the members than otherwise required by law, then such a larger number will be required. (30% quorum!)

Section 2. Amendment by Board of Directors

The Board may amend the bylaws but not change the number of directors beyond the range as stated in the bylaws. If the law requires larger number of director's approval, that number is still required. (30% quorum!)

The Board needs the members' approval to increase the term of directors; selection of board members without an election; and increase the quorum of the members' meetings.

DRILL

Article IX - Board of Directors

Section 12. Adjournment A majority of the directors, whether or not constituting a quorum, may adjourn any meeting to another time and place.

The amendment of a bylaw is a main motion. A bylaw can be amended and this amendment may also be amended.



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I. Insert

Amend this section by adding a requirement for a notice of certain number of days.

How would you word the notice?
How would you phrase the motion?

II. Strike

Amend this section by removing the mention of a quorum.

How would you word the notice?
How would you phrase the motion?

III. Strike and Insert

Amend this section to reflect only elected officers not all the board members.

How would you word the notice?
How would you phrase the motion?



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Suspend the Rules

When an assembly wishes to do something it cannot do without violating its regular rules, it can adopt to **'Suspend the Rules' that interfere with the proposed action.** This motion cannot be debated or amended, however it does have other restrictions.

- I. A Standing Rule may be suspended with a majority vote.
- II. Rules of Order (Robert's) may be suspended with a 2/3 vote (except FPPL).
- III. The following may not be suspended even with unanimous consent.
 - A. Bylaws or Constitution unless they provide for their own suspension.
 - B. Federal, State, or local laws
 - C. Fundamental Principles of Parliamentary Law (FPPL):
 - 1. Rule that allows only one question at a time
 - 2. Rule that allows only members to vote
 - 3. Rule that prohibits absentee or cumulative voting
 - 4. Rule that protects absentees or basic rights of individuals
 - a. Rule requiring presence of a quorum
 - b. Rule requiring a notice
 - c. Rule requiring elections by ballot
 - d. Rule protecting the right to attend meeting, make motion, speak in debate, and vote

Drill

"I move to suspend the rule that interferes with listening to the committee's report."

For each of the following,

1. Move a motion to **suspend the rule that prohibits** the action;
2. State if the rule can be suspended; and
3. State what the necessary vote for adoption would be.

You want to **suspend a rule that prohibits** the following actions. Make the motion:

- a. To allow delegates to sit wherever they wish
- b. To allow a speaker to debate an additional 2 minutes
- c. To allow smoking in the assembly room
- d. To allow voting by mail
- e. To allow election of officers by a show of hands
- f. To take up 2 motions at one time
- g. To allow the voting in the absence of a quorum
- h. To allow members at the convention without their required name tags
- i. To dispense with the listening to the Treasurer's Report
- j. To not require a resolution in writing at the convention

Purpose and Form for Each Motion (Beware of Order of Precedence)	
Purpose	The Motion and its Form
Proposal some action	Main Motion I move that we donate \$50 to preserve the habitat of the Clay Pigeon.
Improve a proposal	Amend I move to amend the motion by striking \$50 and inserting \$75.
Change the amount of time for discussion	Limit or Extend Debate I move to limit debate to 1 minute per speaker.
Stop discussion and vote now	Close Debate I call the previous question.
Delay a decision	Refer I move to refer the motion to the bylaws committee Postpone to a Certain Time I move to postpone the motion until after the break. Recess I move to recess for 5 minutes.
Kill a motion	Postpone Indefinitely I move to postpone the motion indefinitely.
Deal with an emergency	Lay on the Table I move to lay the motion on the table. Suspend the Rules I move to suspend the rules that prohibit us from taking up the new business now.
Obtain information	Parliamentary Inquiry Mr. Chair, if we adopt this motion can we rescind it tomorrow? Request Information Mr. Chair, can the treasurer tell us if we have enough money for this motion?
Challenge the ruling of the chair	Point of Order Point of Order. We cannot vote on this motion. There is already another motion on the floor. Appeal I appeal from the decision of the chair.
Assure the accuracy of the voice vote	Division Division. Division.
Close the meeting	Adjourn I move to adjourn.

Strategy through Parliamentary Procedure

(Beware of Order of Precedence)

You support the motion	You oppose the motion
Second it promptly and enthusiastically.	Do not second it. Distract the seconder.
Speak in favor of it as soon as possible.	Speak against it as soon as possible. Ask questions that put the proponents on the defensive.
Move to amend it to make it more acceptable. Speak against any amendment that makes the motion less acceptable to you.	Move to amend it, to encumber it adversely. Move to amend it so as to remove what displeases you, or adds what pleases you.
Vote against postponement unless it will strengthen your motion.	Move to postpone to a time when your friends will be there or when others will forget about the motion.
Vote against referring to a committee unless you can vote your friends as committee members. Vote to refer to a committee if defeat appears likely.	Move to refer to a committee and fill the committee with your friends. Vote against referring to a committee if defeat is likely.
Vote against a recess unless you can use it to bring in more of your friends or more facts.	Move to recess so that you can convince some more voters or bring in more friends or more facts.
Make sure your friends do not leave to assure that you have a quorum .	Question the presence of a quorum .
On a voice vote , vote emphatically.	On a voice vote , vote emphatically.
Move to divide the motion if it will strengthen the motion.	Move to divide the motion if it will weaken the motion.
Review your parliamentary authority before the motion comes up.	Review your parliamentary authority before the motion comes up.
Use Point of Order as a shield.	Use Point of Order as a sword.
Beware of the timing on the agenda to assure that the motion is not abandoned.	Use the timing on the agenda to terminate consideration of the motion.
Vote against adjournment in order to continue discussing the motion and to reach a vote.	Move to adjourn to prevent further discussion or a vote.



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Ranking of Selected Motions

	Interrupt	Second	Debate	Amend	Vote
PRIVILEGED MOTIONS					
13. Fix the Time to Which to Adjourn		S		A	M
12. Adjourn		S			M
11. Take a Recess		S		A	M
10. Raise a Question of Privilege	I				C
9. Call for the Orders of the Day	I				C**
SUBSIDIARY MOTIONS					
8. Lay on the Table		S			M
7. Previous Question		S			2/3
6. Limit or Extend Limits of Debate		S		A	2/3
5. Postpone to a Certain Time		S	D	A	M**
4. Commit (Refer)		S	D	A	M
3. Amend		S	D**	A	M
2. Postpone Indefinitely		S	D		M
1. MAIN MOTION		S	D	A	M
INCIDENTAL MOTIONS (No Ranking)					
Appeal	I	S	D		M
Division of Assembly	I				**
Point of Order	I				C**
Point of Information					C
Suspend the Orders of the Day		S			2/3
BRING AGAIN BEFORE ASSEMBLY					
Rescind/Amend Something Prev Adopted		S	D	A	**
Reconsider		S	D**		M
Discharge a Committee		S	D**	A	**
Take from the Table		S			M

** See RONR
 C Chair Decides
 I Can Interrupt
 S Requires a Second
 A May be Amended
 M or 2/3 Vote Required to Adopt