



"The council that's working for you."

Staff Advisory Council

OSU STAFF ADVISORY COUNCIL MINUTES

July 9, 2014 – 412 SU

Guests: Barbara Allen, O'Collegian; Mickey Fuller, OSU-OKC; Mary Talley Dept. of Wellness; and Sarah Stacy

Nathan Moorman, Chair, called the meeting to order at 1:16 pm. The roll call was completed noting that Matt Davis had resigned his At-Large position. Josh Barnard was appointed and approved for membership. Josh will complete the 2013-16 At-Large term.

Approval of Minutes: The June 11, 2014 minutes were approved as presented.

Approval of Agenda: The agenda was approved as presented.

Guest Speakers:

Barbara Allen, Newsroom Advisor for the O'Collegian, introduced herself. She thanked the OSU staff for all their hard work and noted the campus will see changes to the O'Colly in the fall. Since the O'Colly is an entirely student operated publication, she noted that in an effort to provide better learning experiences for the students, the O'Colly print edition will be published only on Mondays, Wednesdays, and Fridays. There will be expanded digital news on the O'Colly website [www.ocolly.com]. The O'Colly was selected as the best college newspaper in the state for the third time in as many years. Several of the students are serving as summer interns throughout the state and nation. If anyone has any problems, questions, concerns feel free to contact Barbara.

Melanie Bayles, Committee Chair for Rules & Procedures, provided council members with copies of SAC Bylaws (attached) and an Introduction to Robert's Rules of Order (attached). She discussed the importance of each and highlighted several specific areas. She noted that the council members should become familiar with both documents.

Treasurer's Report: Donne Whitmore – No report.

Branch Campus Reports

OSU-Tulsa/CHS: Angelyn Holmes – No report was available

OSU-OKC: Chris Malcom introduced herself and Mickey Fuller, who accompanied her to today's meeting. Chris is the new Chair of the OSU-OKC Staff Council and Mickey is the Vice Chair.

OSU-IT: Kevin Hulett – No report was available

Report of Standing Committees

Rules & Procedures: Melanie Bayles

Melanie reported that the committee is getting organized and reviewing unfinished items from last year.

Policies, Benefits, and Budget: Meghann O'Harrah

Meghann noted several of the items that the committee is reviewing, which include: inclusion of gender identity in OSU policies, central FMLA coordinator, defibrillators on campus, tuition waivers, staff survey, and maternity/paternity leave policy.

Public Relations: Ray Catalino

Ray noted the committee will be meeting later this month. He reminded council members to feel free to contact the PR committee. It was suggested that the PR committee look into get a Facebook page for SAC.

Awards & Recognition: Jennifer Craig – No report

Fund Raising (Special Committee): Jovette Dew

Jovette noted that the committee will be having its first meeting today after the SAC meeting.

Report of University Committees

Faculty Council Report: None

Department of Wellness: Mary Talley, Manager, Wellness Center, went over the Wellness handout (attached). She discussed other programs such as Cowboy Challenge and Natural Slim.

Officer's Reports

Secretary's Report: Mickey Gregg – No report.

Vice Chair's Report: Sue Goad – No report.

Chair's Report: Nathan Moorman noted that VP Weaver said he [VP Weaver] will find more permanent storage space for SAC records & miscellaneous items. Nathan also asked for volunteers to work with Lorinda Schrammel, HR, on the 2015 Staff Development Day Committee. [Terrin Williams, Shelby Sanders, Donna Whitmore, Darlene Croci & Toby Tucker volunteered] Nathan reported that the Short Term Disability recommendation that SAC forwarded to Administration several months ago has been approved and should be available this next benefit year. Nathan mentioned that Sue Goad will need volunteers from each of the committees to serve on the Distinguish Service Award Committee. Interested persons should contact their respective committee chair.

Unfinished Business – Nathan announced that Administration had responded to Recommendation 140514ETEM-33. Sarah Stacy, Executive Administrative Assistant in VP Weaver's office, has been assigned to provide 25% administrative support to SAC.

New Business

Mickey Gregg presented the Officers' resolution re: OSU Staff Council Chair Special Pay Rescind (attached). Discussion followed, the resolution passed and will be forwarded to Administration.

Announcements

The next meeting will be the August 6 @ 1:15 pm in 416SU-Case Study 2.

The meeting was adjourned at 2:38 pm.

Respectfully submitted,

Mickey Gregg

Staff Advisory Council 2014-15

ATTENDANCE REPORT

		J U N	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	TOTAL ABSENCES
EXEMPT														
1	Andy Adsit	X	A											1
2	Kathie Tanner	X	X											
3	Sherry Stanley	X	X											
4	Melanie Bayles	X	X											
5	John Stephens	X	X											
6	Ray Catalino	X	X											
7	Terrin Williams	X	X											
8	Jim Gardner	X	X											
9	Margaret Denzler	X	X											
NON-EXEMPT														
10	Darlene Croci	X	X											
11	Teresa Duston	X	X											
12	Meghann O'Harrah	X	X											
13	Shelley Potter	X	A											1
14	Emily Snow	A	A											2
15	Vacant	-	-											
16	Nathan Moorman	X	X											
17	Donna Whitmore	A	X											1
18	Jennifer Craig	X	A											1
AT-LARGE														
19	Mickey Gregg	X	X											
20	Sue Goad	X	A											1
21	Stephen Meyer	X	A											1
22	Matt Davis	A	Resigned 7/14											1
	Josh Barnard	-	X											
23	Shelby Sanders	A	X											1
24	Beth Petrashek	X	X											
25	Victoria Windiate	X	X											
26	Jovette Dew	X	X											
27	Toby Tucker	X	X											

Recommendation No. 1407091Officers-35

Moved By: Mickey Gregg, Secretary, representing SAC Officers

Passed Tabled Failed

Title: OSU Staff Council Chair Special Pay

The Staff Advisory Council Recommends to Administration that:

The Recommendation No. 140611Officers-34, SAC Chair Stipend, be rescinded.

Oklahoma State University Staff Advisory Council BYLAWS

I. PURPOSE

The Board of Regents has designated the President of the University as the chief executive officer of all University departments. Incident to the discharge of such responsibilities, the President, Board of Regents for the A&M Colleges, and Oklahoma State University (OSU) staff established a staff council, which serves as a representative body for all staff employees. Said council serves in an advisory role in the development and implementation of policies and procedures directed toward:

- A. The facilitation of communication and cooperation between University officials and staff personnel,
- B. The promotion of high morale and well-being of the staff,
- C. The determination of working conditions, and
- D. The professional welfare of the staff.

Pursuant to the authority vested in the Staff Advisory Council constitution, as approved by the Board of Regents, the President, the OSU staff, and the Staff Advisory Council, hereinafter referred to as "the Council", has established the following Bylaws to provide the means by which its purposes may be achieved.

II. MEMBERSHIP

The minimum number of representatives on the Council shall be twenty-one; the maximum number shall be twenty-seven. The University President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, faculty members, contractual labor, or student employees (including GRAs and GTAs) of the University shall **not** be eligible for election to the Council. Representatives on the Council shall be allocated as follows:

- A. Nine non-exempt (administrative/professional) members.
- B. Nine exempt (classified) members.
- C. Nine at-large (non-exempt and/or exempt) members.

An updated list of seats and the members occupying those seats will be maintained by the Chair of the Rules and Procedures Committee with a second copy in the possession of the Secretary of the Council.

III. NOMINATION PROCEDURES

- A. Nominations of candidates for election shall be made in writing to the Secretary of the Council during the published filing period which concludes at least twenty-one days prior to the date of the annual election.
- B. Only those persons employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council.
- C. All nominations must have the consent of the nominee and shall be validated by the signature of the nominator, nominee's supervisor, and the nominee.
- D. Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee's supervisor.

- E. Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee.
- F. Council members whose terms are expiring and who are eligible for re-election shall automatically be nominated for the position; unless they notify the chair that they decline the re-nomination.
- G. In the event that no nominations are received to replace a member whose term is expiring, the Council will follow the procedures set forth in Section VIII A of the Bylaws concerning the filling of vacancies.

IV. ANNUAL ELECTIONS

- A. Elections shall be held annually by ballot and shall be completed prior to the regular meeting of the Council in May of each year.
- B. A voting period of two weeks shall be set by the Rules & Procedures Committee with the approval of the Council.
- C. The annual election shall be conducted under the jurisdiction of the Council's Rules and Procedures Committee. The Committee will resolve tie votes by lot, and certify the results to the Council at the Council's regular meeting in May.
- D. The Council shall provide to each eligible staff employee a list of nominees for all positions with instructions about how to complete the ballot during the voting period.
- E. There shall not be alternates for any membership position on the Council.

V. ASSUMPTION OF OFFICE

- A. Council members shall assume their duties at the beginning of the first regularly scheduled Council meeting in June.
- B. The officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year. Any Council officer whose term expires after the regular May meeting shall remain in office as a non-voting member until their officer position is filled.

VI. TERM OF OFFICE

- A. The term of office for members of the Council shall be one three-year period. One-third of the membership shall be elected each year consisting of three exempt staff, three non-exempt staff, and three at-large staff (may be either exempt or non-exempt.)
- B. Members of the Council may be elected to no more than two terms in succession; however,
 - 1. A member may serve any number of disconnected terms after a break in service.
 - 2. Elected terms of less than three (3) years shall count as a three-year (3-year) term.
 - 3. Positions filled by appointment will not count as an elected term.

VII. VACANCIES AND REMOVAL

- A. Officer vacancies:
 - 1. Vacancies in the position of Chair shall be filled by the Vice-Chair who shall serve out the term.
 - 2. Vacancies in the Office of Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council.

- B. Member Vacancies: Member vacancies may occur when a member terminates employment with Oklahoma State University, changes employment which affects the member classification, or resigns from the Council. To provide continuity, a member who changes employment position, which affects the member classification, may retain his/her council seat until the next regular election.
- C. A seat shall be declared vacant by the Council Chair in the event a member of the Council has a total four absences from Council meetings within one Council year (July – June).
- D. By a two-thirds vote of the representatives present at any meeting of the council, the name of a standing committee chair may be placed on the agenda for removal from office at the next meeting. The chair in question must be notified by the Executive Board at least 14 days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the chair. The chair in question may request a postponement of action that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the council at the next meeting. Dismissal action shall be by paper ballot and shall be by two-thirds of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.

VIII. FILLING OF VACANCIES

- A. Whenever a position vacancy occurs, the Chair shall request of eligible candidate(s) from the Executive Committee, to be placed in nomination to fill the unexpired term of the vacant seat(s). The Chair shall appoint one person from the names of those placed in nomination for the vacant membership position, following majority approval by the membership of the Council at the next regular meeting.
- B. Any position declared vacant by the Chair due to four consecutive absences of a Council member, shall be filled by the procedure outlined in Article VIII Section A, or the Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council.

IX. MEETINGS

- A. Regular meetings of the Council shall normally be held on the second Wednesday of each month at a time and place designated by the Chair. The August meeting shall be on the first Wednesday of the month. Additional regular meetings or non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be furnished to members five working days prior to the meeting. The reason for a non-standard meeting date must be stated on the agenda.
- B. All agenda items shall be submitted to the Council Chair.
- C. Each member of the Council shall be furnished a copy of each meeting agenda at least three working days prior to the Council meeting.
- D. Special meetings of the Council may be called by the Chair of the Council or by any five members of the Council provided notice of time and meeting place is provided to each member, and each member has sufficient time to reach the place of meeting. A majority of the Council members shall approve of the meeting when it is called to order.
- E. Any regular or special meeting of the Council shall be open to the public.
- F. Any person who is not an elected or appointed member of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that

person submits a written request to the Chair to be placed on the agenda and that such request is received by the Secretary at least five working days prior to the Council meeting.

- G. Any person, who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda, shall be allowed to address the Council and to participate in discussion of Council matters after a majority vote of the members of the Council who are present.
- H. Non-members of the Council or of a Council's Committee who are allowed to address the Council shall be limited to five minutes to present their views or state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.
- I. Voting by email or other electronic service: The Chair may call a vote by email or other electronic service. Such calls of vote are to be reserved for issues of importance. This may arise, for example, when a response is needed for an issue with a deadline prior to the regular, monthly Council general meeting. To be authorized, the motion must receive a two-thirds vote of approval from the Executive Committee. All Council members must be sent notice of the impending vote. An affirmative vote from at least two-thirds of the Council members is required for adopting measures by such a call of vote. The Secretary will keep copies of all correspondence regarding the voting. During the first Council meeting following the electronic vote, a review of the feedback from Council members must be placed on the agenda. This is not meant to replace regular or emergency meetings.

X. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)

- A. At the discretion of the local branch, ex-officio members (one per campus) may be appointed to represent the respective staff constituencies assigned to each OSU branch campus.
- B. The presiding officer of the staff council/association of each branch campus shall appoint an ex-officio member to represent their respective campus on the Council. The appointment shall be made in writing to the OSU Council Chair immediately following the branch campus annual meeting. The term on the Stillwater Council will end June, 30th of each year.
- C. Ex-officio members shall be appointed annually, and those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointment may not exceed six years representation on the Stillwater Council.
- D. Ex-officio members shall have no official voting status on the Stillwater Council.

XI. MEETING AGENDA

The order of business for each Council meeting generally should include:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Approval of Agenda
- E. Presentations/Guest Speakers
- F. Treasurer's Report
- G. Branch Campus Reports

- H. Report of Standing Committees
- I. Report of University Committees
- J. Officer Reports
- K. Unfinished Business
- L. New Business
- M. Announcements
- N. Adjournment

XII. MEETING PROCEDURES

- A. The rules of parliamentary procedure, as specified in Robert's Rules of Order, shall govern all meetings of the Council and its standing and special committees.
- B. A majority of members of the Council must be present to constitute a quorum authorized to discuss business at any regular or special meeting of the Council. If during the course of a Council meeting the number of members present falls below the majority of eligible membership, the meeting shall be recessed until such members are present.
- C. Voting by Council membership shall be by voice vote, show of hands, or ballot as deemed necessary by the Chair.

XIII. OFFICERS OF THE COUNCIL

The officers of the Council shall be the Chair, Vice-Chair, Secretary, Treasurer and, if necessary, the Chair Pro Tempore. The duties of the officers shall be those implied by their titles and as specified in these Bylaws.

- A. Chair
 - 1. Presides at all meetings of the Council and appoints standing and special committees in consultation with the Council members.
 - 2. Conducts official correspondence relating to the business of the Council as authorized and directed by the Council. Resolutions approved by the Council will be forwarded to the President or other designated University Administrator within fifteen days following Council approval and the Chair informs the Council at the next Council meeting that the action has been forwarded. A signed copy of the correspondence will be provided to the Secretary, the appropriate committee chair, and the Council representative that brought forth the recommendation.
 - 3. Nominates representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations.
 - 4. Prepares all meeting agendas.
 - 5. Maintains any listserv list currently in use or one that is developed to communicate with the staff.

6. Prepares an annual report, which sets out recommendations made to the President or other designated University Administrators, and their response.
 7. Disseminates information contained in the annual report to all University Exempt and Non-exempt staff.
 8. Ensures responses received on resolutions submitted to the President or other appropriate University Administrator are read in the minutes at the next Council meeting following receipt of such response.
- B. Vice-Chair**
1. The Vice-Chair assumes the duties of the Chair in his/her absence, and in the event of a vacancy in the Chair (other than by expiration of term) succeeds him or her as Chair.
 2. The Vice-Chair will serve as the chair of the Distinguished Service Award Subcommittee and the Scholarship Subcommittee.
 3. Other duties shall be directed to the Vice-Chair at any time by the Chair.
- C. Secretary**
1. Composes full minutes, resolutions and/or proceedings of regular and special meetings and routes them to the Chair.
 2. Keeps attendance records of all members at meetings of the Council.
 3. Certifies that a quorum is present in order to conduct the official business of the Council.
 4. Arranges for meeting rooms for all Council related meetings.
 5. Compiles a list of names, addresses, and telephone numbers of Council members.
 6. Conducts correspondence as directed by the Chair.
 7. Assist the Chair with maintaining any listserv list currently in use or one that is developed to communicate with the staff.
- D. Treasurer**
1. Is entrusted with custody of Council funds.
 2. Disburses funds as authorized by the Council and Executive Board.
 3. Makes a full financial report annually.
 4. Makes interim reports as directed by the Council or Executive Board.
 5. Follows all University Accounting policies and procedures.
 6. Payment of Council invoices shall be approved by the Treasurer and /or Chair.
- E. Chair Pro Tempore**
 In the absence of the Chair and the Vice-Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meetings.

- F.** **Parliamentarian**
The Chair of the Rules and Procedures Committee of Council shall function in the role of the Parliamentarian during regular Council meetings to insure that Robert's Rules of Order are followed, and that all actions taken by the council are in compliance with the Constitution and bylaws of the Council.

XIV. STANDING COMMITTEE - POLICIES

- A.** Standing committees assist the Council with its functions.
- B.** The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.
- C.** Standing committees may be established or abolished by a two-thirds vote of the Council.
- D.** Each member of the Council, with the exception of the Chair, Vice-Chair, Secretary and Treasurer shall serve on at least one standing committee. The officers of the Council may have the option to serve on a standing committee.
- E.** Each member of a standing committee shall be a member of the Council.
- F.** The term of membership on a standing committee shall begin in July and shall continue for one year. Members of committees may succeed themselves upon reappointment by the Chair.
- G.** The Chair of each standing committee shall be appointed by the Chair of the Council with the advice of the Executive Committee.
- H.** Each standing committee may select a secretary for the committee from its membership.
- I.** All standing committee members shall be subject to the call of their respective Chair.
- J.** There shall be an equal division of member representatives on a standing committee.
- K.** Non-members of the Council with special qualifications may be asked to join in the deliberation of a standing committee, but in no case shall the non-member be allowed to vote.
- L.** Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization.
- M.** Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair.
- N.** Recommendations submitted by Committees will be coded for ease of referencing and tracking. The code will be the year-month-day, followed by which committee made the recommendation (PB, PR, RP, PA), and the recommendation number (1, 2, 3, etc.). Revisions to the recommendation would be indicated by adding the appropriate alphabetic letter to the number.

XV. STANDING COMMITTEES

- A.** **Rules and Procedures Committee**
Four or more members of the Council shall constitute the Rules and Procedures Committee. The Rules and Procedures Committee's functions shall include, but are not limited to, the following:
1. Reviewing of the bylaws at the July Council meeting.
 2. Preparing amendments to the Council Constitution and Bylaws.

3. Preparing regulations for elections and the conducting and supervising of such elections.
4. Recommending the creation or abolishment of standing and special committees.
5. Recommending procedures for staff participation in the government of the University.

B. Staff Policies, Benefits, and Budget Committee

Four or more members of the Council shall constitute the Staff Policies, Benefits, and Budget Committee. The functions of this committee include, but are not necessarily limited to:

1. Reviewing current fringe benefit and personnel policies. They may also propose new policies.
2. Making recommendations for proposed changes as they affect staff employees, and reporting to the Council for action.

C. Public Relations Committee

Four or more members of the Council shall constitute the Public Relations Committee. The functions of this committee include, but are not limited to:

1. Keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary.
2. Maintaining the Council web page.

D. Awards and Recognition Committee

This committee shall consist of four or more members of the Council. The functions of this committee include, but are not limited to:

1. The Committee shall be responsible for policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University.
2. This Committee shall administer the nomination and selection process and conduct the awards presentations.
3. The Awards and Recognition Committee will be responsible for other awards and recognition of staff as such arises.
 - a. **Distinguished Service Award Subcommittee:**
This sub-committee is responsible for the nomination process and selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chair, the Chair of the Awards & Recognition Committee and one member from each of the standing committees of the Council. The Vice-Chair shall serve as Chair of this subcommittee.
 - b. **Scholarship Subcommittee:**
This subcommittee is responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chair of the Council, one member from each of the standing committees of the Council, and any outside, non-council members the Vice-Chair deems reasonable. The Council Vice-Chair shall serve as Chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:

- i. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council.
- ii. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.
- iii. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

E. Executive Committee

This committee shall consist of the elected officers of the Council (Chair, Vice-Chair, Secretary, and Treasurer) and the Chairs of the standing committees. This committee shall be responsible for Council policy and input as needed in the interim between Council meetings.

XVI. SPECIAL OR AD HOC COMMITTEES

- A.** Special or ad hoc committees may be created by the Council at any time it is deemed necessary to consider particular problems, issues and/or concerns of the Staff.
1. Membership of special committees shall consist of, but are not limited to, one member of the Council.
 2. Terms of special committees shall not exceed one year.
 3. Reports of special committees shall be made to the Council for action.
 4. Special committee Chairs shall be appointed by the Chair of the Council with the advice and consent of the Council membership.

XVII. Amendments of Bylaws

These Bylaws may be amended by a majority vote of Council members present at a regular Council meeting, provided the proposed revision(s) have been submitted in writing at a regular meeting of the Council at least one month prior to voting.

Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
 2. Why is Parliamentary Procedure Important?
 3. Example of the Order of Business
 4. Motions
 5. Types of Motions
 6. How are Motions Presented?
 7. Voting on a Motion
-

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
 - a. The Chairman asks, "Are you ready to vote on the question?"

- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

assembly (a main motion)						
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Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

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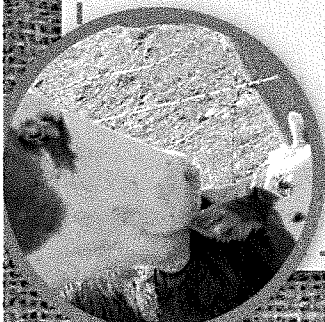
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