

Enclosure 4

Parliamentary Procedure and Convention Standing Rules

1. All provisions of the By Laws and Operations Manual are hereby incorporated by reference. Roberts Rules of Order Newly Revised shall be the Parliamentary Authority in all cases not covered by the By Laws and Operations Manual. Where neither covers a given situation the Convention shall decide.
2. Roll Call shall be conducted by Chapter. The Primary Delegate shall respond to Roll Call by answering with, Chapter Name, Your Position, plus the number of delegates with you that are physically in the room. Members at Large shall select a primary speaker for roll call purposes.
3. When a member in good standing desires privilege of the floor, he/she shall rise, wait to be recognized, once recognized state Your Name and Chapter/Branch/Member at Large.
4. A member in good standing granted privilege of the floor, shall address the Chair, and confine his/her remarks to the question. In speaking, he/she shall avoid personalities and maintain public decorum. If called to order, he/she shall wait until permission to proceed is given by the Presiding Officer.
5. Only members in good standing in attendance shall participate in the business coming before the Convention.
6. No member in good standing shall be given privilege of the floor for a second time on any question until others privileged who desire to speak has done so. Committee Chairman are exempt to answer questions or clarification of their committee report. Members in good standing shall be limited to 3 minutes. At his/her discretion, the Presiding Officer may grant additional speaking time if requested.
7. Except where the By Laws, Ops Man and/or Parliamentary Authority requires a 2/3 vote, all resolutions, and motions, shall be decided by a majority vote.
8. Convention Committee Reports are limited to 3 topics for consideration and its presentation shall not exceed 1 hour.
9. Convention Committee Reports are received by paragraph. At the end of each paragraph the presenter will be prompted to proceed by the Convention Floor.
10. Members may request the floor during a Committee Report over an issue of the paragraph being presented. The presenter shall "move this paragraph", the issue is handled, and the Chair shall prompt the presenter to proceed.
11. Convention Committee Reports shall end with "I move this report be adopted" and carries an automatic second. In the event there is only one member on the committee, then a second from the floor will be required.
12. An original signature copy of all Resolutions, written motions and reports shall be given to the Secretary.
13. Unless otherwise authorized, a Roll Call Vote shall be held upon a call by 3 different delegates from 3 different Chapters or Members at Large who are in the minority and only when the vote is in doubt. Roll Call Votes shall be by Chapter with all delegates voting. Members may vote "aye" for or "no" against. Those wishing not to vote shall respond "Abstain". As the Secretary calls the roll, the Primary Member of each Chapter shall respond with Chapter Name, number of "Ayes", "Noes" and "abstentions". A selected Member at Large shall do the same for the MALs.
14. Visitors and non-accredited members shall occupy seats provided apart from the Delegates.
15. No expenditure of funds shall be voted on without prior recommendation of the Convention Budget Committee.
16. Members shall be in the prescribed Military Uniform or equivalent for Opening Ceremonies, Past President Gold Lifetime Luncheon and Awards Banquet. During the

remaining portions of the Convention members may wear appropriate civilian attire, being defined as appropriate attire that would be acceptable aboard any Coast Guard Installation. Except for the Awards Banquet, Convention Name Tags are required.

17. These rules unless suspended, rescinded, or amended by 2/3 vote, shall remain in force throughout the Annual Convention.



Robert's Rules of Order – the Basics

(This sheet should not be a substitute for *Robert's Rules of Order*)

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. The CPOA uses Roberts Rules of Order.

Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members

Basic Principles

- All members have equal rights, privileges, and obligations.
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved, or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

Basic Definitions

Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Quorum - the minimum number of members who must be present in order to conduct business. The quorum can be found in the local unit's bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority of the members. No votes may be taken on business matters unless a quorum is present.

Presiding officer/Chair – The individual who facilitates the meeting, usually the President. In the absence of the President, if none of the Vice Presidents are in attendance, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).

Role of the Presiding officer

- To remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion and may not chair the meeting again until after a vote has been taken on the motion has been disposed of
- To vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion
- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
 - Discussion has ended, or

- A 2/3 vote closes debate (“call the previous question” or “call the question”)
- The chair restates the motion, and if necessary, clarifies the consequences of affirmative and negative votes.
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking, “All opposed?” Those opposed will say “no ”
- The chair announces the result

General rules of Debate

- No member may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members. Many Organizations limit debate to three (3) minutes per speaker by general consent at the beginning of the meeting.
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one’s own motion (but one can vote against one’s own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

Example of Handling a Main Motion:

Member rises and addresses the chair:

Madam (Mister) President.

Chair recognizes member (by title or name).

Member makes the motion.

I move that...

Another member seconds the motion (without recognition).

Second [or] I second the motion.

The chair states the motion and opens debate.

It is moved and seconded that...

Is there any debate? Or Are you ready for the question?

Chair recognizes members wishing to speak.

After debate concludes. Chair restates the motion and puts the question to a vote.

The question is on the motion to...

Those in favor of the motion say “aye.” Those opposed say “no.”

Chair announces the result of the vote and what action will be taken.

The “ayes” have it, and the motion is adopted. We will [stating action to be taken].

The chair continues with the next business in order.

Common methods of taking a vote:

General consent:

“If there is no objection, we will...” (Pause) “Since there is no objection, we will...”

Voice vote: *“As many as are in favor, say “aye.” As many opposed, say “no.” The “ayes/noes” have it and the motion is adopted/lost.”*

Rising vote (not counted): *“Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. There is a majority (or 2/3) in the affirmative and the motion is adopted.” Or “There is less than a majority (or 2/3) in the affirmative and the motion is lost.”*

Methods of Amending

By striking out: “I move to amend the motion by striking out the word “Denver.”

By inserting: “I move to amend the motion by inserting the word ‘Las Vegas’ after the word ‘Portland’ and before the period.”

By striking out and inserting: “I move to amend the motion by striking out the word ‘\$35’ and inserting the word ‘\$50.’”

Helpful terminology

- Recommendations, bylaws, rules, resolutions, budgets, and audits are **adopted**.
- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**.
- If corrections were made to the minutes, the minutes are then **approved as corrected**.
- Treasurer’s statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is **placed on file for audit** as stipulated in the bylaws.
- Motions are recorded as **“adopted”** or **“lost.”**

- It is highly recommended that main motions be put in writing (dated and signed). If so, number motion slips, and note on the slips whether the motion was “**adopted**” or “**lost**.”

Robert’s Rules Help Get Things Done!

- *Make Motions – that are in order*
- *Obtain the floor – properly*
- *Speak – clearly and concisely*
- *Obey – the rules of debate*

And most of all, be courteous! That’s always in order!

Roberts Rules of Order

7 Fundamental Motions

Introduction: Welcome to Robert's Rules of Order. Also known as Parliamentary Procedure. Why Robert's?

Robert's was created for the purpose of having order and efficiency during business meetings. Without clear concise rules we create chaos. We want to work efficiently and ensure every decision we make is well thought out and is in the best interest of CPOA.

In the course Roberts Rules Made Simple, founder and author Susan Leahy lays out what she calls the 7 Fundamental Motions. These are the most common and most used motions, during most business meetings.

Here's Robert's Rules for Dummies take on the 7 fundamental motions, of which, we really need to master the first 3. The **Main Motion**, The **Amendment**, and **Amend the Amendment**.

1. Main Motion (Original Main Motion)

- a. The main motion is a proposal for a specific action and marks the beginning of consideration of a subject. The main motion is the starting point on the way to making a group decision. (Focused Discussion)
 - (1. Until the motion is made, seconded, and stated by the Chair, no discussion is in order. This rule of "motion before discussion" saves valuable meeting time. During the discussion, you and the other members are free to alter your motion as much as necessary before you reach a final decision.
 - (2. Brainstorming is great, but you need to do it outside your business meeting.
- b. Putting your motion in writing.
 - (1. Writing out your motion helps you to organize your thoughts and compose a motion that's clear and covers the necessary details.
 - (2. A well-prepared motion helps others understand the idea.
 - (3. As often as not, ideas come during the meeting. An effective member works out the motion's wording before rising to make the motion.
 - (4. The presiding officer may ask for motions in writing, as well as the secretary, especially long paragraph type motions. The presiding officer must repeat the motion exactly as the maker makes the motion and the secretary must record it.
 - (5. By writing or working out your words, our goals will be achieved more effectively if we don't fumble over words. Sound prepared because you are prepared.
- c. Use the proper form "I move that...."
- d. A more formal Main Motion is called a Resolution. You will see some however I have never seen on created at Convention, just wanted you to be aware.
- e. **Incidental Main Motions.** Is a main motion that deals with the business of the group, including previously made decisions and decisions yet to be made. They include Motion to adopt, (will be seen on committee reports), to ratify, to recess, limit debate, point of order.
- f. **Making a main motion.**
 - (1. Is in order only when no other business is pending and never applied to another motion. Requires a second. Are debatable. Are Amendable. Requires majority vote. Requires a higher vote for bylaws, procedural rulings, and changing decisions already made. Can be reconsidered.
- g. **The Eight Steps:**

Member rises, Chair recognizes member, Member makes the motion, another member

seconds the motion, The Chair states the motion, the members debate the motion, Chair puts the question, and the members vote and finally the Chair announces the result.

2. Amend. Primary amendment is to the main motion

- a.** This subsidiary motion is the most used of the subsidiary motions.
 - (1. Its use includes changing the wording of a motion, to make a good idea better, or a bad one more palatable.
 - (2. Amendments are at the very heart of perfecting the motion before its final vote.
 - (3. Applies to pending motions only.
- b.** Must be seconded, are debatable, are amendable, requires majority vote, can be reconsidered.
- c.** The BIG rule: An amendment must be relevant (or as Robert's Rules describes, germane) to the motion it seeks to amend.
- d.** Basic Forms: inserting, striking out words or paragraphs, striking out and inserting words, by substituting.

3. Amend the Amendment. (Secondary amendment is to the primary amendment.)

- a.** Amendments can be amended, but amendments to amendments cannot. That could just go on forever. It is important to remember you can only have one primary and one secondary amendment pending at the same time.
- b.** Although the Amendment to the Amendment cannot be amended, **all other rules apply.**
- c.** Once the secondary is decided, the primary may once again be amended. However additional amendments may not raise a question already decided.

4. Refer to Committee. Or (Commit)

- a.** For all but the most simple and direct of motions, everyone's interests may be best served by referring a motion to a committee. Get the details worked out without using up valuable meeting time.
- b.** It's a simple process, before you make the motion, give it some thought and ask yourself these two questions:
 - (1. Which committee?
 - (2. What do you want them to do?
- c.** The above should be relayed in your motion. Without enough details the Chair cannot proceed on to the next item of business. The questions above must be decided before you can move on.
- d.** Refer to committee gives best opportunity to work out details, gather information, and consider alternatives before making the final decision.
- e.** Must be seconded, are debatable, are amendable, requires majority vote, can be reconsidered.

5. Postpone to a Certain Time.

- a.** Sometimes you just need to put things off.
- b.** Groups sometimes start discussion on a motion and don't have all the information needed to make a final decision, or that a motion is taking up way too much time

and you know there needs to be a decision but not right now and you have other more pressing issues to resolve.

- c. Postpone to any time during current meeting, or you may postpone to next meeting if your meeting schedule is not more than quarterly.
- d. Must be seconded, are debatable, are amendable, requires majority vote, can be reconsidered.

6. Lay on the Table.

- a. When something urgent comes up that requires the immediate decision by the assembly to set aside a pending motion, the motion to Lay on the Table is the motion to use.
- b. It is never in order, to kill or delay a pending motion.
- c. Everything attached to the pending motion is also tabled.
- d. Must be taken from the table to continue consideration. If it is not removed before your meeting adjourns it remains on the table for the next meeting. If your meeting schedule is less than quarterly, then it evaporates.
- e. Must be seconded, requires majority vote.

7. Previous Question or Call the Question

- a. Have you ever been in a meeting and said to yourself, when are we going to quit beating this dead horse?
- b. Is simply a motion to stop debate, allow no further discussion or subsidiary motions on the pending question.
- c. Because adopting this motion terminates members rights to speak or hear more information, it requires a 2/3 vote.
- d. However, it can save a lot of time, because if 2/3 of the voting members are ready to stop debate and vote, then it would be pointless to continue.
- e. Must be seconded, requires 2/3 vote, can be reconsidered

Roberts Rules of Order

Committee Reports

1. Handling Committee Reports

- a. A committee's ultimate product is a report to the group's convening authority. Its report must contain its findings, the results of its actions in carrying out the task assigned to it, its recommendations, or all this information.

2. Writing Committee Report

- a. Identify it as a report from the committee, not the committee chairman.
- b. Write in the third person.
- c. Identify the committee.
- d. Ensure the report is signed by all who concur, or by the chairman alone, if authorized by the committee.
- e. Don't address it or date it.
 - (1. The recipients are the assembly to which it is presented.
 - (2. The minutes have the date of the meeting it is presented.
- f. Don't close with "Respectfully Submitted".

3. What to do with Reports and Recommendations

- a. Reports are received when they are presented.
 - (1. No motion to receive a report is in order, except
 - (a. When it is desired to receive the report at a specific time or
 - (b. When a report needs to be adopted.
- b. Adopting reports.
 - (1. Informational reports are simply filed once presented.
 - (2. Committee reports that have action items and need to be published as the organizations report needs to be adopted.

4. CPOA Procedure during Convention Committee Reports

- a. Convention Committee reports normally have recommendations and or action items.
 - b. Convention Committee reports given to the Assembly are presented by paragraph with the following procedure.
 - (1. The presenter reads each paragraph and pauses. The assembly will give a "Proceed".
 - (2. After a paragraph is presented and someone stands to request the floor, the presenter will say: "I move this paragraph be adopted".
- Once the speaker is finished and any amendments or corrections are made, the presenter will be prompted by the Chair to Proceed.
- (3. End the Committee Report with "I move this report be adopted."
 - (4. Committee reports that have more than one member, carries an automatic second.
 - (5. The report is open for discussion / vote.

- (6. A copy of the report with Original Signature is to be delivered to the Secretary.
- c. Committee Report Format:

_____ Convention Committee Report

1. Content of your committee and recommendations numbered accordingly.

At the end of your report:

“I move this report be adopted.”

Committee Chair Signature

List Members