

Proposed Annual Meeting Rules

1. Delegates: Members in good standing shall be the official delegates. They shall have the right to speak, make motions and vote.
2. Visitors: Visitors are welcome. They may speak from the floor, but may not vote.
3. Quorum: Ten percent (10%) of the voting members shall constitute a quorum.
4. Debate: No one shall speak more than once until all who wish to speak may have the opportunity to do so. Each speaker shall state his or her name before speaking. Debate shall be limited to three (3) minutes for each speaker. The mover of the motion shall have the privilege of speaking to that motion at the end of the debate.
5. Motions: A motion shall be made in writing, signed by the mover, and given to the secretary.
6. Voting: A majority of those present and voting shall be required for adoption of any measure, except when bylaws specify otherwise.

Parliamentary Procedure

Parliamentary procedure is necessary for the orderly conduct of the local League Annual Meeting. Members desiring to speak should be recognized by the Chair. When recognized, the members should first state name.

As a Member You May –

- Demand orderly procedure.
- Appeal from the decision of the Chair.
- Be informed on the question of procedure.
- Make, second, debate, or amend (if debatable or amendable) motions.
- Vote and be assured of an accurate count.

Methods

1. **Rise to a Point of Order.** This means you think the rules are being violated in some way. You may stand and say, “Madam/Mr. Chair, I rise to a point of order.” There is no need to wait for recognition by the Chair or for a member to finish speaking. However, a point of order must be made at the time of violation.
2. **Appeal from the Decision of the Chair.** If the decision of the Chair on a point of order does not satisfy the member, he/she can appeal the decision by saying, “Madam/Mr. Chair, I appeal from the decision of the Chair.” The appeal must be seconded. The decision then rests with the assembly.
3. **Rise to a Question of Privilege.** These relate to the comfort of the members regarding heating, lighting, noise, or disturbance; to the conduct of the officers, employees, or visitors; to the accuracy of the reports of the proceedings of the assembly or to its organization. The same procedure as in #1 above applies.
4. **Call for the question.** If you feel that debate has gone on too long, call for the question by saying, “I move the previous question.” Motion must be seconded, but is not debatable, and will be put to an immediate vote. A two-thirds vote is necessary. If adopted, debate is immediately terminated and the motion under debate is voted upon.

5. Division of the House. If you doubt the result of a voice vote, you may call for a division of the house. Stand and say: “Madam/Mr. Chair, I call for a division of the house.” This requires that the vote be taken again, this time by rising.

Motions – How it Gets Done!

Steps: A motion must be

1. Made
2. Seconded
3. Stated by the Chair (after which the motion becomes the property of the assembly and cannot be withdrawn without the consent of the assembly).
4. Debated or amended if debatable or amendable
5. Put to vote, affirmative or negative
6. Result of the vote declared by the Chair

Order in which Motions are made:

1. Main Motion
2. To Amend (can be amended and debated)
3. To amend motion to amend (can be debated)
4. To commit or refer (can be amended and debated)
5. To postpone to a definite time (can be amended and debated).
6. To move the previous question requires a 2/3 vote.
7. To lay on the table and then requires a vote “to take from the table.”
8. To adjourn (a privileged main motion)To fix the time or place to which to adjourn (a privileged main motion, can be amended, debatable when no other main motion is pending)