

DUTIES OF CHAIR

- The chair may vote:
 - If the vote is by ballot, or
 - To make a tie or break a tie (if he has not already voted by ballot).
- It is the duty of the chair to hold speakers to their allotted time and help move business along as expeditiously and fairly as possible.
- The chair shall decide points of order (though the decision may be appealed by any delegate).

DUTIES OF CHAIR

- While it is necessary for the chair to give leadership, in order to be impartial and give evidence that justice is done, the chair should not personally become closely involved in debate.
- However, it is understood that in Church Board and Business meetings the Chair will be free to fully participate in the discussions and present his views.

DUTIES OF COMMITTEE MEMBERS

- In view of the privilege of serving as a member of the Church Board those acting in these capacities should conduct themselves with Christian decorum, realising they are doing the Lord's business, not making frivolous, irrelevant, unnecessarily time-consuming, or obstructive speeches or motions.
- In such cases the chair has every right to rule Out of Order.




DUTIES OF COMMITTEE MEMBERS

Committee members, for reasons of fairness and respect for fellow members, should not expect to speak to a motion a second (or additional) time until others wishing to speak have had the opportunity to do so (as far as this is feasible).

However, the chair may give a person who has already spoken the opportunity to answer a question or clarify previous remarks.

QUORUM



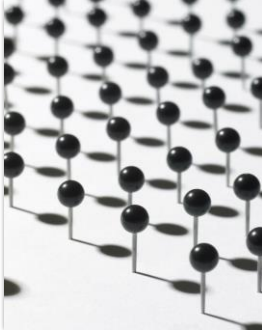
- The quorum for a Church Board is set at a Business Meeting

VOTING

- Voting normally shall be by voice vote (viva voce).
- If there is no objection, the chair can declare a vote by general consent.
- By ruling of the chair or by majority vote of the members present and voting, voting can be by raising of hands, standing, secret ballot, or use of electronic device.
- If there appears to be a reasonable doubt regarding the result of a vote, either the chair or any member may call for the votes to be counted/recounted (a division of the assembly).


DEALING WITH MOTIONS

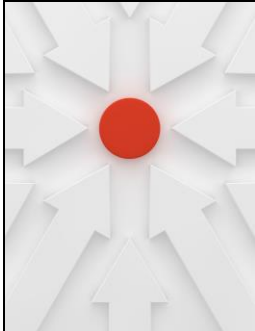
- There are basically four types of motions:
 - Main motions
 - Privileged motions
 - Subsidiary motions
 - Incidental motions
- Each category has its own purposes, characteristics, and order of precedence.



MAIN QUESTION OR MOTION

- The purpose of a main motion is to introduce and propose the action regarding an item of business. Only members with the right to vote may make motions or speak to motions.
- Requires a second.
- A simple majority vote is required for the motion to pass unless the Bylaws or these rules specify a different requirement.
- It may be amended by a majority vote.





MAIN QUESTION OR MOTION

- Another motion is not in order when a main motion is being considered, except:
 - Privileged motions
 - Subsidiary motions
 - Incidental motions

Questions of Privilege.

A question of privilege is used to get the attention of the chair and meeting regarding a matter of business or procedure that cannot wait.

Questions of privilege refer to:


- Organization of session or meeting.
- Comfort of delegates or members.
- Conduct of delegates, members or of others present.

PRIVILEGED MOTIONS

- Members can move three kinds of privileged motions:
 - Fixing the time of a further meeting.
 - Calling for adjournment or recess.
 - Questions of privilege.
- No debate is allowed on privileged motions, and they can not be tabled (except a question of privilege), postponed, or referred to a committee (committed).

Fixing the time of a Further Meeting.

- This motion
 - Requires a second.
 - Cannot be debated.
 - Is the highest motion in rank.
 - Can be amended in regard only to time and place.
 - Cannot interrupt a person speaking.
 - Requires a simple majority.
 - Can be reconsidered.



Calling for adjournment or recess.

- This motion
 - Requires a second.
 - Cannot be debated, though the chair or secretary may provide information regarding business requiring attention.
 - Adjournment can not be amended, recess may be amended.
 - Requires a simple majority
 - Cannot interrupt a person speaking
 - Cannot be reconsidered.

SUBSIDIARY MOTIONS

Subsidiary motions apply to a main motion and take precedence over the main motion because they need to be decided before the main motion can proceed.

Privileged motions have precedence over subsidiary motions.

SUBSIDIARY MOTIONS

- These rules of order recognize six kinds of subsidiary motions:
 - Motion to table
 - Calling previous question
 - Refer to committee (commit)
 - Amendments
 - Postpone indefinitely
 - Limit time of debate.

Motion to Table.

- A motion to table should be used when committee members wish to postpone to a later time consideration of an item that has been moved.
- It is not used to "drop" or suppress a motion.
- A motion to take from the table business previously tabled, is treated in the same way as a motion to table, though it can be renewed if it fails to pass.



Motion to Call the Previous Question.

The purpose of this motion is to stop and close debate immediately and vote on a main motion or amendment under consideration.

If previous question is ordered regarding an amendment, debate can continue on the main motion after the previous question on the amendment is voted.

Refer to Committee (Commit).

- The purpose of the motion to commit is to refer an item of business to a committee.
- The motion to commit
 - Requires a second.
 - Can be debated.
 - Can be amended.
 - Requires a simple majority.
 - Takes precedence, except the motion to postpone indefinitely and the main question.
 - Can be reconsidered if the committee has not already begun its work.

Amendments.

The purpose of the motion to amend is to change or modify a main motion, and thus it must be germane to the business matter to be amended.

A motion to amend (first level) may itself be amended (second level), but there can be no amendment (third level) to an amendment.

A "substitute motion" is really an amendment.

Postpone Indefinitely.

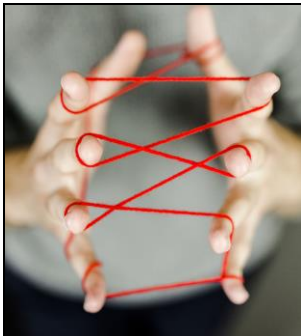
- The purpose of this motion is to suppress a motion.
- Subsidiary motions do not apply, except previous question and limit (or extend) time of debate.



Set Time of Debate.

- The purpose of this motion is to establish limits regarding the length of individual speeches in a discussion or to limit the time period provided for discussion before voting.






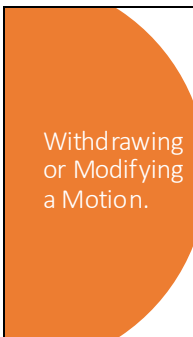
INCIDENTAL MOTIONS

- These motions deal with incidents concerning main motions and must be decided before the main motion.
- These rules of order recognize as incidental motions only:
 - appeals regarding points of order
 - division of a question
 - withdrawing or modifying a motion.

Appeal regarding points of order.



- The purpose is to object to a decision or ruling of the chair at the time it is made regarding a point of order
- Or to relieve the chair from having to make a decision by placing responsibility on the delegates or members.



Withdrawing or Modifying a Motion.

- Before a motion has been stated by the chair, it is the property of the mover, who can withdraw it or modify it without asking for consent.
- After the motion has been stated by the chair, the maker must ask the assembly's permission to withdraw or modify the motion.
- If there is no objection, the chair shall treat the request as a unanimous-consent request. If there is an objection, the chair shall put the request to a majority decision vote.

Reconsideration of Motions.

- When these rules of order permit it, a motion already voted on can be reconsidered. The purpose of reconsideration is to permit correction of an erroneous action, especially when added information has become available or a changed situation has developed since the vote was taken. In order to protect against possible abuse, the motion to reconsider must be made by one who voted with the prevailing side. The motion to reconsider is appropriate when made during the same meeting or council. (After adjournment, the motion to rescind is the appropriate motion to be used at a subsequent meeting.)

Rescinding or Amending Previous Actions.

The purpose of the motion to rescind is to repeal or annul an action previously voted.

The motion to amend a previous action aims at changing only a part of the text previously voted.

SUSPENDING RULES OF ORDER

- Under special circumstances, and for the purpose of facilitating the business of the Church, these rules of order may be suspended by a two-thirds vote of the delegates or members.



Conclusion

