

**STUDENT
ACTIVITIES MANUAL**

SICC
1967-1968

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ADMINISTRATION OF STUDENT ACTIVITIES

The By-Laws of the Board of Higher Education provide for faculty supervision of activities and chartering of student organizations. The faculty has the power to regulate, suspend or discontinue extra-curricular activities in the interests of the college.

The student and faculty organizations of Staten Island Community College involved in the preparation, implementation and supervision of these regulations are the Student Association (S.A.), the Student Activities Advisory Board (S.A.A.B.), and the Faculty Committee on Student Activities and Services (F.C.S.A.S.). The Staten Island Community College Association, Inc. (S.I.C.C.A., Inc.) and the Board of Directors of the S.I.C.C.A., Inc. are concerned with fiscal matters. The Faculty Adviser to the Student Association, who is a member of the Department of Student Personnel, is the liaison between the faculty and the student organizations.

The regulations herein are reviewed by the Student Activities Advisory Board once a year and recommendations for changes are submitted to the Faculty Committee on Student Activities and Services.

STRUCTURE OF STUDENT ORGANIZATIONS

Faculty Advisers

All Student Association organizations must have a faculty adviser, selected every two years by the members of the organization. Faculty advisers must be present at all functions and should be notified of and invited to activities well in advance of the scheduled event. If an organization wishes to change its adviser it may request a resignation from their adviser and select another.

Forming New Organizations

If a group of students wishes to start a new organization on campus, the following procedures should be followed:

1. Obtain a constitution form from the Faculty Adviser to the Student Association.
2. Use this form as a guide to write the new organization constitution.
3. Submit five copies of the constitution to the Faculty Adviser of the Student Association who will then send a copy to each of the following Committees for approval: Student Senate Constitution Committee, the Senate, the Student Activities Advisory Board and the Faculty Committee on Student Activities and Services.

Note: Athletic clubs are limited to intra-mural competitions. All students participating in intra-mural programs must undergo a medical examination.

Maintaining Official Membership

In order to renew its charter each semester, each organization must submit the following to the Student Government Association and the Faculty Adviser to the Student Association:

- 1) A Charter Renewal Form
- 2) A membership list
- 3) A report evaluating the activities of the group during the past semester.

These forms must be submitted not later than the second week of each semester. Information concerning student organizations will be prepared and distributed.

Active Status

The Student Activities Advisory Board reserves the right to set a minimum membership number for an organization to be considered active. An organization with less than this minimum may be considered active with the permission of the Student Senate and Student Activities Advisory Board.

Rooms and Meetings

Every semester, the Student Activities Advisory Board assigns a permanent meeting room to each organization for that semester. A schedule of all such rooms is mailed to all organizations one week prior to the first scheduled meeting. The Student Activities Advisory Board also may limit the number of official meetings of organizations during the semester in order to insure a just distribution of facilities. Facilities granted organizations are commensurate with the size of its membership on file and/or the purpose of the intended meeting.

If any organization wishes to change its assigned location, it must submit a written request to the Faculty Adviser to the Student Association, who will submit this request to the Student Activities Advisory Board for approval and notify the organization of the decision through the organization mail box.

Planning an Activities Calendar

The Student Senate is interested in planning a balanced calendar of events and, in the process, prevent school-wide functions from occurring all at one time of the year and similar functions from being crowded together.

To achieve these ends, all organizations must submit by the third week in May a list of their proposed activities for the following academic year. (See Calendar Request Form.)

It is understood that these listings cannot be specific, but preliminary tentative plans must be submitted.

During the following academic year, each organization president must submit a monthly calendar with definitive dates and activities for publication. (See Presidents' Committee for more details.)

MEMBERSHIP AND LEADERSHIP IN STUDENT ORGANIZATIONS

All day session students at Staten Island Community College regardless of race, religion, national origin or sex may be members in student organizations. In order to attend field trips or any outside activity connected with a student organization, a student must submit a signed permission slip from his parents. These slips are obtained from the Faculty Adviser to the Student Association.

Eligibility for Office

To be eligible for office (including committee chairman), a student must be a fully matriculated day student and must maintain a "C" average (2.0). An officer who falls below this standard may be permitted to retain his office after special petition to the Student Activities Advisory Board indicating special mitigating circumstances. Students on disciplinary probation are ineligible for office.

A student may not be a president of more than one organization without the explicit permission of the Student Activities Advisory Board.

Election of Officers

Elections of new officers for all organizations must take place during the second week in May. These newly-elected officers will be oriented and will take part in planning their organization activities and budget for the following academic year.

President's Committee

The Organization Presidents' Committee is a student activities coordinating committee composed of all organization presidents, the chairman of which is the Student Senate President. This committee meets monthly to coordinate the student activities calendar and to discuss and solve common problems of student organizations. Notices regarding the date, place and time of these meetings are posted on the activities bulletin board and also sent to the organization mail boxes. Every organization president is responsible for keeping himself apprised of these scheduled meetings. If an organization president is unable to attend a meeting, he should contact the Faculty Adviser to the Student Association and with him make arrangements for a substitute to attend. Those organizations that fail to comply with these policies will be penalized by having funds withheld from them. At each of these meetings the organization president will hand in a schedule of activities for his organization for the following month. This schedule is the definitive schedule, which may differ from the tentative calendar submitted by the organization the preceding year.

Treasurer's Committee

The Organization Treasurers' Committee is composed of the treasurers of all organizations sponsored and financed by the Student Association. The Student Senate Treasurer calls and presides at this meeting, which meets once at the end of each semester, to inspect organization books and discuss financial matters. All organizations are expected to keep orderly books with an accurate account of funds dispersed and purpose for which these funds were spent. (See Budget Procedures for further information regarding the use of funds.)

Organizations negligent in attendance will be penalized by having funds withheld from them. Notices of the meetings will be posted on the activities bulletin board and also sent to organization mail boxes. It is the responsibility of each treasurer to apprise himself of the meetings.

PREPARING A BUDGET

All detailed requests should be categorized under the following broad headings:

- SUPPLIES:** Exclude general office supplies, which should be requisitioned from stocks issued to the Faculty Adviser to the Student Association. (See Page 16.)
- SERVICES:** Printing, photographic services, speakers' fees, membership fees, repairs to equipment, film rentals, registration fees for meetings or tournaments, etc.
- SOCIAL ACTIVITIES:** Refreshments, decorations, tickets, tablecloths, cups, trophies, etc., whether for an organization social or a community welfare project. Alcoholic beverages are prohibited on campus.
- TRAVEL EXPENSES:** Include carfare, tolls, meals, etc., within 50 mile radius or to The City University of New York-sponsored event.
- EQUIPMENT:** Storage units, record players, athletic or recreational items, music stands, electronic equipment, rifles, flags, banners, etc. DO NOT request items which can be properly purchased by the college through departmental allocation of educational equipment funds, e.g., laboratory equipment.

MISCELLANEOUS: NOT a lump sum contingency item, but one which cannot be categorized under one of the above headings.

Although it is difficult for organization officers to fully anticipate the needs of their successors, organization advisers can be helpful in providing guidance for reasonable estimates of need based upon past experience. The Faculty Adviser to the Student Association and the Corporation Treasurer also stand ready to offer advice when needed.

The Student Senate and the other reviewing bodies ask that budget requests be clear and detailed in order to justify serious consideration.

An organization may modify its budget without authorization up to 10% of its annual budget; all other modifications require the approval of the Student Activities Advisory Board.

Procedures

Organization treasurers will receive Budget Request forms from the Faculty Adviser to the Student Association and must follow the following procedures:

1. Fill in six copies of the Budget Request form.
2. Detail needs in Column 1.
3. Enter amounts required in Columns 2, 3 and 4.
(See sample Budget Request form.)
4. Submit five completed forms to the Faculty Adviser for the Student Association.

NOTE: The timetable of deadlines for budget processing is as follows and must be met by all concerned:

1. Organization Treasurers submit five copies to the Faculty Adviser to the Student Association on the last Monday in April.
2. The Faculty Adviser to the Student Association submits these copies to the Student Senate during the last week in April.
3. The Student Senate submits four copies to the Faculty Adviser to the Student Association before May 1.
4. The Student Activities Advisory Board will meet during the first week in May and forward three copies of the Budget Request form, with its recommended allocations, to the following:

President of S.I.C.C. Association, Inc. — (President of College)
Secretary — (Registrar)
Treasurer — (Fiscal Officer)

5. The treasurer of the Staten Island Community College Association Incorporated will prepare copies of the recommended budget for submission to the members of the corporation prior to their meeting.
6. The corporation will forward a copy of its recommendations to the Board of Directors of the Corporation, which will make final modifications and appropriate funds.

Withdrawing Funds From An Organization Account

I. REIMBURSEMENT

- A. The organization treasurer should obtain a Voucher form from the Student Senate Treasurer or the Faculty Adviser to the Student Association.
- B. Fill in all requested information.
- C. Obtain the required validating signatures on the Voucher.
- D. Staple all receipts of funds spent to the completed Voucher form.
- E. Send completed Voucher and receipts to the Bookstore. (Check will be sent to the requester.)

II. ADVANCE PAYMENT

This procedure is followed if an organization wants payment in advance for an exact amount or does not know beforehand the exact amount of money needed from its account for an activity. A request is made for an advance of the exact or estimated amount of funds as follows:

- A. The organization treasurer should obtain an Advanced Expense form and a Voucher form from the Student Senate Treasurer or the Faculty Adviser to the Student Association.
- B. Fill in ALL requested information on the Advanced Expenses form.

- C. Obtain the required validating signatures on the Advanced Expenses form.
- D. Send completed Advanced Expenses form to the Bookstore.

After the funds have been spent, the following procedures should be followed:

- A. The organization treasurer should fill in all requested information on the Voucher form.
- B. Obtain the required signatures.
- C. Staple all receipts to the completed voucher.
- D. Return all unspent funds or indicate a reimbursement of funds with this Voucher.
- E. Send completed Voucher form to the Bookstore.
(See sample of both withdrawal forms.)

GENERAL INFORMATION FOR STUDENT ORGANIZATIONS

Bulletin Boards

Each organization will have a section of a bulletin board upon which to post notices for its membership. Bulletin boards are to be kept neat and up-to-date or the privilege to use them will be removed by the Student Senate. (See poster regulations.)

Conference Rooms

Organizations have access to the Conference Rooms in the Activities Office by reservation only. See the Faculty Adviser to the Student Association for reservations.

Lounge & Kitchen

Any organization may reserve the Lounge and adjoining Kitchen for a special activity. See the Faculty Adviser to the Student Association for reservations.

Mail Boxes

The organization mail boxes are located in the Student Activities Office. Each has its own mail box and is responsible for checking it frequently for important notices.

Having Materials Duplicated

The Student Association has a mimeograph machine which it uses to service the needs of all organizations. The procedures for having materials duplicated are as follows:

1. Obtain Duplication Requisition form from the Faculty Adviser to the Student Association.
2. Fill in requested information.
3. Submit request with stencil and paper (see Materials and Supplies) one week prior to the date needed to the Activities Office.

Requisitioning Materials & Supplies

All chartered organizations may requisition materials and supplies for their use from the following list of materials and supplies available: (These materials and supplies should not be budgeted; see budget sample.)

- Oaktag — colors
- Mimeo paper — colors
- Glitter — colors
- Glue
- Pencils
- Erasers
- Magic Markers — colors
- Paper clips
- Thumb tacks
- Yellow pads
- Rulers
- Stencils — duplicating

Procedures for requisitioning materials and supplies:

1. Obtain Supplies Requisition form from the Faculty Adviser to the Student Association.
2. Fill in request. Do not order in excess of need for each occasion.
3. Submit requisitions for materials one week prior to the date needed.

Posters

1. All posters, handbills, etc., displayed in the college buildings and/or on the college grounds must be approved by the Faculty Adviser to the Student Association.

2. If students wish to post materials on a departmental bulletin board, they must obtain permission from that department chairman. First, however, the posters must be approved by the Faculty Adviser to the Student Association.
3. Posters may only be tacked to bulletin boards. Posters may NOT be scotch taped to the walls.
4. All posters must be attractive, neat, legible and in good taste.
5. The maximum poster size is 24 x 36 inches.
6. The maximum number of posters for one organization at a given time is 50.
7. Distribution of handbills in the dining room must be approved by the Food Service Manager. First they must be approved by the Faculty Adviser to the Student Association.
8. All posters must be removed by 5:00 P. M. of the school day following the event.
9. ILLEGAL posters, not approved or illegally posted, will be taken down and a penalty placed on the organization posting them.
10. Organizations which repeatedly fail to follow these procedures may be restricted from advertising future events.
11. The Student Senate, on occasion, will make exceptions to these rules when necessary.

Reserving Space

If a student organization wishes to hold an activity in an area other than its assigned meeting area, the following procedures must be followed:

1. Obtain Space Reservation forms from the Faculty Adviser to the Student Association.
2. Fill out 7 copies of this form.
3. These reservations will be approved by the Student Senate Activities Committee Chairman and the Faculty Adviser to the Student Association, who will then notify all persons involved.
4. A signed copy will be returned to the organization indicating whether or not the request has been approved.
5. These forms must be filled out two weeks prior to the event. (See sample Space Reservation form.)

Conducting Charity Drives

All charity drives held on or off campus must first have the approval of the Student Activities Advisory Board. Such drives are restricted to recognized philanthropic works of municipal and national scope, and all drives will be limited to one week; any extension of time must be approved by the Student Activities Advisory Board.

The procedures for obtaining permission to hold a charity drive are as follows:

1. Obtain four copies of the Charity Drive form from the Faculty Adviser to the Student Association.
2. Fill in all information requested on all copies and return to the Faculty Adviser to the Student Association, who will submit the request to the Student Activities Advisory Board for approval. The organization will be notified of the decision through the organization mail box.
3. All forms must be submitted for approval three weeks prior to the event.

Inviting Outside Speakers

Before an invitation is extended to an outside speaker, that speaker must be approved by the Student Activities Advisory Board.

Guidlines for inviting outside speakers:

1. Do not invite speakers who have been convicted criminals.
2. When inviting speakers representing extreme or controversial viewpoints, the faculty adviser must provide representation for the opposite viewpoint.
3. Do not invite speakers who have worked for but who have been dismissed by the City of New York.

The following procedures must be followed to obtain permission:

1. Obtain four copies of the Outside Speaker Permission form from the Faculty Adviser to the Student Association.
2. Fill in requested information on all four copies and return them to the Faculty Adviser to the Student Association. These will be submitted to the Student Activities Advisory Board for approval, and notification of the decision will be sent to the organization through the organization mail box. (See sample Outside Speaker Permission form.)
3. Forms must be submitted two weeks prior to the event.

NOTE: No money may be budgeted for speakers' fees. The payment of \$5.00 may be paid for a speaker's lunch.

Dark Room

The facilities of the Dark Room are available to all organizations by reservation. See the Faculty Adviser to the Student Association for reservations.

The following procedures must be followed to obtain copies:

1. Obtain four copies of the Ontario Student Services form from the Faculty Advisor to the Student Advisor.
2. Fill in requested information on all four copies and return them to the Faculty Advisor to the Student Advisor. There will be returned to the student a copy of the form, a copy of the form for the Faculty Advisor, and a copy of the form for the Student Advisor.
3. Forms will be returned two weeks after to the student.

APPENDIX A:

FORMS

NOTE: The forms are available in the Faculty Advisor to the Student Advisor to the Student Advisor.

Draft Form

The Faculty of the Draft Form are available to all students and by request from the Faculty Advisor to the Student Advisor to the Student Advisor.

S.I.C.C. ASSOCIATION BUDGET REQUEST FORM
FOR THE ACADEMIC YEAR

Date submitted _____

May 2, 1966ART CLUB

Name of Organization

Submitted by JOHN RICHMOND

DESCRIPTION	Fall 19__ Request (2)	Spring 19__ Request (3)	Total Request	Senate Alloca- tion (5)	S.A.A.B. Alloca- tion (6)
SUPPLIES					
Oils & Watercolors	\$35.)		
Canvas	15.) \$75		
Frames	25.)		
SERVICES					
Rental of Museum Studio	\$25.	\$25. 15.) \$65.)		
SOCIAL ACTIVITIES					
Contest awards		\$50.	\$50.		
TRAVEL					
Visits to galleries	\$15.		\$15.		
EQUIPMENT					
Easels	\$75.		\$75.		
MISCELLANEOUS					
TOTALS	\$205.	\$125.	\$330.	\$	\$

STATEN ISLAND COMMUNITY COLLEGE
STUDENT ACTIVITIES ADVISORY BOARD

CHARTER RENEWAL FORM

Date: _____

Name of Club: _____

NAME	ADDRESS	TELEPHONE
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Officers:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Faculty Advisor:

We have read the Organization Constitution on file, and our practices are in conformity with the practices enumerated therein.

(Signature of President)

(Signature of Faculty Adviser)

CHARITY DRIVE PERMISSION FORM

NAME OF SPONSORING ORGANIZATION _____

NAME OF CHARITY _____

DATE(S) OF CHARITY DRIVE: FROM: _____

TO: _____

NOTE: 1. A Space Requisition form must also be filled out for permission to use college facilities.

2. Tables which are used in conducting drives in hallways or lobbies must be kept neat and free from food particles and wrappers.

PERMISSION REQUEST FORM

FOR OUTSIDE SPEAKER

STUDENT ORGANIZATION NAME _____

Name(s) of Speaker(s) _____

(Include Speakers for _____
opposite opinion)

Organization(s) Represented by _____
Speaker(s)

Topic: _____
(Outline subject to be discussed)

Date: _____

Attendance Anticipated _____

Signature of Club President _____

Signature of Faculty Adviser _____

Approved by SAAB _____

Date _____

STATEN ISLAND COMMUNITY COLLEGE

STUDENT ASSOCIATION

SPACE RESERVATION FORM

Date _____

To:

_____ Food Service _____ Student Personnel _____ Organization's Copy
_____ Building & Grounds _____ Cleaning Services
_____ Security & Maintenance _____ Student Association Information Files

From: Student Senate

Organization: _____

Function: _____

Date: _____

Time: _____

Place: _____

Special Needs: _____

Students in Charge (Name, Address and Telephone Number)

Faculty Adviser(s): _____

Student Activities

Committee Approval: _____

Faculty Adviser to the

Student Association Approval: _____

Date of Approval: _____

SUPPLIES REQUISITION

Date _____

Organization Name _____

<u>ITEM</u>	<u>QUANTITY</u>
Oaktag (Colors) _____	_____
Mimeo paper (Colors) _____	_____
Glitter (Colors) _____	_____
Glue _____	_____
Pencils _____	_____
Erasers _____	_____
Magic Markers (Colors) _____	_____
Paper Clips _____	_____
Yellow Pads _____	_____
Rulers _____	_____
Stencils _____	_____

Date Approved _____

Date Filled _____

DUPLICATING REQUEST FORM

Date _____

ORGANIZATION NAME _____

DATE NEEDED _____

NUMBER OF COPIES _____

ORGANIZATION APPROVAL:
(one officer's signature) _____

FACULTY ADVISER SIGNATURE _____

DATE FILLED _____

APPENDIX B: PARLIAMENTARY PROCEDURE

PREPARED FOR THE STUDENTS

BY

PROF. ATTINSON

WHAT DO WE MEAN BY "PARLIAMENTARY PROCEDURE"

It is merely a **recipe** for producing a successful meeting.

its ingredients:

the group or assembly, and
the business to be considered.

order of using
the ingredients:

the order of business and the
meeting procedure.

specific action
with each ingredient:

how, or what is to be done —
via specific motions,
actions or procedures.

In plain English, it refers to a guide for the effective operation of an organization. It represents the standardized patterns for handling items of business which occur regularly.

BASIC PRINCIPLES (INGREDIENTS) OF PARLIAMENTARY LAW

1. Justice, fairness and courtesy to all.
2. One thing at a time.
3. Rule of the majority.
4. Rights of the minority.

Now . . . to get on with the recipe:

Before You Take Over

1. Know the structure of your organization (Its CONSTITUTION).
2. Be familiar with the specific operating rules (Its BY-LAWS).
3. Get acquainted with the language of meeting procedure (general terms, kinds of action, kinds of vote, motions, misc. terms).

When You Preside

1. Plan your agenda in advance.
2. Maintain orderly procedure.
3. Know the rights and privileges of the floor and the chair.

From here on, we will take each of the steps in our parliamentary recipe . . . and review them more closely.

KNOW THE STRUCTURE OF YOUR ORGANIZATION

The CONSTITUTION is the basic framework and structure of your organization.

(It's like the shell of a house — it gives form, and provides roots. To be a complete house it needs to include all of the functional rooms and facilities . . . to be an operative organization, your constitution should provide for the skeleton structure.)

BY-LAWS cover specific instruction for each of the structural items in the Constiution:

Membership

Defines rights, duties and privileges of members

Meetings

Dues

Quorum

For regular meetings, committees, etc.

Duties of Officers,

Committees,

Executive Board

Procedures for Committees

Regular order of business

Nominations

Elections

Term of Office

Vacancies

Finances

Parliamentary authority

Amendment

GET ACQUAINTED WITH THE LANGUAGE OF MEETING PROCEDURE

General Terms

ASSEMBLY the voting membership present.

The Constitution should cover:

The name (official) of the organization

The purposes and objectives

Membership eligibility

Administration:

Officers

Executive Board of Committee

Standing Committees

Special Committees

Meetings

Kind of meetings

When and how often held

Amendment

BE FAMILIAR WITH THE OPERATING RULES

BY-LAWS provide for the operating procedure of the organization — the “rules of the road.”

They are more easily changed than the constitution — just as in your home you change your decorating scheme or furniture placement more often than you make a major change in the house itself.

By-Laws provide the basic rules to be followed for effective operation — with flexibility to adjust to changing needs and circumstances.

REFER TO COMMITTEE . . . ends debate. Committee must give report on proposal at later date.

POSTPONE . . . To defer action (a) indefinitely, or (b) to a certain specified time.

Kinds of Vote

MAJORITY VOTE . . . More than one-half the votes cast.

example: Total Members: 100

51 would be majority of members

If 80 are present at meeting,

41 would be majority

If only 50 votes are cast by

the 80 members present

26 votes would carry.

PLURALITY VOTE . . . When one candidate has a larger number of votes than any other candidate.

Total votes cast: 100

A gets 56

B get 54

A wins by plurality

TIE VOTE . . . motion or action is not carried on a tie vote.

GENERAL CONSENT . . . Saves the formality of motions. When there is no objection to ding a necessary piece of business, "general consent" carries it. Usually achieved by chair stating: "If there is no objection . . . (we will dispense with the reading of the minutes of our last meeting.)"

- CHAIR . . . the presiding officer at a meeting.
- FLOOR . . . where the members of the organization sit in a body, as opposed to the chair.
- QUORUM . . . a specified number of officers or members of a group legally competent to transact business of the organization when meeting together in a group.
- RECOGNITION BY THE CHAIR . . . simply means that the member rises and addresses the chair, who then gives the member the privilege of the floor.

Kinds of Action

- ADOPT)
- ACCEPT) . . . a vote of approval.
- RECEIVE . . . when no action need be taken, a report is "received." (Treasurer's statement is received.)
- REJECT . . . Vote against, or turn down a proposal.
- AMEND . . . To alter a proposal: by striking something out, by adding something; or by substituting.
- TABLE . . . Put aside a motion or report — usually for consideration at a future meeting.

Basic Essentials of a Motion

1. The purpose of the motion, or the motion itself, should come within your group's stated objectives.
2. The motion can be in order only if you have control over the proposed action.
3. A motion can be amended.
4. Any motion which proposes taking away rights and privileges of members requires a 2/3 vote to pass. Other motions usually require only a majority vote.
5. Motions can be reconsidered.

General Procedure for Handling Motions

1. The motion is made from the floor.
2. It must be seconded.
3. The motion is then restated by the presiding officer. (At this point it becomes the "question" for consideration by the assembly.)
4. The chair calls for discussion.
5. After full discussion and deliberation, the chair asks if the assembly is ready for a vote on the question.
6. Vote is taken.
7. Chair announces the results of the vote: motion is either carried or lost.

If there is but one objection, regular procedure must be used.

TWO-THIRDS VOTE . . . usually needed to suspend privileges or regular rules of order. 2/3 of votes cast needed to carry any motion or action requiring such a vote.

MOTIONS

What Are "Motions"?

A motion is a formal proposal to take specific action; or to express the opinion of the group.

How Are Motions Made?

Any member of the group may be recognized by the chair and state the proposed action or expression of group opinion in the form of a motion by saying:

"I move that we . . .

or

"I move to . . .

Do NOT say . . . "I make a motion to . . .

Why Are Motions Necessary?

In order to maintain logical sequence on the floor of a meeting, the principle of "one thing at a time" is of utmost importance. A motion opens discussion on a given subject and concentrates the work of the assembly on the disposal of the specific business involved in the motion. Motions are the tools for crystalizing the purposes and objectives of the organization.

KINDS OF MOTIONS

Main Motions

A main motion introduces a subject to the assembly. It is a NEW proposition.

It can be debated.

It can be amended.

It can be disposed of.

It should be stated positively — in the affirmative. It should clearly indicate the action to be taken.

Secondary Motions

1. Can grow out of the main motion. These are called **subsidiary motions** and are put to vote before the main motion which they affect. For example, motions to:

- a. "Lay on table" — or "table."
(This provides temporary deferment)
- b. "Move the previous question." (This calls for an end to debate; to take vote on the pending motion.)
- c. Limit time for debate.
- d. Postpone to definite time.
- e. Refer to committee.
- f. Amend an amendment. (Called a secondary amendment.)
- g. Amend the motion. (Called a primary amendment.)
- h. Postpone indefinitely.

2. Can have nothing to do with the pending motion, but are important enough to the rights of members to interrupt the discussion on the floor. These are called **privileged motions**, and must be handled immediately. (They are not debatable.)

- a. Motions to adjourn or to fix the time for adjournment.
- b. Questions concerning rights and privileges of the assembly or the individual member.
- c. Call for the orders of the day.

3. Can arise out of other questions incidental to the main business and can therefore interrupt the discussion on the floor. These are called **incidental motions**. They are usually not debatable, and yield to privileged motions.

- a. Points of order. (Parliamentary inquiry.)
- b. Temporary suspension of the rules to consider specific question out of its order.
- c. Objection to the consideration of any main motion. (Must be made before debate is begun.)
- d. In case of doubt on voice vote, a call can be made for a standing vote — (“Division”).
- e. Requests for information — to ask questions, etc.
- f. Appeal from the decision by the chair. (This is debatable.)
- g. Leave to withdraw motion.

We have just run through the background material which you should be familiar with before you preside over a meeting.

Now that you know your ingredients, know in what order to handle them; and what to do with each of them . . . you are ready to preside.

PLAN YOUR AGENDA IN ADVANCE

What Is an Agenda?

An agenda is a list of things to be done — a memo of items to be brought up at a meeting.

The agenda is not to be confused with the "order of business". The agenda is usually made up of items of new business, or unfinished business. It is of value to the presiding officer because it establishes the extent of business to be covered at the meeting. It enable the presiding officer to set up a time-table for the session — and serves as a reminder.

MAINTAIN ORDERLY PROCEDURE

The **Regular Order of Business** is usually established in the by-laws of the organization.

The recipe for a successful meeting depends essentially on the orderly execution of the business at hand. There are basic routines which are a part of every meeting. These usually make up the order of business, which covers:

Call to order

Reading of minutes

(Minutes should indicate what was DONE, not what was said. Minutes are the official record of proceedings at a meeting.)

Treasurer's statement

Never "accept" or "approve" an unaudited treasurer's report. The monthly statement given by the treasurer is "received" and filed for future audit.

Reports of standing committees

Reports of special committees

Unfinished business

New business

Program

Adjournment

The by-laws also should make provision for changing the order of business when circumstances warrant.

SUMMARY

Recipe for Successful Meetings

1. Know the structure of your organization. (Constitution)
2. Know the operating rules. (By-Laws)
3. Understand the language of meeting procedure.

4. Know the rights and privileges of the floor and the chair.
5. Maintain orderly procedure. (One thing at a time.)
6. Be impartial and fair to both the majority and the minority.
7. Have a problem-solving attitude.
8. Use your common sense in applying formal procedures.

Miscellaneous Terms

GERMANE . . obviously related to the pending motion or to the objectives of the organization.

PENDING . . . The question before the assembly for discussion and action is said to be pending.

PUT THE QUESTION . . . stating the question and asking for a vote.

PREVIOUS QUESTION . . . a request to put the pending question a vote without further debate.

DIVISION . . . a call for a vote recount.

ADJOURN . . . bring meeting to a close . . either with or without a specified date for next meeting.

EX-OFFICIO . . . (means, because of official position.) An ex-officio member of a committee can vote, but is not counted in the quorum for the committee.

POINT OF ORDER . . . If a member feels that the rules of the assembly are not being enforced promptly or properly, he can interrupt on a "point of order."

NOTES

DEMAND . . . demand is related to the pending motion or to the
dispositive of the question.

PREVIOUS QUESTION . . . The question before the assembly for discussion
and upon a vote to be taken.

PUT THE QUESTION . . . asking the question and asking for a
vote.

PREVIOUS QUESTION . . . a request to put the pending ques-
tion a vote without further debate.

DIVISION . . . a call for a vote record.

ADJOURN . . . being meaning to a close . . . either with or with-
out a specified date for next meeting.

EX OFFICIO . . . powers because of official position. An ex-
officio member of a committee can vote, but is not
included in the quorum for the committee.

POINT OF ORDER . . . If a member feels that the rules of the
assembly are not being enforced properly or properly
for an attempt to a "point of order."

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