

General Guidelines for NLAG Meetings and for Roberts Rules of Order

Two Goals of Parliamentary Procedure:

1. To maintain order
2. To assure that everyone gets to voice their opinion

Basic Practices of Maintaining Order:

- a. No cell phones. Please place them on vibrate or silent.
- b. No talking over each other or shouting (*only one person should be speaking at a time*).
- c. No profanity or denigrating language.
- d. No hostile or aggressive attitudes and/or tones. One should reflect the evidence of the Spirit as found in Galatians 5:22-23 (*i.e. love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control...*).
- e. All questions and discussion need to be directed to the chair and not to individuals.
- f. Please raise your hand until you are recognized by the chair.
- g. Only one topic is to be discussed at a time.
- h. Nothing goes to discussion on the floor unless it is on the agenda.
- i. Nothing goes to discussion without a motion being on the floor.

Attendance and Agenda:

As a member, if you're going to be late, leave early, or not attend, you need to email the chair (the Lead Pastor or the District Official) prior to the meeting. This is a courtesy. It's important to know who is attending. In order to be prepared, you should review the agenda before you arrive at the meeting.

Roll Call and Public Comment:

This should move quickly and without discussion. When the public has the floor, we need to remain respectful and all questions should still be directed through the chair. Since public comment has a time limit, the parliamentarian or the Secretary should keep a time of two (2) minutes per person during comments or debates.

Discussion Items:

This is when the meeting really starts! Discussion items are just that. They don't require any vote. You're simply just talking about an idea and "bouncing" ideas around. Stay on topic. Discuss only the issue at hand (i. e. times, dates, places, participation in an event or project). NO motions or seconds can be made at this time. Only *ACTION* items require motions and seconds.

Actions Items: Main Motions, Seconds, and Amendments

Each motion requires a second and a vote. For example: "I move that we approve to donate \$500.00 to the XYZ foundation" Is there a second? Yes. Now we vote. Because a resolution or decision was made in the discussion items, there is no need for more discussion or debate during "action items" unless an amendment is presented.

Amendments to the Motion:

- a. Can only be applied to the *MAIN MOTION* on the table.

- b. Can (1) add words, (2) strike words, and/or (3) substitute new language to the main motion.

Making a Main Motion on an Action Item:

- a. A member must address the chair (*i.e. Mr. or Madam Chairman*).
- b. The chair recognizes the member by name and grants the floor.
- c. The member presents the motion (*i.e. I make a motion to...*).
- d. The motion is seconded by a non-recognized member.
- e. The motion is stated by the chair.
- f. The chair will call for a debate and an opportunity for discussion will be made, alternating between line one: *for* and line two: *against* (depending on the position of the maker). The maker of the motion has the privilege of first debate. All speakers must address the chair and must be recognized by the chair.
- g. The motion is restated by the chair and a vote is taken.
- h. The chair will announce the results of the vote.
- i. The chair then states the next order of business.

Reports and Announcements:

These should be either a verbal or written summary and not detailed. Its best to prepare these before the meeting begins.

Basic Definitions:

- 1. **The Chairman:** this is the person who ensures the meeting is orderly and efficient. They also prevent abridgment of individual rights by ruling motions out of order, appointing committees, and controlling debate.
- 2. **Main Motions:** give focus to the discussion and or debate
- 3. **Withdraw a Motion:** You have made a motion, and after discussion, are sorry you made it; after recognition by the chair, you may ask the chair to withdraw your motion.
- 4. **Refer to a Committee:** this says you're going to refer an item to a committee that has more experience. Questions that must be answered:
 - a. What committee?
 - b. Time it will come back to the agenda?
- 5. **Postpone Definitely:** this put an item on hold until a definite time.
- 6. **Lay on the Table:** the assembly has more urgent pertinent business (l. e. presentation, speakers, etc.).
- 7. **Point of Parliamentary Inquiry:** You are confused about some of the parliamentary rules. Without recognition, say: "Point of parliamentary inquiry."

ROBERTS RULES CHEAT SHEET

To:	You Say:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority

Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3 or by the chair if no one seeks the floor for further debate
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority
Permission to withdraw a motion	"I ask permission to withdraw my motion."	No	No	Yes	Yes	If no objection, the motion is withdrawn

NOTE: The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

ROBERTS RULES CHEAT SHEET (Continued)

To:	You Say:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair Decides

Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None: Unless Someone Objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

NOTE: The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Ex. *Motion to Adjourn, Recess or Point of Privilege*).