

4622. The state shall contract only with agencies, the governing boards of which conform to all of the following criteria:

(a) The governing board shall be composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities.

(b) The membership of the governing board shall include persons with legal, management, public relations, and developmental disability program skills.

(c) The membership of the governing board shall include representatives of the various categories of disability to be served by the regional center.

(d) The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

(e) A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians. No less than 25 percent of the members of the governing board shall be persons with developmental disabilities.

(f) Members of the governing board shall not be permitted to serve more than seven years within each eight-year period.

(g) (1) The regional center shall provide necessary training and support to these board members to facilitate their understanding and participation, including issues relating to linguistic and cultural competency.

(2) As part of its monitoring responsibility, the department shall review and approve the method by which training and support are provided to board members to ensure maximum understanding and participation by board members.

(3) Each regional center shall post on its Internet Web site information regarding the training and support provided to board members.

(h) The governing board may appoint a consumers' advisory committee composed of persons with developmental disabilities representing the various categories of disability served by the regional center.

(i) The governing board shall appoint an advisory committee composed of a wide variety of persons representing the various categories of providers from which the regional center purchases client services. The advisory committee shall provide advice, guidance, recommendations, and technical assistance to the regional center board in order to assist the regional center in carrying out its mandated functions. The advisory committee shall designate one of its members to serve as a member of the regional center board.

(j) (1) The governing board shall annually review the performance of the director of the regional center.

(2) The governing board shall annually review the performance of the regional center in providing services that are linguistically and culturally appropriate and may provide recommendations to the director of the regional center based on the results of that review.

(k) No member of the board who is an employee or member of the governing board of a provider from which the regional center purchases client services shall do any of the following:

(1) Serve as an officer of the board.

(2) Vote on any fiscal matter affecting the purchase of services from any regional center provider.

(3) Vote on any issue other than as described in paragraph (2), in which the member has a financial interest, as defined in Section 87103 of the Government Code, and determined by the regional center board. The member shall provide a list of his or her financial interests, as defined in Section 87103, to the regional center board.

Nothing in this section shall prevent the appointment to a regional center governing board of a person who meets the criteria for more than one of the categories listed above.

4622.5. By August 15 of each year, the governing board of each regional center shall submit to the department detailed documentation, as determined by the department, demonstrating that the composition of the board is in compliance with Section 4622.

4623. In the event that the governing board of the regional center is not composed of individuals as specified in subdivisions (a) to (f), inclusive, of Section 4622, such governing board shall establish a program policy committee which is composed of such individuals. The program policy committee shall appoint one of its members to serve as an ex officio member of the governing board.

4624. When the governing board of the regional center is not composed of individuals as specified in subdivisions (a) to (f), inclusive, of Section 4622, the program policy committee to the regional center shall be responsible for establishing the program policies of the regional center. All program policies adopted by a program policy committee shall conform to the provisions of this division and the contract between the department and the governing board.

4625. The department shall not contract with any new regional center contracting agency unless the governing board of the agency is composed of individuals as specified in subdivisions (a) to (f), inclusive, of Section 4622.

This section shall become operative on July 1, 1999.

4625.5. (a) The governing board of each regional center shall adopt and maintain a written policy requiring the board to review and approve any regional center contract of two hundred fifty thousand dollars (\$250,000) or more, before entering into the contract.

(b) No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless approved by the governing board of the regional center in compliance with its written policy pursuant to subdivision (a).

(c) For purposes of this section, contracts do not include vendor approval letters issued by regional centers pursuant to Section 54322 of Title 17 of the California Code of Regulations.

4626. (a) The department shall give a very high priority to ensuring that regional center board members and employees act in the course of their duties solely in the best interest of the regional center consumers and their families without regard to the interests of any other organization with which they are associated or persons

to whom they are related. Board members, employees, and others acting on the regional center's behalf, as defined in regulations issued by the department, shall be free from conflicts of interest that could adversely influence their judgment, objectivity, or loyalty to the regional center, its consumers, or its mission.

(b) In order to prevent potential conflicts of interest, a member of the governing board or member of the program policy committee of a regional center shall not be any of the following:

(1) An employee of the State Department of Developmental Services or any state or local agency that provides services to a regional center consumer, if employed in a capacity which includes administrative or policymaking responsibility, or responsibility for the regulation of the regional center.

(2) An employee or a member of the state council or a state council regional advisory committee.

(3) Except as otherwise provided in subdivision (h) of Section 4622, an employee or member of the governing board of any entity from which the regional center purchases consumer services.

(4) Any person who has a financial interest, as defined in Section 87103 of the Government Code, in regional center operations, except as a consumer of regional center services.

(c) A person with a developmental disability who receives employment services through a regional center provider shall not be precluded from serving on the governing board of a regional center based solely upon receipt of these employment services.

(d) The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding, including, but not limited to, a nonprofit housing organization and an organization qualified under Section 501(c)(3) of the Internal Revenue Code, that actively functions in a supporting relationship to the regional center.

(e) The department shall develop and publish a standard conflict-of-interest reporting statement. The conflict-of-interest statement shall be completed by each regional center governing board member and each regional center employee specified in regulations, including, at a minimum, the executive director, every administrator, every program director, every service coordinator, and every employee who has decisionmaking or policymaking authority or authority to obligate the regional center's resources.

(f) Every new regional center governing board member and regional center executive director shall complete and file the conflict-of-interest statement described in subdivision (e) with his or her respective governing board within 30 days of being selected, appointed, or elected. Every new regional center employee referenced in subdivision (e) and every current regional center employee referenced in subdivision (e) accepting a new position within the regional center shall complete and file the conflict-of-interest statement with his or her respective regional center within 30 days of assuming the position.

(g) Every regional center board member and regional center employee referenced in subdivision (e) shall complete and file the conflict-of-interest statement by August 1 of each year.

(h) Every regional center board member and regional center employee referenced in subdivision (e) shall complete and file a subsequent conflict-of-interest statement upon any change in status that creates a potential or present conflict of interest. For the purposes of this subdivision, a change in status includes, but is not limited to, a change in financial interests, legal commitment, regional center or board position or duties, or both, or outside position or duties, or both, whether compensated or not.

(i) The governing board shall submit a copy of the completed conflict-of-interest statements of the governing board members and the regional center executive director to the department within 10 days of receipt of the statements.

(j) A person who knowingly provides false information on a conflict-of-interest statement required by this section shall be subject to a civil penalty in an amount up to fifty thousand dollars (\$50,000), in addition to any civil remedies available to the department. An action for a civil penalty under this provision may be brought by the department or any public prosecutor in the name of the people of the State of California.

(k) The director of the regional center shall review the conflict-of-interest statement of each regional center employee referenced in subdivision (e) within 10 days of receipt of the statement. If a potential or present conflict of interest is identified for a regional center employee that cannot be eliminated, the regional center shall, within 30 days of receipt of the statement, submit to the department a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center or the employee, or both, will take to mitigate the conflict of interest.

(l) The department and the regional center governing board shall review the conflict-of-interest statement of the regional center executive director and each regional center board member to ensure that no conflicts of interest exist. If a present or potential conflict of interest is identified for a regional center director or a board member that cannot be eliminated, the regional center governing board shall, within 30 days of receipt of the statement, submit to the department and the state council a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center governing board or the individual, or both, will take to mitigate the conflict of interest.

## WELFARE AND INSTITUTIONS CODE

### SECTION 4660-4669

4660. All meetings of the board of directors of each regional center shall be scheduled, open, and public, and all persons shall be permitted to attend any meeting, except as otherwise provided in this section. Regional center board meetings shall be held in accordance with all of the following provisions:

(a) Each regional center shall provide a copy of this article to each member of the regional center governing board upon his or her assumption of board membership.

(b) As used in this article, board meetings include meetings conducted by any committee of the governing board which exercises authority delegated to it by that governing board. However, board meetings shall not be deemed to include board retreats planned solely for educational purposes.

(c) At each regional center board meeting, time shall be allowed for public input on all properly noticed agenda items prior to board action on that item. Time shall be allowed for public input on any issue not included on the agenda.

(d) Any person attending an open and public meeting of a regional center shall have the right to record the proceedings on a tape recorder, video recorder, or other sound, visual, or written transcription recording device, in the absence of a reasonable finding of the regional center governing board that such recording constitutes, or would constitute, a disruption of the proceedings.

4661. (a) Regional centers shall mail notice of their meetings to any person who requests notice in writing. Notice shall be mailed at least seven days in advance of each meeting. The notice shall include the date, time, and location of, and a specific agenda for, the meeting, which shall include an identification of all substantive topic areas to be discussed, and no item shall be added to the agenda subsequent to the provision of this notice. The notice requirement shall not preclude the regional center board from taking action on any urgent request made by the department, not related to purchase of service reductions, for which the board makes a specific finding that notice could not have been provided at least seven days before the meeting, or on new items brought before the board at meetings by members of the public.

(b) The regional center shall maintain all recordings and written comments submitted as testimony on agenda items for no less than two years. These materials shall be made available for review by any person, upon request.

(c) Any action taken by a board that is found by a court of competent jurisdiction to have substantially violated any provision of this article shall be deemed null and void.

4662. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of regional center services, an emergency meeting may be called without complying with the advanced notice requirement of

Section 4661. For the purposes of this article, "emergency situation" means any activity which severely impairs public health, safety, or both, as determined by a majority of the members of the regional center board. In these situations, advance notice shall be provided if practicable. In addition, the state council shall be notified by telephone of each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be mailed immediately to those persons described in Section 4661.

4663. (a) The governing board of a regional center may hold a closed meeting to discuss or consider one or more of the following:

- (1) Real estate negotiations.
- (2) The appointment, employment, evaluation of performance, or dismissal of a regional center employee.
- (3) Employee salaries and benefits.
- (4) Labor contract negotiations.
- (5) Pending litigation.

(b) Any matter specifically dealing with a particular regional center client must be conducted in a closed session, except where it is requested that the issue be discussed publicly by the client, the client's conservator, or the client's parent or guardian where the client is a minor. Minutes of closed sessions shall be kept by a designated officer or employee of the regional center, but these minutes shall not be considered public records. Prior to and directly after holding any closed session, the regional center board shall state the specific reason or reasons for the closed session. In the closed session, the board may consider only those matters covered in its statement.

4664. The governing board of a regional center may hold a closed session regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the regional center in the litigation. Litigation shall be considered pending when any of the following circumstances exist:

- (a) An adjudicatory proceeding to which the regional center is a party has been initiated formally.
- (b) A point has been reached where, based upon existing facts and circumstances and the advice of legal counsel, it is determined that there is a significant exposure to litigation against the regional center.
- (c) Based on existing facts and circumstances, the regional center has decided to initiate or is deciding whether to initiate litigation.

Prior to holding a closed session pursuant to this section, the regional center governing board shall state publicly to which subdivision it is pursuant.

4665. Agendas and other writings or materials distributed prior to or during a regional center board meeting for discussion or action at the meeting shall be considered public records, except those materials distributed during, and directly related to, a closed session authorized under Section 4663. Writings which are distributed prior to commencement of a board meeting shall be made available for

public inspection upon request prior to commencement of the meeting. Writings which are distributed during a board meeting shall be made available for public inspection at the time of their discussion at the meeting. A reasonable fee may be charged for a copy of a public record distributed pursuant to this section.

4666. No regional center shall conduct any meeting, conference, or other function in any facility that prohibits the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Section 11135 of the Government Code.

4667. All regional center board meetings shall be held in facilities accessible to persons with physical disabilities.

4668. (a) Any action taken by a regional center governing board in violation of this article is null and void. Any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of obtaining a judicial declaration that an action taken in violation of this article is null and void.

(b) A court may award court costs and reasonable attorney's fees to the plaintiff in an action brought pursuant to this section where it is found that a regional center board has violated the provisions of this article.

(c) This section does not prevent a regional center governing board from curing or correcting an action challenged pursuant to this section.

4669. The provisions of this article shall not apply to the corporate affairs of the governing board of a regional center which have no relationship to the role and responsibility of a regional center set forth in this chapter.

---

# Simplified Parliamentary Procedure

Based on  
*Robert's Rules of Order  
Newly Revised*

League of Women Voters

*The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on a maximum number of questions of varying complexity in a minimum time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.*

From the Introduction to  
*Robert's Rules of Order  
Newly Revised.*\*

\**Robert's Rules of Order Newly Revised*, the most commonly used parliamentary manual, is published by Scott, Foresman and Company, Glenview, Illinois, and can be obtained through most bookstores.

© 1979 League of Women Voters of the United States

## Organizations

An organization and the way it functions are governed by its charter (if it is incorporated), its bylaws, and parliamentary rules or rules of order. Nothing in the bylaws may conflict with the corporate charter; the bylaws, in turn, supersede the rules of order. Bylaws are considered so important that special requirements are set for changing them. These usually include advance notice and a larger-than-majority vote for the adoption of amendments.

Most organizations use as their parliamentary authority a published manual, such as *Robert's Rules of Order Newly Revised*, which they may modify to meet their particular needs by adopting special rules of order.

## Governing an organization

In any organization, final authority rests with the members assembled in regular or annual meetings or conventions, though they may not, of course, take any action that conflicts with the charter or bylaws.

The business of most organizations is managed by a board of directors that is responsible to the membership and acts under its general instructions and guidance. The officers and members of the board are usually elected at an annual meeting, although the board is sometimes empowered to choose some of its own members. Other members may serve *ex officio* because of another position they hold. *Ex officio* members have all privileges, including the right to vote and make motions.

Work is often carried on by committees that are either provided for in the bylaws (**standing committees**) or appointed for a special purpose (**ad hoc committees**). Their powers are limited to those specifically given them by the bylaws or by direction of the board or the members. Usually they report to the

board or to the membership meeting and are not authorized to act on their own in the name of the organization.

## Officers

### The president

- supervises the conduct of the organization's business and activities;
- serves, *ex officio*, on all but the nominating committee; and
- presides at meetings.

### The vice-president

- acts in place of the president when necessary and presides at meetings when the president temporarily vacates the chair. In the absence of the president, the vice-president should not change rules, cannot fill vacancies required to be filled by the president and does not serve as an *ex officio* member of committees;

- upon the death or retirement of the president, assumes all the duties and privileges of the president, unless the bylaws provide another method of filling the vacancy.

In organizations with more than one vice-president, these duties and responsibilities are assumed by the first vice-president.

### The secretary

- is the recording officer;
- handles correspondence;
- issues notices of meetings;
- informs those elected or appointed to office or committees;
- receives and files committee reports; and
- keeps the minutes of meetings.

At each meeting the secretary should have the minute book, a copy of the bylaws, a book on parliamentary procedure and a list of the unfinished business from the previous meeting.

### The treasurer

- receives funds;

Minutes should reflect what was *done*, not what was *said*, at a meeting. The common tendency is to report in too much detail. Minutes should contain:

- the date, place, time and type of meeting (regular, special);
- the names of the presiding officer, the secretary and, in boards and committees, the names of those present;
- action taken on the minutes of the previous meeting and corrections, if any;
- exact wording of each motion, the name of the maker and the disposition;
- the name and topic of guest speakers (their speeches need not be summarized);
- time of adjournment.

- deposits them in banks approved by the board; and
- pays bills for expenses that have been authorized.

If any appreciable sums of money are involved, the treasurer should be bonded to protect the organization from loss. It is customary for the treasurer to report to the board at each of its meetings and to make a full financial report to the annual meeting or convention. (In larger organizations this report should be reviewed by an independent auditor. If the auditor's report is available at the time of the annual meeting or convention, it should be presented immediately after the treasurer's report. Adoption of the auditor's report, on motion, signifies acceptance of the treasurer's report.)

## Meetings

At all meetings (referred to in *Robert's Rules* as "assemblies") it is up to the presiding officer to use the rules of parliamentary procedure appropriately so that good order and reasonable decorum are maintained and the business of the meeting goes forward. At times, the technical rules of parliamentary

procedure may be relaxed as long as the meeting accomplishes its purpose and the rights of absentees and minorities are protected. Conventions and large meetings are conducted more formally than the meetings of small boards and committees.

## The role of the presiding officer

The presiding officer (chair) should:

- Be ready to call the meeting to order at the time set.
- Follow the agenda and clarify what is happening and what is being voted on at all times.
- Deal firmly with whispering, commotion and frivolous or delaying debate and motions.
- See that debate is confined to the merits of the question and that personal comments are avoided. No one should speak more than twice on a subject, and no one should speak a second time until all who wish to speak have had a chance to do so.
- Talk no more than necessary. Except in small boards and committees, the presiding officer should not enter the debate without giving up the chair to a substitute until the motion under debate has been voted on.
- Remain calm and deal fairly with all sides regardless of personal opinion. To preserve this impartiality, the presiding officer abstains from voting except by ballot or to cast the deciding vote on an issue.

## Order of business

A minimum number (*quorum*), as prescribed in the bylaws, must be present before business can be legally transacted. The presiding officer should determine that there is a quorum before beginning the meeting. Every organization is free to decide the order in which its business will be conducted, but most agendas follow a standard pattern:

1. Call to order.

2. Minutes are read by the secretary and corrections requested. The presiding officer says: *If there are no corrections the minutes stand approved as read.*

3. **Treasurer's Report** is given and questions called for: *The Treasurer's Report will be filed.*

4. **Reports of officers, the board and standing committees.** Recommendations in reports should be dealt with as motions at this point.

5. **Reports of special committees.**

6. **Unfinished business.** Items left over from the previous meeting are brought up in turn by the presiding officer.

7. **New business:** *Is there any new business?*

8. **Program.** The program chairperson is called upon to introduce a speaker, film or other presentation.

9. **Announcements.**

10. **Adjournment:** *Is there any further business? (Pause) The meeting is adjourned.*

## Motions

Business is conducted by acting on motions. A subject is introduced by a **main motion**. Once this has been seconded and stated by the presiding officer, nothing else should be taken up until it is disposed of. Long and involved motions should be submitted in writing. Once a motion has been stated, the mover may not withdraw it without the consent of the meeting. Most motions must be seconded.

While a main motion is being considered, other **parliamentary motions**, which affect either the main motion or the general conduct of the meeting, may be made. The ones most frequently used are described in general below, but it should be noted that there are exceptions and modifications that cannot be included in this brief text.

1. **Amend.** Debatable; majority vote  
Used when the intention is to change, add or

omit words in the main motion.

*Amend the amendment:* Used to change, add or omit words in the first amendment. This motion *cannot* itself be amended.

*Method:* The *first* vote is on the amendment to the amendment. The *second* vote is on the first amendment either as changed or as originally proposed, depending on the first vote. The *third* vote is on the main motion either as introduced or as amended.

**2. Refer.** **Debatable; majority vote**  
If a motion becomes too complicated through amendments or if more information is needed, a motion may be made to refer it to a committee for study or redrafting. This committee must report back or act as instructed.

**3. Postpone.** **Debatable; majority vote**  
Consideration of a motion can be delayed until a more suitable time, until other decisions have been made or until more information is available by a motion to postpone to a stated future time.

**4. Lay on the table.** **Not debatable; majority vote**  
*I move that we table this motion.* This postpones consideration in such a way that the motion can be taken up again in the near future if a majority decides to "take it from the table."

**5. The previous question.** **Not debatable; two-thirds vote**  
*I move the previous question.* This motion is used to end debate that has become lengthy or repetitious. When it is seconded, the presiding officer immediately puts the question on closing debate. If this receives a two-thirds vote, the pending motion is voted on at once without further discussion.

**6. Reconsider.** **Usually debatable; majority vote**  
A vote may be reconsidered through this

motion, which must be made on the same day or the day following the vote by someone who voted on the prevailing side. A motion can be reconsidered only once. The *first* vote is on whether the motion should be reconsidered. If this passes, the *second* vote is on the motion itself.

**7. Point of order and appeal.**  
A member who feels the rules are not being followed may call attention to the breach by rising and saying: *Point of order.* The chair says: *State your point of order.* Upon hearing it, the chair may say: *Your point is well taken,* or *Your point is not well taken.*

One dissatisfied with the ruling may appeal to the meeting for a final decision: *Shall the decision of the chair be sustained?* This appeal is debatable, and the presiding officer may enter the debate without giving up the chair. A majority of *no* votes is necessary to reverse the ruling; a tie sustains it.

**8. Questions and inquiries.**  
Whenever necessary, advice may be asked as to correct procedures (**parliamentary inquiry**), facts may be requested (**point of information**), or a change may be sought for comfort or convenience (**question of privilege**). The presiding officer responds to the question or refers it to the proper person.

**9. Adjourn.** **Usually not debatable; majority vote**  
If the time set for adjournment has arrived or there is no further business, the presiding officer declares the meeting adjourned without waiting for a formal motion. A member may move to adjourn at any time except when a speaker has the floor or a vote is in process. If the motion carries, the meeting is immediately adjourned.

**Voting**  
The vote needed to pass a motion or elect an official is based on the votes actually cast,

unless the bylaws or rules provide otherwise. Thus, a majority is more than half of those voting; abstentions and blank ballots are disregarded.

By using **general consent**, a formal vote can be avoided on routine matters where there is no opposition. The presiding officer says: *If there is no objection* (pause) . . . and declares the decision made.

A **voice vote** (aye and no) is common practice but should not be used where more than a majority is needed.

A **show of hands** is a good alternative in small groups.

If unsure of the result, the presiding officer should order a **rising vote** or an **actual count**. If this is not done, a member can insist upon a rising vote by calling out "**division**"; a count can be forced only by a motion made, seconded and approved by a majority vote.

A motion for a **ballot** (secret written vote) can be made if the bylaws do not already require one. This motion is not debatable and requires a majority vote.

## Nominations and elections

Normally, a nominating process is used for elections, although any eligible member may be elected whether nominated or not. Most organizations use a **nominating committee** to prepare a slate of nominees for the offices to be filled. Service on a nominating committee does not prevent a member from becoming a nominee.

After presentation of the nominating committee's report to the assembly, the presiding officer calls for nominations from the floor. Many organizations require that the consent of the nominee be obtained in advance to avoid a futile election. Seconds are not necessary for either committee nominations or nominations from the floor.

When all nominations appear to have been made, the presiding officer declares that nominations are closed—or a motion to this effect may be made. It is not debatable and requires a two-thirds vote. A motion to reopen nominations requires a majority vote.

The method of voting is usually fixed in the bylaws. A ballot is the normal procedure if there is more than one nominee for an office. If there are several nominees and the bylaws do not provide for election by a plurality vote (that is, the largest number, but not necessarily more than half of the votes cast), several ballots or votes may be needed before one candidate achieves a majority.

Where election is by ballot, the presiding officer appoints tellers (or an election committee) to collect and count the votes. The tellers' report, giving the number of votes cast for each nominee, is read aloud and handed to the presiding officer. The presiding officer rereads the report and declares the election of each official separately.

**A postscript to the presiding officer:**  
The rules of parliamentary procedure are meant to help, not hinder. Applied with common sense, they should not frustrate the meeting or entangle it in red tape. Retain control at all times, give clear explanations, and keep things as simple as possible. Good advice from the chair as to the wording of motions and the best way to proceed will avoid needless complications. When in doubt, your rule should be: Respect the wishes of the majority, protect the minority and do what seems fair and equitable.

---

**Order from League of Women Voters of the United States, 1730 M Street, NW, Washington, DC 20036. Pub #138, \$1.00 (50¢ for members).**

### 3. Parliamentary Procedures

#### GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE



Every member of an organization should be familiar with the following simple rules and customs:

All members have equal rights, privileges, and obligations; rules must be administered impartially.

The minority has rights which must be protected.

Full and free discussion of all motions, reports, and other items of business is a right of all members.

In doing business the simplest and most direct procedure should be used.

Logical precedence governs introduction and disposition of motions.

Only one question can be considered at a time.

Members may not make a motion or speak in debate until they have risen and been recognized by the chair and thus have obtained the floor.

No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.

Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.

In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

### Parliamentary Procedure chart

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
INTRODUCE business (a primary motion)	"I move to...."	No	Yes, unless the motion comes from a committee	Yes	Majority
AMEND a motion	"I move to amend this motion by...."	No	Yes, unless the amendment is minor and the person who made the primary motion is agreeable to the change	Yes	Majority
AMEND an amendment* NOTE: Roberts allows only 1 amendment to an amendment. If that does not resolve the issue, the main motion should be withdrawn or defeated and a new motion introduced.	"I move to amend the amendment by...."	No	Yes, unless as above. NOTE: An amendment to an amendment may only seek to change the amendment and not the main motion.	Yes	Majority
CALL for a vote NOTE: This motion, by itself, does not end debate. A 2/3 majority vote in the affirmative is required to end debate.	"I move the previous question"	No	Yes	No	2/3 Majority

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
<p>TABLE a motion for consideration at the next meeting*</p> <p>NOTE: A tabled motion not taken up during the meeting is unfinished business and dies as unfinished business</p>	<p>“I move to table this motion”</p>	<p>No</p>	<p>Yes</p>	<p>No</p>	<p>Majority</p>
<p>STUDY an issue</p>	<p>“I move to refer this motion to committee”</p>	<p>No</p>	<p>Yes</p>	<p>Yes</p>	<p>Majority</p>
<p>RECONSIDER a motion already disposed*</p> <p>NOTE: To make this motion, one must have voted on the prevailing side. This motion must occur before the meeting at which the motion was made and disposed is adjourned. This motion only reopens debate, another vote must be taken to dispose of the matter again.</p>	<p>“I move we reconsider our action relative to....”</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Majority</p>

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
RESCIND a decision made at a previous meeting*	"I move to rescind the motion previously made relative to...."	No	Yes	Yes	Majority
VERIFY a voice vote	"I call for a division of the house"	No	No	No	No vote
SUSPEND the rules	"I move to suspend the rules and consider...."	No	Yes	No	2/3 Majority
OBJECT to a procedure or personal affront*	"Point of order"	Yes	No	No	No vote
REQUEST information*	"Point of information"	Yes	No	No	No vote
RECESS the meeting	"I move that we recess until...."	No	Yes	No	Majority
ADJOURN the meeting	"I move that we adjourn"	No	Yes	No	Majority

\* these motions are not amendable

