

BYLAWS OF THE
CACHE COUNTY 4-H HORSE COUNCIL
2/4/2016 revision

ARTICLE I – NAME OBJECTIVES AND POLICIES

1. The name of this organization shall be:
 - A. The Cache County 4-H Horse Council

2. The objectives of the Cache County 4-H Horse Council shall be:
 - A. To promote a horse program with emphasis on keeping youth involved in the 4-H program and the horse industry.
 - B. To serve as a decision making body on behalf of 4-H horse clubs in Cache County.
 - C. To organize countywide activities to educate members in care, training, and all uses of horses. To aid in improving abilities of 4-H members and leaders.
 1. Such activities shall include, but are not limited to:
 - a. Horse Shows
 - b. Horse Camps
 - c. Clinics
 - d. Education
 - e. Working Cow Horse Program
 - f. Snaffle Bit
 - g. Youth Council
 - h. Fund Raising
 - i. English
 - D. To set policy and arbitrate disputes on county matters.
 - E. To represent Cache County in Regional and State Horse Council issues.

3. The basic policies of the Cache County 4-H Horse Council are:
 - A. To provide services to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran's status, and sexual orientation.
 - B. To conduct shows, camps and other activities according to the State 4-H rules and regulations but reserves the right to make changes they deem beneficial to Cache County 4-H program.
 - C. To donate time or money to any program or function that is not detrimental to the 4-H image.
 - D. Horse Council Meetings will follow Roberts Rules of Order for conducting business. (See Appendix B)

ARTICLE II – MEMBERSHIP, RESPONSIBILITIES AND VOTER PRIVILEGES

1. Membership:

- A. Membership on the Horse Council shall consist of all acting 4-H leaders, 4-H members, parents or guardians, 4-H alumni and interested community volunteers.
 - B. An Executive Committee, made from officers of the Cache County Horse Council will oversee all aspects of the Cache County Horse Program.
2. Responsibilities:
- A. Members of the Horse Council should attend ALL meetings and play an active role in the planning stages of events.
 - B. Members of the Horse Council should convey messages and news to members who were unable to attend a meeting(s) and encourage them to participate in Horse Council Meetings.
 - C. Members of the Horse Council Executive committee, Sub-Committees Chairpersons and Co-Chairpersons who do not meet and apply with out-lined responsibilities may be reviewed after a formal complaint has been made to the County Extension Agent.
 - D. Special elections may be called by the President to fill any vacated Executive member position. Vacated Committee Chairperson positions will be appointed by the Executive Committee.
3. Voting:
- A. Voting privileges are reserved for:
 - 1. Registered 4-H members in Cache County
 - 2. Registered 4-H club Leaders or Resource Leaders in Cache County
 - 3. Adults with a child (children) who are registered 4-H members in Cache County.
 - B. Each family represented at meeting shall have one vote per family. Under special circumstances, such as youth decisions, each youth and/or person present at the meeting shall have one vote.
 - C. Each member of the Executive Committee shall have one vote.
 - D. A simple majority is required for MOST motions to be passed.
 - E. Changes to horse show rules require a two-thirds vote to pass.
 - F. Any changes to the Horse 4-H program are subject to review and approval by the Executive Committee.
 - G. The USU County Extension agent may override any decisions if the change is not in compliance with 4-H rules and standards after presenting proof or evidence to the Horse Council.

ARTICLE III – EXECUTIVE COMMITTEE

- 1. Membership:
 - A. The officers of the Cache County 4-H Horse Council and the USU Cache County Extension agent make up the Executive Committee.
 - B. Members shall be: President, President-Elect, Secretary, Treasurer, Past-President and Extension Agent. The President, Vice-President and Secretary of the Youth Council will also serve on the Executive Committee.
- 2. The duties and terms of the officers shall be as follows:

- A. President:
1. Shall be elected to office of President-Elect in previous year. Shall oversee all aspects of the Cache County Horse 4-H Program. Will preside over all Horse Council meetings. Will call Executive meetings as well as general Horse Council meetings to order.
 2. President must collaborate with Extension Agent in reserving arenas and Fairgrounds for the year following President's term.
 3. All Executive Council members will report directly to the President and all Committee chairs will ultimately report to the President.
 4. Committees directly under the President are Horse Camp, Fund Raising and Shows. The President shall be an active informed member of these committees.
 5. The President will attend ALL Executive and Horse Council meetings. If unable to attend the President must send a proxy or replacement, this should typically be the President-Elect or another Executive officer.
 6. The President will become the Past-President member of the Executive Committee the year following their tenure as President.
 7. Will have one vote on the executive council.
 8. President will serve as the Fund Raising Chairperson.
- B. President-Elect
1. Shall be elected by Cache County Horse Council. Will take over as President the following year.
 2. Will preside over meeting in the absence of the President. Will act as President's representative at functions where the president is unable to attend.
 3. Will report directly to the President.
 4. Committees that report directly to the President-Elect are Education and Youth Council. The President-Elect shall be an active informed member of these committees.
 5. Will attend ALL Executive and Horse Council meetings.
 6. Will have one vote on the Executive Council.
 7. President-Elect will serve as Co-Chair on Fund Raising Committee.
- C. Secretary:
1. This shall be a two-year term. Will be elected by the Cache County Horse Council.
 2. Will take minutes at Executive and Horse Council meetings. Will keep records of all past meetings and maintain files.
 3. Will report directly to the President.
 4. Committee that reports directly to the Secretary is Working Ranch Horse. The Secretary shall be an active informed member.
 5. Will attend ALL Executive and Horse Council meetings.
 6. Will have one vote on the Executive Council.
- D. Treasurer:

1. This shall be a two year term. Will be appointed by the Cache County Horse Council Executive Committee.
2. Will control all monies brought in or spent by the Executive Committee or Horse Council Committee.
3. Will prepare a detailed yearly report and present it at November Horse Council meeting.
4. Financial Records must be available for annual audit.
5. Will at all times know the balance of the budget and know where and to what monies are going to. Shall collect all Purchase Orders. Will always consult the Executive Committee before any monies are paid out.
6. Will report directly to the President.
7. Committees that reports directly to the Treasurer are Fundraisers, and Concessions. The Treasurer shall be an active informed member of these committees.
8. Will attend ALL Executive and Horse Council Meetings.
9. Will have one vote on the Executive Council.

E. Past President:

1. Will be the most current past president. Will take position when President-Elect takes over duties as President.
2. Offer advice at the request of any Executive Horse Council member.
3. Will take responsibilities given by the President and perform them.
4. Will attend ALL Executive and Horse Council meetings.
5. Will have one vote on the Executive Council.

F. USU County Extension Agent

1. Oversee Horse Program and Executive officers, assisting in any way.
2. The USU County Extension agent may override any decisions if the change is not in compliance with 4-H rules and standards after presenting proof or evidence to the Horse Council.

ARTICLE IV – STANDING COMMITTEES

1. Each Standing Committee shall be comprised of a Chair and a Co-Chair. Co-Chair shall assist the Chair for one year then assume the role of Chair the following year. Once leaving the role of Chair, the past Chair will support the current Chair but will allow the Chair to serve without undo criticism. All standing committees shall be selected and seated by the January Horse Council meeting. Standing Committees include:

A. Education Committee

- i. The education committee will be under the direction of the President-Elect. Committee members will consist of a chair and co-chair.
- ii. Responsibilities will include:
 1. Portfolios/Record Book training and evaluation.
 2. Horse Bowl Horse Judging or other educational activities
 3. Winter Riding, Clinic/Workshops
 4. County, State Regional and/or National Competition preparation.

- B. Horse Camp
 - i. The horse camp will be under the direction of the President. Committee members will consist of a chair and co-chair. Responsibilities will include.
 - 1. Recruitment of volunteers to staff various sub-committees for Horse Camp (English/Western) including but not limited to:
 - a. Food/Meals
 - b. Instructors
 - c. Chaperones for day-time and night-time activities
 - d. First Aid
 - e. Recreation/Activities
 - f. Other as deemed beneficial
 - 2. Coordinate events with Executive Council and Treasurer to assure budget is followed and all expenses are accounted for and expense are paid.
- C. Youth Council
 - i. The youth council will be under the direction of the President-Elect. Committee members will consist of a chair and co-chair. Responsibilities will include.
 - 1. Selection of Youth Council members and Youth Council Executive officers.
 - 2. Plan appropriate educational activities and service projects.
 - 3. Involve Youth Council in Horse Council meetings.
 - 4. Assist Youth Council in presenting ideas and direction to the Horse Council to assure the Horse Program meets the needs and interest of the 4-H youth.
- D. Shows Committee
 - i. The Shows Committee will be under the direction of the President.
 - ii. Show Committee:
 - 1. The show committee is selected at a Horse Council meeting prior to the show season. (January See Article IV, section 1)
 - 2. The Show committee will consist of the 4-H Extension Agent or an appointee, the President and two chair and two co-chair and individual sub-committee persons listed below.
 - 3. The show committee's responsibilities will include:
 - a. Scheduling a minimum of four Western Shows
 - b. Solicit volunteers to assist with setting up for the show events and conducting the shows
 - c. Selection of impartial judges for the four County horse shows.
 - d. Selection of judges for the Region Horse Show in the years that Cache County hosts that show.

- e. Assigns ring stewards to each judge and provides information and instruction to the judges when they arrive at the shows.
 - f. Assure that the judges are treated with respect while at the show as guest of Cache County 4-H.
 - g. See that payment is made to judges for his/her services.
 - 4. The registration committee will consist of the Cache County 4-H Agent or appointee, one active Cache County 4-H Horse Council member, preferably someone without any personal children in 4-H Horse project, and at least one other Cache County 4-H Horse Council member. The committees responsibilities will include:
 - a. Registering participants for shows
 - b. Collecting entry fees for show
- iii. Point Committee
 - 1. A point committee will consist of 4-H Agent or appointee and the show committee:
 - a. Accurately record points earned by each member at each show
 - b. Review and correct scores if needed prior to the next show or in a timely manner following the final show
 - c. Select Region Teams and State Individual Show qualifiers in accordance with established guidelines (See appendix A)
- iv. Grievance Committee
 - 1. A grievance committee of three people will be assigned to each show. They will consist of the current show committee chair, co-chair and at least one other representative of the executive committee. When presented a grievance they will:
 - a. Respond to written protests
 - b. Watch for and respond appropriately to abusive behaviors toward horses or other people, exhibitors, and helpers, inside and outside of the arena
 - c. Respond appropriately to safety violations
 - d. Watch for and respond to administration of performance altering drugs, substances or other unapproved methods
- v. Awards and Recognition Committee
 - 1. The awards and recognition committee will be appointed at the January meeting and serve for a one year term.
 - 2. The committee will consist of three members of the Cache County 4-H Horse Council. Award ideas will be brought to the Cache County 4-H Horse Council for approval and vote. Expenditures of Horse Council finances will be predetermined and approved by the Cache County 4-H Horse Council Executive Committee.

3. The following awards will be provided:
 - a. Top Ten year end Western Show point winners.
 - b. Other awards or recognition as deemed appropriate.

E. Snaffle-bit (Two-Handed) Committee

- i. The Snaffle-bit committee is under the direction of the President-elect. The committee Chair and co-Chair are responsible for, but not limited to:
 1. Recruit participants for the Snaffle-bit (Two-Handed) program
 2. Plan a minimum of three shows
 3. Identify youth eligible to attend the State Two-handed show, based on participation, ability to show safely, and that have showed in at least two shows

F. Working Ranch Committee

- i. The working ranch committee will be under the direction of the Secretary. The committee will consist of a chair and co-chair. Responsibilities will include:
 1. Plan and organize Working Ranch Horse program opportunities:
 - a. During winter ride night program
 - b. Appropriate opportunities during summer season including Horse Camp
 2. Promote and support local, regional and state-wide Working Ranch Horse Program events and contest

G. Fund Raising Committee

- i. The Fund Raising committee will be under the direction of the President and Treasurer. The committee will consist of a chair and co-chair. Responsibilities will include.
 1. Identification of appropriate fund raising opportunities to support the operation of the Western Horse Program.
 2. Coordinate and plan the details of the event
 3. Solicit donations and volunteer support of the event
 4. Assure that all bills are paid and revenues are turn over to the treasurer in a timely manner

H. English Committee

- i. The English Program functions as a subcommittee of the Cache County Horse Council. The Committee will consist of a chair and co-chair and subcommittees to include but not limited to:
 1. English Horse Camp committee will consist of a camp chair and co-chair with subcommittees as needed.
 2. English Show Committee will consist of a show chair and co-chair

ARTICLE V - MEETINGS

1. Horse Council Meetings:
 - A. Horse Council Meeting will be held the first Thursday of the month, October through April, unless circumstances prevent, such as a Holiday.
 - B. The time of the Horse Council Meetings will be 7:00 p.m.
 - C. The location of the Horse Council Meetings shall be designated by members of the Executive Committee. Location will be known to members in due time through newsletters or postcards or email.
 - D. The purpose of the Horse Council Meetings will be primarily business and planning.
 - E. All Horse Council Meetings are open to all registered members of the Cache County 4-H Horse Program, parents, leaders and volunteers.

2. Rules Meeting:
 - A. Annual Rules Meeting will take place at the January Horse Council meeting.
 - B. All changes to By-laws, common practices, schedules, participation fees and Horse Show Rules must take place at this meeting.
 - C. All proposals for changes must be submitted in writing to the Executive Committee 15 days prior to the meeting.
 - D. Must have approval of Executive Committee and Extension Agent to be taken to vote.
 - E. Exceptions to rule changes outside of the January Rules Meeting.
 1. The only exceptions are to be made by the Executive Committee if a rule is not in working order or if the Committee sees the need for change, by an Executive Committee unanimous vote.
 2. The Executive Horse Council must approve all changes to participation fees for all programs not previously approved at the Rules Meeting.

ARTICLE VI – AMENDMENTS TO THE BY-LAWS

1. All amendments or alterations in whole or part toward these By-laws must take place at the January Rules Meeting (refer to Article V, section 2)

Appendix A

Cache County Horse 4-H Program Selection of Region and State Participants

REGION TEAM SELECTION:

1. Region Competition consists of three teams from Cache County.
 - A. Junior (3rd – 5th Grade)
 - B. Intermediate (6th – 8th)
 - C. Senior (9th – 12th)

2. Selection of team members
 - a. Points will be tabulated on the Danish System
 1. Blue Ribbon 15 points
 2. Red Ribbon 10 points
 3. White Ribbon 5 points
 4. Orange Ribbon 1 point
 - b. Team members must compete in ALL seven events in two of the first three shows offered.
 - c. Points will only be acquired on one project horse.
 - d. Only two of the three shows points will count for selection
 - e. The top four individuals with the highest total points will be selected first; followed by,
 - f. The top two individuals with the highest points in the three performance events;
 - g. The top two individuals with the highest points in the three speed events.
 - h. Two Alternates will be the next all-around high point totals.
 - i. TEST SCORES WILL BREAK ALL TIES.

STATE INDIVIDUAL SHOW SELECTION:

1. State Individual Competition consists of five participants from each age group from Cache County. (The State 4-H Horse Council may increase the number of participants allowed in each age group)
 - A. Junior (3rd – 5th grade)
 - B. Intermediate (6th – 8th grade)
 - C. Senior (9th – 12th grade)

2. Selection of state participants
 - A. Points will be tabulated on the Danish System
 1. Blue Ribbon - 15 points
 2. Red Ribbon - 10 points
 3. White Ribbon - 5 points
 4. Orange Ribbon - 1 point
 - B. Participants must compete in ALL seven events in three of the four shows offered.
 - C. Points will only be acquired on one project horse
 - D. Only three of the four shows point totals will count for selection

- E. The top five individuals with the highest total points will be selected.
 - F. The State 4-H Horse Council may invite more than five participants from each age group from each County. If more than six participants are invited the selection process may vary to include the following selection process:
 - 1. If six (6) slots are available then the top six (6) individuals with the highest points will be selected.
 - 2. If seven (7) slots are available the top five (5) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 - 3. If eight (8) slots are available the top six (6) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 - 4. If nine (9) slots are available the top seven (7) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 - 5. If ten (10) slots are available the top eight (8) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 - 6. If more than ten (10) slots are available the selection process would follow the pattern above with the final two slots filled by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 - G. Alternates will be the individuals with the next highest total points.
 - H. TEST SCORES WILL BREAK ALL TIES.
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- 3. After point totals for region competition or state competition have been tabulated, participants will be contacted by the Extension Office with the help of the Show Committee Chair or Co-Chair. The participant must make their decision to represent Cache County in a timely manner. All decisions made will be final.
 - 4. At state and region competition, 4-H member must compete in all seven events.
 - 5. As stated in the State Horsemanship Contest Rules, at all regional and state 4-H contests, the limit is one horse per person and one person per horse.
 - 6. Situations requiring a substitution of the project horse should be cleared through the Cache County Executive Committee, as well as, the Cache County Extension Agent.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

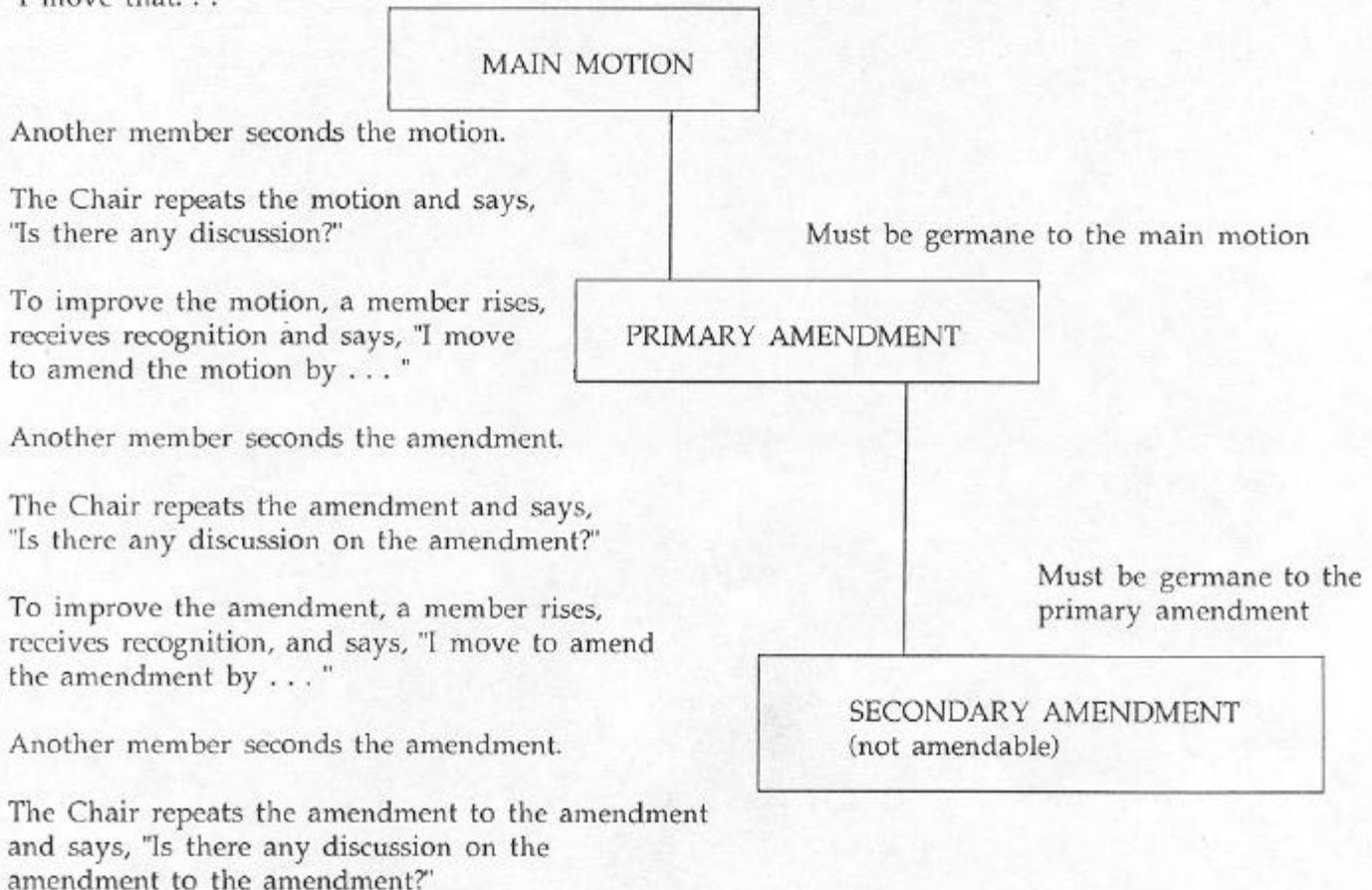
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.