

PART I: PURPOSE OF PARLIAMENTARY PROCEDURE

Parliamentary rules are used to balance the rights of its members:

***the rights of the majority prevail.**

***the voice of the minority is heard.**

The following guide is designed for CSBA Board members and interested members. The handling of business requires the appropriate use of parliamentary protocol. . This guide is a "bare bones" summary for use by the CSBA Board and members. For more information refer to Robert's Rules of Order

PART II: THE MEETING AGENDA

A. An *Agenda* determines the order that business will be presented at a meeting once a quorum has been established.

B. Parts of an Agenda

1. Call to Order

a. Chair, "***The meeting will come to order.***"

2. Roll Call

a. Used to determine a quorum--the number required to "legally" transact business at a meeting.

b. 5 Board members constitutes a quorum for the CSBA.

1) The CSBA quorum is defined by the CSBA By-Laws.

2) One over half is common in other organizations.

c. A verbal roll call can be an "ice-breaker" and help Board members get to know one another, especially when a meeting is not in person.

1) During lambing season, roll call can be to answer how many lambs are on the ground at your farm.

2) During show season, roll call can be what shows you have attended.

3. Secretary's Report

a. Minutes from the previous meeting are reviewed.

b. The minutes can be accepted or changed.

b. Form:

1) No Change

Chair, "***Are there any additions or corrections to the secretary's minutes?***"

Chair, "***Hearing no changes, the secretary's minutes stand as read.***"

2) If there is a change or omission, it is noted and the correct information is replaces the incorrect portion of the minutes.

Chair, "***The minutes will stand as corrected.***"

3) A motion is **not** require to accept the past regular meeting minutes.

4) Meeting minutes **stand** as read or stand as corrected.

c. The minutes are public information and posted on the CSBA website.

4. **Financial Statement**

- a. The current financial statement is reviewed.
- b. Chair, “***Are there any questions about the financial statement?***”
 - 1) Members may ask questions and gain clarification about bills, etc . . .
- c. Chair, “***The treasurers report will be filed subject to audit.***”
 - 1) A motion is **not** needed to accept the treasurer’s report.
- d. The financial record of the CSBA should be audited once per year.
 - 1) The CSBA does a “church” audit, normally at the NAILE meeting.

5. **Committee Reports**

- a. Purpose
 - 1) A standing and/or special committee will provide a written report of their recommendation(s) and/or findings about a topic.
 - 2) Committees are the “workhorse” of the CSBA.
- b. Committees are categorized as two types.
 - 1) Standing Committees are the same year after year.
 - CSBA Standing Committees:
 - Budget and Audit
 - Commercial Production
 - National Show and Sale
 - Promotion and Membership
 - Youth Support
 - 2) Special Committees are created by the motion “to refer to a committee.”
 - a) Created to tackle one specific topic which cannot be handled by the membership at a normal meeting.
 - b) Special committee is created by the motion "to refer to a committee."
 - c) Once their work is done, the committee is disbanded.
- c. Procedure
 - 1) Committee Chair reads the report.
 - 2) A motion is used to accept the report. Normally, the committee chair moves to accept the report when done reading it.
 - a) "***I move to accept the ? committee report.***"
 - b) The report may be discussed, amended, and requires a majority vote for approval.
- d. A Committee Report is written document and filed with the meeting minutes.
 - 1) Name of those on the committee.
 - 2) Time, date and place where the committee met.
 - 3) A list of the findings and/or recommendations about the topic handled.
 - 4) The chair of the committee should move to accept the committee report after it is read. "***I move to accept this committee report.***"
 - 5) Handled as an incidental main motion.
 - a. Requires a second and is discussed. It may be amended.

6. **Unfinished Business (not old business)**

- a. Unfinished business is placed on an agenda by one of two methods:
 - 1) To Lay on the Table from the last meeting.
 - 2) To Postpone to a certain time (a motion with a specific date/time.)

7. New Business

- a. Matters introduced for the first time at the current meeting.
- b. New business is brought before an assembly by the "motion" of a member.
 - 1) **"I move that"**
- c. Technically, a motion should be made before any discussion takes place.

8. Adjournment

- a. The President may declare "meeting adjourned." (Preferred method.)
 - 1) **"I declare the meeting adjourned."**
- b. A member may move to adjourn.

PART III: BASIC PROCEDURES USED TO CONDUCT A MEETING

A. Discussion by Members

1. **A member must obtain the floor before s/he may speak during the discussion of a motion.**
2. Rules for obtaining the floor.
 - a. The maker of the motion has the first right to speak on behalf of a motion.
 - b. The chair should attempt to assign the floor to alternating points of view.
 - c. Priority is given to members who have not spoken versus those who have spoken already.
 - d. Robert's Rules of Order limits discussion to two times per member until everyone in attendance has spoken.
3. Discussion must be complete, concise and **GERMANE** to the main motion.
 - a. Germane means "on the topic." .
4. When a member feels it is time to vote, s/he may say (loudly and without recognition), "**QUESTION.**" This is a signal to the group and chair it may be time to vote. This strategy is used to curb repetitive, convoluted debate.

B. Voting Procedures

1. Methods of casting votes.
 - a. Voice - in favor = yes, opposed = no.
 - b. Ballot--using paper ballots to obtain a counted vote.
 - c. Roll call--to place in the record how each member votes.
 - d. Email or mail votes.

C. By-Laws of an Organization

1. The CSBA By-Laws define how the organization is run in addition to Robert's Rules of Parliamentary Procedure.
2. The CSBA a non-profit corporation organized under the laws of North Dakota.

PART IV: PRECEDENCE OF MOTIONS

A. Motions have rank known as *Precedence*.

1. A main motion introduces new business and has the lowest rank among motions.
2. A higher ranking motion may be applied to a main motion, while the main motion is on the floor.
3. Key motions which may be used to "manipulate" the main motion while the main motion is on the floor. (These are used most often for CSBA business.)
 - a. **Amendment.**
 - b. **Refer to a Committee**
 - c. **Lay on the table.**
 - d. **Point of Order**

PART V: MAIN MOTION

A. A *Main Motion* is a motion that introduces new business before a deliberate assembly.

1. An *Main Motion* introduces a new business item.
2. Is listed under *New Business* on the agenda.
3. Statement: "***I move that . . .***"
 - a. (DO NOT USE "I make a motion or I so move.")
 - b. "I move that. . ." is in the first person and shows action.

B. How To Make A Main Motion

1. A member must be recognized by the chair and state, "***I move that. . .***"
 - a. Examples:
 - i) *I move the CSBA host a wool judging workshop at the 2021 NSS.*
 - ii) *I move the CSBA give \$1000 to the 2021 Futurity Program.*
 - iii) *I move John Doe judge the NSS open show and the NSS Jr. Show."*
2. Any member, from his/her chair may call, "**Second.**"
 - a. A second indicates one other person wants to hear debate on the subject.
 - i) The maker of the second does not have to support the motion or vote in favor of the motion.
 - b. If no second is offered, the motion dies for *want of a second*.
3. The chair should **restate** the motion so it is clear to the group.
4. The President asks, "***Is there any discussion?***" and the floor is open for discussion.
 - a. The maker of the motion has the first right to speak on behalf of a motion.
 - b. A member who has not spoken on the motion has the right to speak over a member who has spoken already.
 - c. No member can speak twice on a motion, so long as any other member

- who has not spoken twice, wishes to discuss the pending question.
- d. Often, the Chair can "direct" discussion by telling speakers if their discussion applies to the main motion on the floor or not.
 - i) **Germane** = discussion is related to the motion on the floor.
 - ii) Not Germane = off topic.
5. Vote on the main motion once discussion has been exhausted, the President will call for the vote.
1. **"All in favor say aye."**
 2. **"All opposed say no."**
 3. This is a time when the President can exert power by keeping things moving. Don't wait for more discussion--just vote.

PART VI: AMENDMENT

A. Amendments are used to modify the wording of a pending question before the question is acted upon by the assembly.

B. Characteristics

1. An amendment must always be "**Germane**" or *related to the main motion*.
2. When applied to a main motion, it takes precedence, or is handled before the final discussion and/or vote on the main motion.
3. An amendment must be "seconded."
4. It is "debatable."
5. It may be amended once (but avoid for CSBA meetings.)
6. Requires a majority vote.

C. Form

1. There are three basic ways to amend.
 - a. *Add words. "I move to add the words. . . "*
 - b. *Strike out words. "I move to strike out the words. . . "*
 - c. *Strike out and replace words. "I move to replace the word ?? with ?? "*
2. Example 1--add words
 - a. Main Motion:
 - ***I move the CSBA host a wool judging workshop at the 2021 NSS.***
 - Discussion shows the need for a day and time.
 - b. Amendment:
 - ***"I move to amend by adding the words, 'at Wednesday at 4 pm'."***
 - The amendment requires a second.
 - The amendment may be discussed.
 - The amendment requires a majority vote.
 - c. Amended Main Motion
 - If the amendment passes, the main motion (as amended) is on the floor.
 - "The amended main motion should be restated by the chair.

- *'The CSBA will host a wool judging workshop at the 2021 NSS on Wednesday at 4 pm.'*
The amended main motion may be discussed again.
Requires a majority vote to pass the amended main motion.
- 2. Example 2-strike out words.
 - a. Main Motion:
 - *I move John Doe judge the 2021 NSS Open Show and Jr. Show.*
 - Discussion shows there should be two different judges..
 - b. Amendment:
 - *"I move to amend by striking the words 'and Jr. Show'."*
- 3. Example 3--replace words.
 - a. Main Motion:
 - *I move the CSBA give \$1000 to the 2021 Futurity Program.*
 - Discussion shows the desire to donate more money.
 - b. Amendment:
 - *"I move to amend by replacing '\$1000 with \$1500'."*

PART VII: REFER TO A COMMITTEE

A. Refer to a Committee will put a motion (topic) into a small group of members so it can be investigated and recommendations made which could not be made during a regular meeting.

B. Characteristics

1. If the main motion is referred it is no longer handled during the meeting.

C. Form

1. "I move to refer the topic of ? to a committee of size, how selected, powers.
2. Committee size is normally an uneven number to facilitate voting.
 - a. Ideally 3 or 5 so an uneven vote prevails.
3. Committee selection
 - a. Volunteers
 - b. Appointed by the presiding officer.
4. Powers
 - a. To investigate and report back.
 - b. With full powers to act.

D. Qualifications

1. Must be seconded.
2. Is amendable by size, selection or powers..
3. Is debatable.
4. Requires a majority vote.
5. The committee normally selects the chair or the president can appoint.

PART VIII: LAY ON THE TABLE

A. The motion to Lay on the Table puts the item on the agenda for the next meeting.

B. Characteristics

1. Is needed when a subject "can wait" until the next meeting. Normally, members just need to think about it more.

C. Form

1. "I move to lay this motion on the table."

D. Qualifications.

1. Must be seconded.
2. Is not amendable.
3. Is not debatable.
4. Requires a majority vote.

E. Take from the Table

1. The motion, which was Laid on the Table will come back on the next meeting's agenda. It is taken from the table exactly as it was when laid on the table.

PART IX: POINT OF ORDER

A. If a member does not follow parliamentary protocol, another member can call a point of order.

B. Characteristics

1. Point of Order can be called by a member without recognition.
2. It is the only time a member may interrupt another member who has the floor.
3. Is most often used to correct discussion which is not germane..

C. Form

1. The member states "POINT OF ORDER" and explains what is wrong
2. The chairperson rules and the meeting resumes.
3. A member must be brave and loud!