

**BY-LAWS OF THE GREATER MATTAPAN NEIGHBORHOOD COUNCIL  
(GMNC)**

**RATIFIED as of 01/15/2019**

**REVISED as of 03/18/2020**

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**ARTICLE 1 – NAME**

The name of this organization shall be the Greater Mattapan Neighborhood Council (GMNC).

**ARTICLE 2 – PURPOSE**

The purpose of the GMNC is to empower residents with relevant information that improves the partnership between the Greater Mattapan community and the city of Boston.

The GMNC brings together the economically, ethnically, and otherwise diverse Greater Mattapan Area neighborhood, to make decisions and recommendations regarding projects that may impact land use, development, service delivery, youth affairs, and other public issues in our shared community and to protect the significant open space and notable natural features of areas in the Greater Mattapan area.

The GMNC offers the residents of Greater Mattapan area the opportunity to participate fully and directly in governing neighborhood affairs and other issues relating to the quality of life of the Mattapan community.

**ARTICLE 3 – THE GREATER MATTAPAN NEIGHBORHOOD COUNCIL  
AREA**

The GMNC area reflects the boundaries of the Greater Mattapan Neighborhood District and its subdistricts are as shown on the maps numbered Maps 8A, 8B, and 8C, entitled “Greater Mattapan Neighborhood District,” as of 12/31/2018.

**ARTICLE 4 – MEMBERSHIP**

Membership of the GMNC is as follows:

- (a) General Member: All Greater Mattapan area residents who are sixteen (16) years of age and older are eligible for membership in the GMNC.
- (b) Affiliated Member: Persons owning businesses and directors of nonprofit organizations within Greater Mattapan but do not have their primary residence as being in Greater Mattapan are eligible for an affiliated membership. This type of membership does not have voting rights.
- (c) Elected Board Member: Greater Mattapan resident who meets the criteria of Article 5 for elected board members. These represent both chair and at-large positions.

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- i. Chair Positions: Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary
- ii. At-Large Member: Elected Greater Mattapan area resident, not representing one of the specific GMNC areas within the Greater Mattapan Area as defined by the BPDA as of 12/30/2018; but does not hold an officer seat on the Council.

**ARTICLE 5 – ELECTED BOARD MEMBERSHIP**

Elected board membership to the GMNC is open to all residents of Greater Mattapan area who are sixteen (16) years of age and older. The GMNC shall have no more than twenty-one (21) equally elected board members. Elected board members will be representative of Greater Mattapan area as follows:

- 1) One-third (1/3) of the elected board seats reserved for those 16 – 35 years of age.
- 2) Elected board members are to be chosen from zones where there are active Greater Mattapan area neighborhood associations as well as zones where there may not be neighborhood associations. "Active" is defined as having neighborhood association meetings at least twice within the last calendar year (January 1 – December 31).
- 3) Any member who moves out of the Greater Mattapan area or out of the zone the member represents, during the member's term on the board, shall relinquish their seat and a new representative is elected within thirty (30) days.
- 4) Elected board members will strive to be representative of the three (3) GMNC zones as follows:
  - five (5) seats are assigned to eligible persons residing in zone "A"
  - five (5) seats are assigned to eligible persons residing in zone "B"
  - five (5) seats are assigned to eligible persons residing in zone "C"
  - six (6) at-large seats are assigned to eligible persons residing in any location within the physical boundaries described in Article 3.
- 5) At any time, the elected board membership, along with GMNC members may vote to expand map to include additional zones.
- 6) The term of each elected board member will be for two years. At the end of the term, the member will relinquish their seat, and a new board member will be nominated and elected from their zone.
- 7) Elected board members are encouraged to serve no more than four consecutive terms.

**ARTICLE 6 – ELECTED BOARD OFFICERS**

The elected board officers shall be Chair, Vice Chair, Treasurer, Assistant Treasurer, and Secretary and Assistant Secretary. Officers are elected by the GMNC board and shall serve a

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term of two years. The election of officers shall take place every other year at a special board meeting prior to the March GMNC meeting. Duties of the GMNC Officers shall be:

**GMNC Chair:** Presides at all GMNC meetings and Executive Committee meetings and is the official spokesperson regarding decisions and actions of the Council. The Chair is the ex officio of all council committees.

**Vice Chair:** Acts on behalf of the Chair in their absence. The Vice-Chair is a member ex officio member of all Council committees.

**Treasurer and Assistant Treasurer:** Receives and disburses funds on behalf of the council, maintains financial reports, reports on GMNC fiscal health status. Establishes and maintains a separate bank account on behalf of GMNC and prepares and presents financial statements. The Treasurer and Assistant Treasurer are ex officio members of all council committees.

**Secretary and Assistant Secretary:** Writes routine correspondence on behalf of the neighborhood council and is responsible for overseeing communication including arranging for the preparation of the minutes and agendas of council meetings and the dissemination of council agendas in conjunction with the Chairs and Executive committee, and public notices of Council meetings.

## **ARTICLE 7 – COMMITTEES**

The GMNC shall conduct its business through its working committees which shall consist of both elected GMNC members and interested community participants. The council's working committees shall review all issues and concerns brought before them and make recommendations to the board. Council committees also may initiate investigations of problems and interests within their respective jurisdictions to make recommendations to the council approved by the board. All council board members shall be regular participants in at least one committee of the council. Committees may include but are not limited to, an Executive Committee and committees which deal with business, service delivery, land use, and other public issues.

### **Executive Committee**

The Executive Committee, composed of the elected officers of the council and the chairs of the council committees, shall meet between council meetings to review and make recommendations to the board on a process, procedural and other issues not within the jurisdiction of any of the other Council committees. In addition, the Executive Committee shall advise officers regarding carrying out specific duties, assign issues and concerns which may arise to appropriate committees, including joint or ad hoc committees, for review and recommendation, and on advice from the

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board, council meetings, the public, and/or government representatives, determine a tentative agenda for the following council meetings. The Executive Committee shall oversee community participation in the council, taking all possible steps to ensure that a cross section of Mattapan, including all ethnicities, women, the elderly, and youth represented in council work. An Executive Committee member may, under appropriate circumstances, meet or make necessary decisions telephonically or by electronic or other suitable means.

#### Working Committees

The Council's working committees shall review and make recommendations to the board regarding development and service delivery and other public issues as may have been assigned to them by the board following these by-laws. Committees may take public action in the name of the full Council, such as issuing policy letters, press releases, and recommendations to governmental agencies, only with the authorization of the Council or the Executive Committee. The Chairs and Vice-chairs or Secretaries/Treasurers of the Council committees shall be elected by, and from, the elected members of the Council. No Council member shall chair more than one committee, excluding ad hoc committees. Membership of each committee shall consist of not more than fifteen (15) members, and not less than three (3), nor more than five (5) Council members, not including the Chair, the Vice-chair, and the Secretary of the Council. In the absence of the Chair and Vice-chair of a committee, only a Secretary or Treasurer may chair a meeting of a committee. Chairs shall report to the Council on member recruitment efforts and submit names, addresses, occupations, and contact information of committee members to the Council for approval by the second Council meeting following the biennial election of Council members and annually thereafter, and within thirty (30) days of the membership on a committee has not been approved by the Council as aforesaid. The committees and their respective functions are as follows:

**Zoning Committee:** Responsibilities include the review of appeals to the city's Board of Appeal concerning conditional use permits, changes of occupancy, variances from Article 60 (Greater Mattapan Neighborhood) of the city's Zoning Code, and the review and monitoring of actions and decisions of, and the entering into agreements with, the Boston Planning & Development Agency or any other governmental department or agency having jurisdiction of building and/or land use matters and the monitoring of enforcement of the Zoning and Building Codes including, but not limited to, all building and land use projects subject to Boston Planning & Development Agency, Board of Appeal, Inspectional Services Department or other governmental approvals.

**Public Service Committee:** Responsibilities include public safety, police – judiciary/community relations, crime-related problems, neighborhood crime watch, maintenance and repair of Streets,

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sidewalks and public ways, Street lights, trash and snow removal, residential and nonresidential traffic and parking, transportation, and alcohol, entertainment and victualler licensing.

Environment, Parks & Energy Committee: The Environment, Parks & Energy Committee networks with other organizations and programs and engages in the following activities: (1) Advocates for a range of environmental issues in Greater Mattapan and comments on, raises awareness on, and promotes matters related to, sustainability, environmental protections, the urban forest and urban agriculture; (2) Advocates for the protection and creation of parks and open space in Greater Mattapan and fosters community around parks and green space; and (3) Advocates for neighborhood energy efficiency, renewable energy, and other carbon reduction issues.

Housing & Development Committee: The mission of the Housing and Development Committee is to advocate on behalf of the community in all matters related to the development and preservation of housing and commercial properties and to encourage the inclusion of affordable housing and affordable commercial space where possible and practical. The Committee's responsibilities include (1) monitoring current housing and development projects and related initiatives in the community, including the disposition of public lands for residential, commercial and non-profit use, (2) working with the City of Boston and GMNC to assure a forum for community input to housing and development projects and initiatives (which responsibility does not diminish the City's independent obligation to provide adequate public process in all such matters), (3) providing a forum for discussion of development priorities and objectives at the conceptual and planning stages, and (4) ensuring compliance with all of the GMNC's policies and guidelines relating to the housing and development.

Outreach Committee: The Outreach Committee promotes the GMNC through forums, advertising and other forms of communication. It looks for ways to engage stakeholders and the community at large and communicate the efforts of the neighborhood council to them. It is expected to make regular and continuing efforts to inform and solicit input and GMNC participation from diverse elements of the community, including – (a) perform outreach on its own volition and by direction of the Board, and (b) reports its actions to the Board. It will recommend and establish a process by which the neighborhood council will communicate with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and promptly.

Community Benefits Standards (CBS) Committee: Community Benefits Standards (CBS) Committee creates a set of community standards, to provide the guidelines for Community Benefits Agreements [CBA] - a legal contract signed by GMNC and a real estate developer that requires the developer to provide specific amenities and/or mitigations to the Greater Mattapan. When a site-specific CBA is agreed on, it will ensure that projects create opportunities for local workers and the community. The committee works to create CBAs that produce win-win

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outcomes, improving a project's community benefits to the point where it receives broad support and providing developers with legally-binding support commitments and claims releases from the GMNC.

Some example of Community Benefits Standard mandates that of all potential developers:

- A living wage requirement for workers employed in the development
- Affordable housing utilizing neighborhood AMI standard
- Construction/upgrades of parks and recreational areas
- Fund Greater Mattapan youth program/school
- Beautification and safety upgrades to street lighting
- Community Preservation Act: creating environmental benefits and mitigating
- Environmental impacts.
- Construction apprentice programs for young adults and youth
- Community Service Day
- Traffic studies
- Parking spaces mandates
- “First Source” hiring system, targeting job opportunities in development to residents

Ad Hoc Committees: Ad Hoc and Joint Committees may be created by the Council from time to time and shall, upon their creation, be subject to the same rules as standing committees, other than as follows: (1) the Chair of an Ad Hoc committee shall not by virtue of that office become a member of the Executive Committee: (2) without action by the Council to renew the committee's mandate, the committee shall disband on the one-year anniversary of its creation.

## **ARTICLE 8 – MEETINGS**

The GMNC shall meet a minimum of ten (10) times per year on a regular schedule set by the Council and announced to the public. The Council will furnish notices of meetings, and tentative agendas and Council committees to the local papers and other places as the Council or Council Committee deems appropriate, in time for publication no later than ten (10) days before a regular

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Council or Committee meeting. The Executive Committee for the Council and the respective Council Committees shall exercise their best efforts to ensure that these notices of their meetings are given promptly and on a timely basis. Committees shall meet a minimum of ten (10) times per year and meetings shall be publicized adequately. All meetings of the Council, the Executive Committee, and other Council committees shall be open to the public.

The Chair, with the approval of the Executive Committee, or upon petition of eight GMNC members may convene a special meeting of the Council with a minimum of seventy-two (72) hours written or telephonic or electronic notice to all currently serving members.

**ARTICLE 9 – PUBLIC PARTICIPATION**

Any person entitled to vote in the GMNC election is eligible to serve on Council committees, and any such person may bring an issue to the Council via any individual Council member, committee, or Council meeting. All items that require review referred to an appropriate committee and reviewed for recommendation to the Council. Public participation in Council deliberations shall be structured as follows: Council board members discuss the issue; members of the public may speak for a prescribed amount of time; Council board members will discuss and decide. All efforts shall be made to obtain translations of meetings and minutes and to publicize notices in other languages as appropriate.

**ARTICLE 10 – QUORUM**

A quorum of the GMNC is one-half plus one of the currently serving elected board members of the Council. Unless otherwise provided by a prior vote of the Council committee concerned, and approved by the council, a quorum of the Executive Committee shall be a majority of the currently-serving members. No Council or Council committee votes shall take place unless a quorum is present. There shall be no proxy voting.

**ARTICLE 11 – VOTING**

No Council or Council committee votes shall happen unless a quorum is present. Affiliated Members may voice opinions and advise, but they may not cast a vote on a council or committee item. All members of the GMNC must reside in Greater Mattapan area for the entire length of their term. Public Elections for GMNC members occur each year as previously described. Details on elections and filling of vacancies occurring during a term are in Article 15.

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**ARTICLE 12 – DUES**

For the council to perform the administrative tasks and duties for which it is responsible, the GMNC must have operating funds. These funds are used to pay for administrative costs incurred during a year (photocopying, advertising in newspapers, outreach). All general members and elected board members are expected to pay a yearly due of \$20. Those wanting to participate, but unable to pay dues, may request sponsorship from the Outreach Committee. The funds are to be deposited by the Treasurer into a bank account as described under Article 6.

**ARTICLE 13 – RESIGNATIONS/REMOVAL OF MEMBERS AND OFFICERS**

Any Council or committee member, Council or committee Chair or another officer may resign or to any Council officer and, in the case of a committee officer or member, to the respective Council committee or any committee officer. A resignation shall be effective on the date specified in the notice of resignation.

The Council may remove Members, officers, and committee Chairs and committee members only for "good cause shown." "Good cause is shown" shall include, but not be limited to absence from three consecutive regularly scheduled Council or committee meetings, persistent non-participation in committee work, or absences from more than five regularly scheduled Council or committee meetings in the prior twelve months. Following the presentation of reason or reasons for removal of a member, officer or committee Chair or committee member at a regular Council meeting, the Council shall vote on whether to consider removal. If the member is not present at that meeting, written notice of the Council vote shall be delivered to the member or sent via registered or certified mail within ten days of the Council meeting. After any vote taken by the Council to consider removal of a member, officer or committee

Chair or committee member the individual who is the subject of the vote taken is given an opportunity to resign at or before the next regular Council meeting. Removal of a member, officer or committee Chair or committee member shall be by a two-thirds vote of those present at the following regular Council meeting provided there is a quorum present at the time of the vote.

**ARTICLE 14 – VACANCIES**

Announce a vacancy of the Council board at the earliest Executive Committee or Council meeting. Nominations for replacement members may occur at any of the following two consecutive Council meetings after the announcement. A majority vote of the Council may fill vacancies at the second meeting at which nominations are accepted or at any following meeting. Every effort will be made to fill Council vacancies with persons who respond to the same residential or another constituency as their predecessors; however, the Council may appoint any

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suitable person to fill a vacant seat, so long as they are a Greater Mattapan area resident. Officer or committee Chair vacancies may be filled by taking nominations and voting at the earliest possible meeting following the announcement.

**ARTICLE 15 – CHANGES IN BY-LAWS**

The elected board is required to review the by-laws annually to ensure that they are representative of the Greater Mattapan Area community. This is to be completed yearly during the February Executive Committee meeting.

The Council may vote to refer proposed changes in the by-laws to the Executive Committee or an ad hoc by-laws committee for review and recommendation to the Council at the next meeting of the Council. The by-laws may be changed by a two-thirds vote of those elected board members present at any following Council meeting, provided there is a quorum (as defined in Article 10) of the Council present at the time of the vote.

**ARTICLE 16 – ROBERT’S RULES OF ORDER**

Those provisions not contained herein will be covered by the most current version Robert’s Rule of Order in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the GMNC may adopt. A cheat sheet is attached to these by-laws.

**ARTICLE 17 – CONFLICT OF INTEREST**

The determination of any conflicts of interest for both board and committee members shall be governed by Massachusetts General Laws, c. 268A, as applicable to "special municipal employees." Also, the Members and Officers of GMNC and its committees are bound by three ethical duties concerning all potential conflicts of interest:

- 1) A duty of loyalty, to serve always in the best interest of the Greater Mattapan area community. A board or committee member is expected to place the needs of the community above their own interests
- 2) A duty of care and good faith, to act in all board and committee matters with common sense diligence, and informed judgment.
- 3) A duty of faithfulness to the mission of the board and its committees.

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Without limiting the duties and obligations set forth in this Article, conflicts of interest may arise where a member, officer, or committee member has an existing or potential financial or personal interest that could interfere with that individual's independent or objective judgment, or ability to discharge of any of the duties set forth above, in any decision to come before the Council or its committees.

Board and committee members shall recuse themselves from voting on or participating in the discussion of any matter in which they have a conflict of interest. In any matter in which a board or committee member has a potential conflict of interest, that member shall fully disclose the nature of the potential conflict at the earliest possible opportunity to the board or committee in which the matter shall be under consideration. Following such disclosure by a member, the board or committee (as the case may be) shall vote by simple majority as to whether that member shall recuse themselves from any discussion or voting on the matter. A person who recuses themselves from considering a matter due to an actual or potential conflict of interest shall not be present during the discussion or voting on such matter.

GMNC members shall err on the side of disclosure and notification of any potential perceived conflict of interest. This includes any board member with a direct relationship to an elected official (including spouse, employer, etc.) The board member may be requested to recuse themselves from that portion of the Council's review and voting.

Recognizing that many council and committee members are active in other volunteer civic organizations throughout Greater Mattapan area and the city of Boston, it shall not be a conflict of interest for any board or committee member to discuss and vote on matters which they have considered before as members of other volunteer councils, committees, commissions, or similar organizations. It is expected that members shall use any knowledge or perspective gained from said organizations to provide insight and clarification for the board or committee.

## **ARTICLE 18 – ELECTIONS**

An ad-hoc Election Committee will be convened, and a chair be named, during the October Executive Committee meeting to oversee a public election of the GMNC elected board members. The Election Committee will strive to have at least (7) seven active Greater Mattapan Neighborhood Association members.

Section 1 - The election chair shall organize the public election of GMNC elected board members by:

- a) reviewing prior year Election Committee reports to determine best practices for the upcoming election.

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- b) setting the date for a public vote of representatives on a Saturday in February in a publicly accessible location
- c) organizing at least one “Meet the Candidates” event at least two weeks in advance of the election, which may take place at a GMNC meeting
- d) advertising the election in the local paper at least one month in advance
- e) providing nomination papers to the public for candidates to gather at least (25) twenty five signatures from Greater Mattapan area residents as required at least one month in advance of election.
- f) collecting the nomination papers at least two weeks before the election date and verifying the accuracy of the signatures.
- g) advertising the candidates for election in the local paper at least two editions before the election
- h) assembling election committee members to assist in holding an election by secret ballot
- i) organizing the counting of votes and presenting the elected candidates to the Council.

**Section 2 - Election requirements:**

There will be two rounds of voting. Each candidate must give a brief statement as to why they should be considered for an elected seat on the GMNC. There are twenty-one (21) seats.

- (a) First balloted vote: decide the twenty-one (21) candidates who will comprise the board. Write-in candidates will not be accepted.
- (b) Second balloted vote: at an Executive Committee meeting following the first balloted vote, any of the elected Council Members who wants to run for an officer position will provide a brief statement on why they should be considered for an officer role on the council.

**ARTICLE 19 – INDEMNIFICATION PROVISION**

The council shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the council against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the council; and further provided

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that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors, and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or made with the written consent of such indemnified person.

This Article constitutes a contract between the council and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee concerning those acts or omissions which occurred at any time before such amendment or repeal.

**ARTICLE 20 – DISSOLUTION**

In the event of dissolution of GMNC, the Board shall, after paying or making provisions for the payment of all of the liabilities of GMNC to the extent assets of GMNC permit, dispose of all the assets of GMNC to one or more exempt organizations, within the meaning of Section 501(c)(3) of the Internal Revenue Code, that are based in or around, or otherwise serve the residents of Greater Mattapan.

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**ATTACHMENT – GREATER MATTAPAN AREA MAP**

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**ATTACHMENT – GREATER MATTAPAN AREA MAP ZONES**

**ZONE A** - NORTH- SEAVER ST-WEST- WALNUT AVE- SIGOURNEY ST- GLEN RD- FOREST HILL ST

SEAVER ST-AMERICAN LEGION HWY-GREENOCK ST -WEST- SOUTH- MORTON ST- HARVARD ST-

GREENOCK ST-BLUE HILL AVE- CALLENDAR ST- TUCKER ST-WOODROW AVE- NEW ENGLAND

AVE-EAST -SEAVER ST- GREENWOOD ST-HARVARD ST- NORWELL ST-NEW ENGLAND AVEWOODROW ST

**ZONE B** -NORTH- MORTON ST-HARVARD ST- GREENOCK ST-BLUE HILL AVE- CALLENDAR ST- TUCKER ST-WOODROW AVE- NEW ENGLAND AVE- WEST- MORTON ST-CANTERBURY ST- WALK

HILL ST- SOUTH – CANTERBURY ST-WALK HILL ST- BABSON ST- DELHI ST- HALBORN ST- CRAGMERE TERRACE- DUXBURY ST -RIVER ST

**ZONE C** -NORTH CANTERBURY ST-WALK HILL ST- BABSON ST- DELHI ST- HALBORN ST- CRAGMERE TERRACE- DUXBURY ST -RIVER ST- WEST WALK HILL ST-HARVARD ST- CUMMINS

HWY- SOUTHWEST-HARVARD ST-CUMMINS HWY- GREENFIELD ST- RECTOR - RIVER ST- MATTAKEESET ST- NORTHEAST- WALK HILL ST-BABSON ST- DELHI ST- HALBORN ST- CRAGMERE TERRACE-RIDGEVIEW AVE-RIVER ST- DUXBURY ST

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**ATTACHMENT – GLOSSARY OF TERMS**

Council: elected representatives who address on behalf of the community issues according to these GMNC by-laws;

Greater Mattapan Area: defined by the boundaries established within the BPDA Greater Mattapan Area zoning map as of 12/31/2018;

Board Member: an elected representative of the GMNC;

Elected Officers: chosen by balloted vote of the Greater Mattapan area residents - Chair, Vice-Chair, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary; must be a resident of Greater Mattapan; pays yearly dues.

At-Large Board Member: chosen by balloted vote of the Greater Mattapan area residents; must be a resident of Greater Mattapan area;

Affiliated Member: business owners and directors of nonprofit organizations within Greater Mattapan area who do not have their primary residence as being in the Greater Mattapan area; member does not have voting rights and pays no dues.

General Member: all Greater Mattapan area residents who are sixteen (16) years of age and older.

## 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
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 primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

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.

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

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 (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

### Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote