

# BYLAWS OF DESERT SKY ELEMENTARY ("DSE") PTO

## Article I – Name, Description, Purpose

Section 1. Name - The name of the organization shall be Desert Sky Parent Teacher Organization ("PTO")

Section 2. Description - The PTO is a nonprofit organization that exists to give parents, families, and teachers the opportunity to work together to supplement and enrich the educational experience for DSE students.

Section 3. Purpose - The corporation is organized for the purpose of developing communication, community, and fun by actively and frequently fostering communication between DSE and families, encouraging parent involvement, and providing activities for students to through volunteer and financial support in an ongoing effort to encourage a nurturing, positive, and inclusive environment at DSE.

## Article II – General Policies

Section 1. The organization shall be non-commercial, non-sectarian and non-partisan.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.

Section 3. The organization shall not directly or indirectly participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, a candidate for public office.

Section 4. The organization shall work with Richland School District ("RSD") to provide quality education for all students and shall seek to participate in the decision-making process, recognizing that the legal responsibility to make decisions has been delegated by the people to the RSD board of directors.

Section 5. The corporation is organized exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

Section 6. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

## Article III – Members

Section 1. Any parent, guardian or other adult representing a student at DSE may volunteer with the PTO, participate in the PTO's committees, and attend general meetings, but a person shall be considered a "member" *and have voting rights only if they pay the PTO's yearly membership dues.* The principal, vice principle, any teacher or staff member employed at DSE may volunteer with the PTO, participate in the PTO's committees, and attend general meetings, but a person shall be considered a "member" and have voting rights only if they pay the PTO's yearly membership dues.

Section 2. Annual dues will be established by the executive board by a majority vote.

Section 3. Any adult having paid their current dues shall be considered a member in good standing. Yearly dues cover membership from the first day of the school year through the last day of the school year.

## Article IV – Officers and Elections

**Section 1. Officers.** The officers shall be President, Vice President, Secretary, and Treasurer.

- a. **President.** The President shall prepare agendas for general meetings, preside over the meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees, coordinate the work of all the officers and committees in order that the purpose of the organization be served, and retain all official records of the PTO.
- b. **Vice President.** The Vice President shall assist the President, carry out the President's duties in his or her absence or inability to serve, participate in executive board meetings and provide input for decisions, be an ambassador for the PTO and DSE.
- c. **Secretary.** The Secretary shall record and distribute minutes at each executive board meeting and general meetings, handle correspondence and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list and other necessary supplies and brings them to meetings. Records may be kept digitally. Distribution of meeting minutes must be done timely.
- d. **Treasurer.** The Treasurer helps develop the budget, collects all funds of the organization, keeps an accurate record of receipts and expenditures, provides financial reports for each executive board meeting and general meeting and at other times of the year when requested by the executive board, makes a full report at the end of the year, pays out funds in accordance with the approval of the executive board, and organizes the book for annual audit.
- e. **Sharing officer positions.** The president position can be shared by two people (co-president) and the vice president position can be shared by two people (co-vice president). The secretary and treasurer positions cannot be shared but assistants can be appointed.
- f. **Further job descriptions** can be found in the Addendum A attachment.

**Section 2. Nominations and Elections.** Elections will be held at the last general meeting of the school year. Nominations may be made from the floor at the time of the election and until nominations are closed, provided that the nominee gives consent. Nominations must be closed before the vote begins. If only one candidate is nominated for a position, voting may be held by voice. If multiple nominations are made from the floor for one position, then a paper ballot vote shall be taken. The nominee receiving the most votes for an office shall be elected. Elected officers take office July 1st.

**Section 3. Eligibility.** All members are eligible for office.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** A vacancy occurring in the Presidency shall be immediately filled by the Vice-President or Co-Vice Presidents. Should a single vacancy occur during a Co-Presidency, the remaining Co-President has the option of either becoming sole President or Maintaining a Co-Presidency. In the latter event, the Vice-President has the first option of becoming Co-Vice President. If Co-Vice Presidents exist, the remaining President shall appoint one of them to fill said vacancy. If the Vice-President or Co-Vice-President declines, the election of a Co-Vice President shall follow the procedures stated in Section VI. If a vacancy occurs in an office other than the President, the executive board may elect an acting officer to serve until the next general membership meeting, at which time the office shall be filled for the unexpired term. Nominations shall be made from the floor and an election conducted by ballot if more than one nominee is presented. The nominee receiving the most votes for the office shall be elected.

**Section 6. Removal from Office.** Officers can be removed from office with or without cause by two thirds vote of those present (assuming a quorum) at a regular meeting where 7 days' notice is given.

## Article V – Executive Board

**Section 1. Membership.** The executive board shall consist of the officers of the organization and the school principal or alternate designated by him or her.

**Section 2. Duties.** The duties of the executive board shall be to transact business between membership meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings shall be held the first Tuesday of each month during the school year. Special meetings may be called by any two board members, with 48 hours' notice. Action taken by the board between regular meetings due to urgent requests shall be reported at the next regular meeting. Actions require majority approval of the board members present at these meetings. All activities will be in accordance with the stated objectives and policies of the PTSO by-laws. The executive board shall meet prior to the first general membership meeting to: 1) prepare a preliminary schedule of events; 2) determine annual dues for the organization; 3) prepare the annual budget, including proposed expenses and expected revenues for all events.

**Section 4. Voting of the Executive Board.** A  $\frac{2}{3}$  vote of executive board members is required. In the event the executive board members cannot all meet, an email vote and approval are allowed. Each member shall send a statement of their vote and approval or disapproval to the Secretary. The Secretary will notify all members of the Executive Board by email of the final count of the vote and approval or disapproval.

**Section 5. Newly Elected Officers.** Newly elected officers not yet in office are authorized to meet for the purpose of selecting directors and chairpersons for the upcoming year.

## Article VI – Meetings.

**Section 1. General membership meetings.** General meetings shall be held the first Tuesday of each month during the school year. The May general membership meeting shall be for the purpose of formulating a budget. The June meeting will be held for the purpose of finalizing and approving the annual budget, receive reports, and elect officers. Each meeting shall be communicated to DSE Principal and Vice-Principle, DSE staff, members of the PTO, and to student families at least one week prior to the scheduled meeting and the day of the scheduled meeting. General meeting times and locations must be widely advertised using various forms of communication: school forum, Facebook, Instagram, and emails provided by members.

**Section 2. Special membership meetings.** Special membership meetings may be called by the president, any two members of the executive board, or five members by submitting a request to the secretary. Notice of the special membership meeting shall be sent to the members at least 7 calendar days prior to the meeting by email, phone call or flyer.

**Section 3. Quorum.** Five (5) members shall constitute a quorum if the membership numbers are one (1) to nineteen (19). Ten (10) members shall constitute a quorum if the membership numbers are twenty (20) to one-hundred (100). Twenty (20) members shall constitute a quorum if the membership numbers are one-hundred (100) to two-hundred (200). Thirty (30) members shall constitute a quorum if the membership numbers are over two-hundred (200).

**Section 4. Voting.** Each member of the PTO is eligible to vote. In the event a full quorum is not present, a  $\frac{2}{3}$  vote of all members present is required. Absentee and proxy votes at general membership meetings or special membership meetings are not allowed. The Board may email or text voting within the already approved budget.

**Section 5. Fox Trot, Book Fair, and Carnival Chair** must be determined at year end meeting.

## Article VII – Committees

Section 1. Membership. Committees may consist of any adult affiliated with the school and board members with the president acting as an ex-officio member of all committees.

Section 2. Standing committees. The executive board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 3. The chair of each committee shall present a plan of action to the board (including proposed operating expenses) or to the organization for approval. Each committee chairperson is responsible for overseeing their activity in accordance with the existing plan of action. However, the plan must be re-approved if there is over a ten (10%) percent increase in expenses, or a proposed change in the distribution of the profit. The chair of each committee will collect receipts/bills and submit to the treasurer for disposition. No committee work may be undertaken without the approval of the executive board or of the general membership.

Section 4. The executive board may appoint additional committees as needed.

Section 5. Fox Trot, Book Fair, and Carnival chairs must be determined at year end meeting.

## Article VIII – Finances

Section 1. A budget shall be approved at the last meeting of each school year for the following school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. The executive board shall approve all expenses of the organization that are within the already approved budget.

Section 4. Authorized signers shall be the president, vice president, treasurer, and secretary. All outgoing PTO checks shall have two authorized signer signatures (“double signatures”).

Section 5. A member who does not have access to funds and who does not sign checks shall audit the bank statement monthly. Monthly audits must be done within 3 months. Year end audit must be done by November the following year.

Section 6. The organization’s funds shall be handled where possible on school grounds, processed in a timely fashion and kept in the school vault until turned over to the treasurer for deposit.

Section 7. The treasurer shall prepare a financial statement at the end of the year, to be reviewed and audited by a member who is not an executive board member and who does not have access to funds.

Section 8. The fiscal year shall be July 1st to June 30th.

Section 9. Annual Financial Review

### Guidelines for Reviewer

- Compare cash receipts and deposits to the bank statements.
- Check addition and subtraction on cash receipts and deposits.
- Confirm that all disbursements were properly approved.

- Confirm that all disbursements have been properly documented with an invoice or receipt.
- Confirm that all Deposit forms signed with two signatures.
- Confirm that all checks have been deposited or cashed by the payee indicated and that no information on the face of the check has been altered.
- Confirm there are no missing checks.
- Confirm that IRS Form 990-EZ was filed on time, if applicable.
- Review the monthly treasurer reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
- Check the details in monthly treasurer reports for accuracy.
- If exceptions are noted during the audit (errors, irregularities), consult with the organization's treasurer (and president, if necessary) to resolve the exception. The treasurer is responsible for making any corrections to the ledger or checkbook.
- If exceptions are noted, prepare a separate exceptions report to submit with your review report and worksheet. The exceptions report should detail:
  - Exceptions noted
  - Steps taken to remedy the exceptions
  - Recommendations to prevent further occurrence of these exceptions (the organization's treasurer and president are responsible for acting on the recommendations)
- When the review is complete, make a note after the final checkbook entry; sign and date it.
- File a copy of the review report with the president and treasurer.
- Monthly audit deadline is no later than 3 months from when the treasurer report is completed.

#### Yearly Audit

- Look over all monthly treasurer reports, sign and date.
- Written statement that all reports were reviewed mentioning any discrepancies, and actions taken. Sign and Date.
- Deadline 5 months after years end (June 30) November 30th id Years Audit deadline.

#### Article IX – Parliamentary Authority

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s by-laws. These rules 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. See attached Addendum B for a simplified discussion/cheat sheet of Robert’s Rules to be used for relevant guidance in conducting meetings.

#### Article X – Standing Rules

Standing rules may be approved by the executive board and the secretary shall keep a record of the standing rules for future reference.

#### Article XI – Dissolution

Section 1. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a membership meeting.

Section 2. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with membership approval, spent for the benefit of DSE or its successor. Upon dissolution of the school, assets shall be distributed for one or more exempt purpose under section 501(c)3 of the Internal Revenue Code or shall be distributed to Richland School District or its successor for public purpose.

## Article XII – Amendments

These bylaws may be amended at any regular or general meeting with previous notice of the amendments (14 calendar days) sent to all members by flyer, email, or phone. Two-thirds ( $\frac{2}{3}$ ) voting approval of all members present is required to adopt an amendment to the bylaws.

These articles and bylaws were adopted by the Executive Board, presented and made available for at least 7 days and approved by a two thirds majority vote of the PTO members present on \_\_\_\_\_.

# **ADDENDUM A**

# PTO President Job Description

## **Characteristics:**

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills

## **Responsibilities:**

- Preside at general PTO meetings and executive board meetings
- Serve as the primary contact to the principal and represent the PTO at meetings of other groups, if needed
- Serve as an ex-officio member of all committees
- Retain all official records of the PTO

## **Monthly Tasks:**

- Prepare for and lead executive board meetings
- Prepare for and lead PTO meetings
- Prepare agendas for general meetings
- Review the treasurer's report
- Have regular check-in meetings with the principal
- Thank volunteers for their efforts

## **Annual Tasks:**

- Finalize the activities calendar with the principal
- Set the schedule of monthly executive board meetings for the year
- Hold a committee chair orientation
- Update the signature cards at your PTO's bank
- Double-check key organizational dates, including your PTO insurance policy renewal, incorporation with the state, and IRS Form 990 or 990-EZ, if applicable
- Determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers

## **Training and Resources:**

- One-on-one with outgoing president
- Articles about president topics
- Past files and examples



# PTO Vice President Job Description

## **Characteristics:**

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills

## **Responsibilities:**

- Assist the president
- Perform the duties of the president if the president is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Be an ambassador for the PTO and the school

## **Additional duties include:**

- Oversee committees, train committee chairpeople, and act as a liaison between committee chairpeople and the executive board
- Oversee fundraising selection, planning, and evaluation
- Serve as PTO parliamentarian
- Serve as a bylaws expert
- Be a liaison for new families
- Lead the annual membership drive

## **Corresponding Responsibilities:**

- Determine, with executive board approval, the most appropriate methods and frequency of communicating with members
- Manage communications and marketing for the PTO, including but not limited to:
  - PTO newsletters
  - Email broadcasts
  - Website
  - Social media

## **Monthly Tasks:**

- Participate in executive board meetings
- Participate in general meetings

## **Annual Tasks:**

- Familiarize yourself with Robert's Rules of Order
- Familiarize yourself with the PTO's bylaws
- Other tasks as designated by the executive board

## **Training and Resources:**

- One-on-one with outgoing vice president
- Articles about vice president topics
- Past files and examples

# PTO Secretary Job Description

## **Characteristics:**

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills
- The secretary's responsibilities include both record-keeping and communications.

## **Recording Secretary Responsibilities:**

- Record and distribute minutes of executive board meetings and general meetings
- Maintain a complete file of all approved minutes, and materials distributed at any official PTO meeting

## **Monthly Tasks:**

- Attend executive board meetings and participate in discussions and decision making
- Record minutes of executive board meetings
- Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting
- Record minutes of general meetings and distribute them in a timely manner

## **Annual Tasks:**

- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes
- Set up a filing system at your house and on your computer

## **Monthly Tasks:**

- Use email to send meeting reminders, announce upcoming events
- Prepare the PTO newsletter or submit PTO news for the school newsletter
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the executive board

## **Annual Tasks:**

- Collect email addresses from members
- Maintain a file of all your work, including photos of displays and samples of each document
- Notify local media about interesting PTO news

## **Secretary Training and Resources:**

- One-on-one with outgoing secretary
- Past files and examples

# **PTO Treasurer Job Description and Duties**

## **Job Description**

The PTO treasurer is the custodian of the parent group's funds. The treasurer helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit. As a member of the executive board, the treasurer represents the parent group, and thus their actions reflect upon the reputation of the group and the school.

## **Characteristics**

- Desires to serve the PTO, the school, and ultimately the students
- Computer literate—must know how to use Excel and MoneyMinder or be willing to learn
- Appreciates the value and power of a balanced budget
- Appreciates the value of a paper trail; willing to follow through on tight financial controls
- Honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers
- “In touch” with school activities and PTO business, or wants to become in touch
- Understands that this role is the custodian of other peoples' money

## **Time Commitment**

- Board meeting monthly or as held
- General PTO meetings monthly or as held
- Most work can be done on your own schedule
- Cash deposits on school schedule

## **Monthly Responsibilities**

- Post financial transactions to our financial system as they occur throughout month
- Create monthly PTO treasurer reports (transaction report, performance to budget report)
- Reconcile checkbook / MoneyMinder to bank statements
- Write checks as needed (two signatures and proper paperwork required)
- Make deposits in a timely fashion, as needed
- Keep financial transaction forms available for all volunteers in PTO mailbox
- Preserve financial records, including invoices and control forms
- E-Scrip reconciliation
- BI-Monthly or Quarterly Audit
- Be available with paperwork for audit
- Credit card processor- verify payments and reconcile

## **Annual Responsibilities**

- Lead annual budget development process in August
- Present budget for approval at September PTO meeting
- File Form 990-EZ (annual IRS information return required for 501(c)(3) DUE NOV 15th
- Renew incorporation with the state
- Facilitate annual financial review (audit)
- Renew state business license (city license expires yearly)

## **Training and Resources**

- One-on-one with outgoing treasurer
- Past files and examples

# **ADDENDUM B**

# Roberts Rules of Order – Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.  
 "Call for orders of the day."

You want to take a short break.  
 Move to recess for a set period of time.

You want to end the meeting.  
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.  
 Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.  
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.  
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.  
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rds</sup> vote is required.

**Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board's ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

## Robert's Rules Basics

New board members should learn the basics of Robert's Rules as soon as they join a board. Board members will use the basic rules for making decisions at most meetings.

Here is a general outline of the essential elements of Robert's Rules:

- **Motion** – A member makes a motion to propose an action or make a decision by saying, "I move to...". Another member must second the motion by saying, "I second the motion." Once someone seconds the motion, the group votes on the motion. It passes by a majority vote or a [quorum](#) depending on the rules in the bylaws.
- **Amend a motion** – Members use this process to change a motion and can do so by stating, "I move to amend the motion on the floor." Again, this motion must be seconded and voted upon.
- **Commit** – Members use this type of motion to transfer a motion to a committee. As with other types of motions, it must be seconded and voted upon. Once it moves to a committee, the committee presents a report on the committed motion at the next meeting.
- **Question** – Members say, "I call the question" to end a debate or discussion. The motion must be seconded and voted upon without further discussion. A call for the question requires a two-thirds majority vote to pass. At this point, the members must immediately vote on the motion on the floor.
- **Adjourn** – This refers to moving to end the meeting. A member would say, "I move to adjourn," and another member would second the motion. If the majority then votes to adjourn, the meeting is over.

## Making a Motion

Board members must discuss one issue at a time to keep order in the boardroom. The board chair should only allow one person to speak at a time. Any member who wants to make a motion must request the floor –and be granted it – before speaking.

Robert's Rules classifies motions into the below categories.

### 6 Categories of Motions

1. **Main motion:** Introduces a new item
2. **Subsidiary motion:** Changes or affect how to handle a main motion (vote on this before the main motion)
3. **Privileged motion:** Brings up an urgent or essential matter unrelated to pending business
4. **Incidental motion:** Questions procedure of other motions

5. **Motion to table:** Kills a motion
6. **Motion to postpone:** Delays a vote (can reopen debate on the main motion)

### Robert's Rules of Order Motion Steps

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

**TIP!** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for a debate, then vote, and then announce the vote.

## Points in Robert's Rules of Order

Certain situations need attention during the meeting, but they don't require a motion, second, debate, or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** A member draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member can ask for a point of information if they want more information on a motion. A point of information should not be used as a means for the person calling for a point of information to present information.
- **Point of Inquiry:** A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use a point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

*\*Note: A member may make a motion to reconsider something that was already disposed of; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.*

## Robert's Rules: Tips and Reminders for Chairpersons



[Robert's Rules of Order](#) was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its work — don't over-command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect and insist that others do the same.
- Help to develop the board's skills in the parliamentary procedure by properly using motions and points of order.
- Encourage members to present motions positively rather than negatively.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

# Robert's Rules of Order

## Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	<i>"I move to..."</i>	No	Yes	Yes	Yes	Majority
Amend a motion	<i>"I move to amend the motion by // (add or strike words or both)"</i>	No	Yes	Yes	Yes	Majority
Move item to committee	<i>"I move that we refer the matter to committee."</i>	No	Yes	Yes	No	Majority
Postpone item	<i>"I move to postpone the matter until..."</i>	No	Yes	Yes	No	Majority
End debate	<i>"I move the previous question."</i>	No	Yes	Yes	No	Majority
Object to procedure	<i>"Point of order."</i>	Yes	No	No	No	Chair decision
Recess the meeting	<i>"I move that we recess until..."</i>	No	Yes	No	No	Majority
Adjourn the meeting	<i>"I move to adjourn the meeting."</i>	No	Yes	No	No	Majority
Request information	<i>"Point of information."</i>	Yes	No	No	No	No vote
Overrule the chair's ruling	<i>"I move to overrule the chair's ruling."</i>	Yes	Yes	Yes	No	Majority

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote

\*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

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