



# Parliamentary Procedure Guide for Toastmasters Clubs

by Arthur L. Farnsworth, DTM  
June 1998

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# Introduction

The copy of *Robert's Rules of Order Newly Revised* hereinafter also referred to in the possession of the author is (hereinafter referred to as the "Book"). While its contents in their entirety are beneficial to a variety of bodies, an expectation that an officer of a Toastmasters club should study, learn, understand, and implement all of its contents is both unrealistic and unnecessary. Thus, this Guide seeks to provide those portions of *Robert's* which are most needed by officers of a Toastmasters club.

This Guide is for you, an officer of a Toastmasters club, to share with you the information you need regarding Parliamentary Procedure to properly and efficiently run meetings. The material herein is drawn from *Robert's Rules of Order Newly Revised, 12th Edition*, which is the default Parliamentary authority for Toastmasters clubs; the Club Constitution for Clubs of Toastmasters International hereinafter also referred to as the "CC" and the Club Leadership Handbook.

Feedback from the reader, whether it be a comment about the usefulness of this document or notification of a needed correction or amendment, is welcomed. Please direct comments and inquiries to the author at ToastmasterArt@gmail.com.

## 1. Club Officers and Governance

### a. Club Officers

Let us briefly review the leadership positions in a Toastmasters club and identify the governance resources available. The Club Constitution for Clubs of Toastmasters International, in Article G, Section 1, defines who are the elected officers of the club. Each of these officers has a role. Note: Although a member may serve in more than one officer position, regardless of the number of positions in which he serves he has a single role.

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# Where the term "*Robert's*" is used, it refers to either both versions referenced herein or to no particular version but rather the Parliamentary Procedure works in general.

General Denry M. Robert, *Robert's Rules of Order Newly Revised* (New York: Dutton, 1961).

\$ Club Constitution for Clubs of Toastmasters International, "Toastmasters International, Item #1C, amended October 1, 2012, referred to in this document more simply as "Club Constitution."

. Club Leadership Handbook, "Toastmasters International, Item #1, referred to in this document more simply as "CLD."

" Article G, Section 1. <http://www.toastmasters.org/Leadership/Central/Officers/Documents/ArticleG2UorumandGotin/...>

# Toastmasters Club Constitution for Member Clubs of Toastmasters International

## Article VI: Officers

### Officers

#### Section 1

The officers of this club shall include, to the extent possible, a Club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a Club Secretary, a Club Treasurer (or a Club Secretary-Treasurer), a Sergeant at Arms, and the Immediate Past Club President.

## b. Governance

Part 3 of the Club Leadership Handbook addresses the issue of governance under the G, G06+6G D, C; M06T- heading)  
Each club is governed by the policies of the organization. The **Club Constitution for Clubs of Toastmasters International** is the club's main governing document.

Since we will be looking at the part of the Club Constitution that may be modified by the club, included here is what the CLD adds on 3a/e ##, under the CL; < C, 6-T+T; T+, 6 F, % CL; <- , F T, A-TMA-T0%- +6T0%6AT+, 6AL heading)  
A club may amend portions of the Addendum of Standard Club , 3tions as long as they do not conflict with the **Club Constitution for Clubs of Toastmasters International** or **Policy and Protocol**.

For purposes of this Guide, we are interested in Article 5 of the Addendum of Standard Club , 3tions, which addresses rules of order\*. Refer to Exhibit #: Addendum of Standard Club , 3tions. As you can see from the section's wording, the default parliamentary authority for Toastmasters clubs is %, 6%, and this article should be completed only if this club is located in a jurisdiction where Robert's Rules of Order, Newly Revised is not recognized parliamentary authority.

As will be explained, the topic of Club Executive Committee (COC) meetings in depth on the following 3a/es, but one important point needs to be shared here, while we are on the topic of governance. Under the CL; < OKOC; T+G0 C, MM+TT00 M00T+6G- heading/, the CLD, on 3a/e # , establishes the requirement that "All decisions made by the Club Executive Committee must be approved by the club. If the club does not approve of a Club Executive Committee decision, it is invalid." The likely basis for this CLD material is Club

\* Rules of order is found in Section 5 of the Addendum in the Club Constitution document which can be downloaded from Toastmasters International, but it is Section #5 on the Addendum of Standard Club , 3tions 3a/e in Club Central.

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Constitution Article G<sup>++</sup>, -ection , which similarly reads, in rele&ant 3art, "All actions of the Club 01ecuti&e Committee shall be submitted to this club at the ne1t business meetin/ for ratification. Any decision of the Club 01ecuti&e Committee which this club fails to ratify shall be null and &oid.@<sup>(</sup>

### c. Summary

Ae ha&e learned who the officers are for a Toastmasters club, that each officer =member> has a sin/le &ote re/ardless of how many 3ositions are held, that the Club Constitution for Clubs of Toastmasters +nternational is the /o&ernin/ document, and that e1ce3t in 8urisdictions that ha&e an alternati&e 3arliamentary authority, *Robert's Rules of Order Newly Revised* is that authority. The remainder of this Guide assumes that to be true.

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( Much discussion was had between the author and other local Toastmasters on this to3ic, and o3inions and 3ractices were &arious, with some, in the o3inion of the author, maBin/ more sense than "all actions of the COC.@ "efer to 01hibit "': Con&ersation 6otes for -ection #.b, Go&ernance.

## 2. Running a Club Executive Committee Meeting

Let us turn our attention to the efficient running of a Club Executive Committee meeting. Please refer to Exhibit 2: Sample Executive Committee Meeting Agenda, which is a template for a Club Executive Committee meeting agenda. The structural order for this template is based on %, 6% -ection . #, , order of <business of the society> the suggested agenda format on CLD 3a/e #5 and the author's experience as the secretary for a Political Party which had *Robert's* as its Parliamentary authority.

### a. Agenda

#### 1. Quorum call

The first item is a Quorum call, because without a Quorum of the Club Executive Committee present, any business transacted . . . is null and void<sup>5</sup> and the assembly only has a few procedure actions that may be transacted. They are until the time to which to adjourn, adjourn, recess, or take measures to obtain a Quorum<sup>7</sup> + it thus behooves us to understand just what a Quorum of the Club Executive Committee<sup>8</sup> is. -imply but, it is the number of members who must be present in order that business can be validly transacted.<sup>9</sup> The Quorum refers to the number present, not to the number <in/.<sup>10</sup> The Club Leadership Handbook is specific in Article G, -ection # when it states, "A majority of the Club Executive Committee shall constitute a Quorum for the transaction of the committee's business." As was said in -ection #a, above, it is <one <not <er person.> Let us consider two examples to clarify)

#. Each of the eight officer positions is held by a unique member =officer> thus, there are eight votes available, and a Quorum =a majority> is five of the eight officers.

. , one member is serving as both the President and the secretary at arms thus, there are seven votes available, and a Quorum is four of the seven unique members =officers>.

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5 %, 6% =#<sup>th</sup> ed.> . !)\*.

7 %, 6% =#<sup>th</sup> ed.> . !)(.

#! %, 6% =#<sup>th</sup> ed.> . !)#.

## *Ibid.*

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## 2. Meeting called to order

The President/officer<sup>#</sup> calls the meeting to order. If a quorum is not present at that time, action should be taken to attempt to obtain one by either delaying the start of the meeting =wait for late arrivals> or contacting absent officers, to establish whether or not they plan to attend.

If a quorum is not obtained, no business can be legitimately transacted. It is the author's opinion that discussion about club business could be had, but no binding decisions or action items could be established. Thus, it would probably be a better::and certainly safer::idea to simply have the minutes reflect who was in attendance, state that the quorum call failed =include the numbers>, share any action that took place to obtain a quorum, and note that the meeting will be rescheduled.

If a quorum is present, the President/officer can briefly share some opinion/remarks. This should not be a President's report,@ as that will be shared during the officers' reports portion of the meeting if the President is in attendance.

## 3. Approve the agenda

Attendees should be asked by the President/officer to review the agenda. Changes and corrections can be made, and officers can suggest additional items of new business, though ideally this would have been done prior to the meeting. Once all modifications are noted, the President/officer should see a motion<sup>#\$</sup> to approve the agenda. (I am 3les)

#. If no changes were made, he might say, "Would anyone like to make a motion to adopt the agenda as presented?" A proper response would be "I move that the agenda be adopted as presented."

. If changes were made, he might say, "Is there a motion to adopt the agenda as amended?" A proper response would be "I move that the agenda be adopted as amended."

In either instance, an officer can more simply state "I so move."

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# ?The President/officer is always the highest officer in attendance,@ Oim Olauer, Toastmasters International Club Quality and Service Representative, # January ! #.

#\$ -see Robert's P. for information on the making of a motion.

The next step is to see if a second to the motion<sup>#</sup>. Though unlikely to actually in the case of a 3rd round, the purpose of having a motion be seconded is to prevent time from being consumed by the assembly's having to dispose of a motion that only one person wants to see introduced.<sup>@</sup> It is to prevent time being consumed in considering a question that only one person favors.<sup>@</sup> To support the idea that this would not be the case in this instance, *Robert's* adds, "In handling routine motions, less attention is paid to the requirement of a second."<sup>#</sup> A motion is seconded by a member who wishes it to be considered saying, "I second the motion," or, "I second it," or even, "I second it."<sup>#</sup> The minutes should properly include the name of the officers making and seconding each motion, and the same officer would not both make and second a motion.

Now that we have learned about making and seconding motions, we can typically dispense with the latter, as while not present in the 7th edition of *Robert's*, the 8th edition adds in section 7, "Seconding a Motion, the following footnote" ( ). Motions need not be seconded in a small board or a committee.<sup>@</sup> It is the opinion of the author that a Toastmasters club Executive Committee meets this criterion. **Note:** In the sections which follow that describe the making of a motion, the action of seconding a motion is retained from the first draft of this document as there is nothing wrong with doing so, and it serves as a guide where a club refers to use that method.

Hour agenda as presented or amended is now adopted and the meeting may continue.



#### 4. Previous meeting's minutes

The minutes of the previous meeting of the Club Executive Committee should not be read. The secretary is the officer who prepares the minutes, but it need not be she who reads them. Concise but complete minutes comes in handy here, as no one wants to listen to a ten-minute recitation of dialogue and other minutiae. The presiding officer solicits any corrections to the minutes then sees, as described in Section 3, a motion to approve the minutes as presented or amended, corrected, if needed, and a second. The secretary should note any corrections or amendments offered by officers. After the meeting, the secretary should update the prepared minutes to implement any changes, store the minutes in the club's files, and make them available to all members.

#### 5. Officers' reports

Now is when each of the officers in attendance has the opportunity to share his or her report. The author's suggestion is that each report be constrained to just new or updated material from that officer since the last Club Executive Committee meeting. The author also suggests that to prevent too much time from being spent here the officers be advised before delving into the reports that the reports should not be interrupted with comments or questions, and that all such comments and questions should be noted for discussion later if time permits.

#### 6. Old business

It is now time to discuss unfinished, or "old," business. Robert's identifies this as "matters which have come over from the preceding meeting or which have been scheduled for the present meeting."<sup>7</sup> If action items were associated with regard to a particular item of old business then it would be proper to have the officer to whom the action item was assigned update attendees regarding its status.

#### 7. New business

Aside from items of new business that have been added before the meeting began, or perhaps as items added during the approval of the agenda, if time permits, here is when discussion about the officers' reports could be had.

#### 8. Announcements and closing thoughts

Now is the opportunity to share announcements of upcoming events and closing thoughts by any officer(s).

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<sup>#7</sup> %, 6% =#<sup>th</sup> ed.> \$)#\*=">.

## 9. Next Meeting and Adjournment

It is prudent to establish the date, time, and location of the next meeting of the Club Executive Committee before adjournment.

### b. Summary

We have considered an agenda template for use at a club's Executive Committee meetings. The template is well-rounded in both *Robert's* and the CLD. While the style of a given club's Executive Committee will likely vary, the guiding structure behind an efficacious committee meeting ideally should not, since adherence to guidelines such as those presented here will allow for better meeting flow, timeliness, and order, while at the same time presenting an atmosphere of professionalism and respectful interaction. Problems, as are seemingly inherent in people in this type of leadership environment, from occurring.

### 3. Running a Club Meeting

The benefits already discussed of having a Parliamentary Procedure-based agenda for a Club Executive Committee meeting can also apply to a regular club meeting. The preparation and use of a meeting agenda will facilitate being in the meeting on schedule. Clubs which use the easy-to-use or FreeToastDost system have an agenda generator tool at their disposal. Those which do not should prepare one by other means, such as starting with an established template and creating an agenda based on it that is modified to reflect the specifics of a given meeting.

Parliamentary Procedure itself will be most often found during the business session of the club meeting, if your club includes such a session. For example, at the beginning or end of a club meeting the presiding officer, as he does at a Club Executive Committee meeting, can call for brief officers' reports, allowing the club members who do not attend Club Executive Committee meetings to know what business the officers are processing and what the status of the club is (e.g., treasury balance). Referring back to Section 3.6.3 above, the club meeting business session is the proper time for the officers to see a report from the membership. When Parliamentary Procedure finds itself otherwise useful at a club meeting, usually the Toastmaster of the Day inadvertently misses an agenda item, so beginning, as an example, right from the last prepared speaker to evaluations and thus omitting Table Topics. Since the Point of Order incidental motion<sup>1</sup> is used to enforce the rules, it would be helpful at this point for any member who noticed the omission to interrupt and say, "Point of Order." The presiding officer is not the Toastmaster unless that role is filled by the presiding officer; would then say, "State your Point of Order." The member would say, "I believe the Toastmaster must be seated over the Table Topics part of our meeting." The presiding officer, realizing the error, would say, "The Point of Order is well taken. The Toastmaster will please not start the Table Topics session for the agenda."

### 4. Sample Club Executive Committee Meeting

As explained in Section 3, the structure of a Club Executive Committee meeting using a sound, Parliamentary Procedure-based agenda. Here we will walk through a sample meeting, so that you can see how Parliamentary Procedure is actually implemented. As always referring to Exhibit 3, the agenda template. All substance material in this sample meeting, unless otherwise attributed, is that of the presiding officer.

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<sup>1</sup> ! %, 6% =#<sup>th</sup> ed.> \$.

## 1. Quorum call

Attendees are present at the start time for the meeting or others may later join. The presiding officer should announce one of the following)

"We have a quorum, with 6 of 5 officers in attendance."

or

"We are, at present, lacking a quorum, with only 6 of 5 officers in attendance. We will wait a few more minutes to see if anyone else joins the meeting." Alternatively, or if no one else joins the meeting within a reasonable amount of time, contact absent officers as described in the paragraph below.

"Person meeting) We are, at present, lacking a quorum, with only 6 of 5 officers present. The only action we can take is to establish a quorum. + suggest we contact names of absent officers and see if they are able to attend."

"If a quorum is not achieved) We lack a quorum and thus we will have to adjourn this meeting and next convene on date at time. Is there a motion to adjourn?" Motion is made and seconded and a vote is called. Since this motion *must* pass, a proper vote results with the presiding officer announcing "Meeting adjourned."

## 2. Meeting called to order

"I hereby call to order this meeting of the Club Executive Committee of the Club name on date at time. As opening remarks I would like to share the following) Opening remarks."

## 3. Approve the agenda

"Please review the meeting agenda and advise if you have any corrections or additions." , once all modifications are noted, continue with)

"Is there a motion to adopt the agenda as presented or amended?"

"I make that motion," says an officer. #

"Is there a second?" the president asks.

"Second," says a different officer.

"A motion has been made and seconded to adopt the agenda as presented or amended. Those in favor of the motion, say *aye*. (Pause for response.) Those opposed, say *no*. (Pause for response.) Based on the responses, the presiding officer announces)

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# Got the president, as he is not a proper party to make motions.

The person seconding a motion should not be the same as the one making a motion.

?The ayes have it and the a/enda as presented or amended is adopted.  
or

?The noes have it and the a/enda as presented or amended is rejected. In this unlikely case it would make sense to solicit amendments to the a/enda such that it meets with sufficient approval as to be voted into effect.

#### **4. Previous meeting's minutes**

If the minutes were not distributed in advance of the meeting then someone should read them. If they were distributed in advance of the meeting, the presiding officer asks, "Does everyone have a chance to review the minutes as distributed by the secretary on the date?" If not, have someone read the minutes.

"Are there any corrections or other amendments to the minutes as presented?"  
Hes) -olicit corrections. "Is there a motion to accept the previous meeting's minutes as amended?" Call for a vote in the usual manner.

60) "Is there a motion to accept the previous meeting's minutes as presented?"  
Call for a vote in the usual manner.

If the ayes have it, "The previous meeting's minutes as presented or amended are accepted."

If the unlikely event that the noes have it, the presiding officer would solicit additional corrections to the minutes such that they meet with sufficient approval as to be voted into effect.

#### **5. Officers' Reports**

"In the next order of business is officers' reports. Your report, please, Mr. Secretary."

His report is heard.

"Thank you. We'll next hear from the treasurer. Mr. Treasurer, your report, please."

His report is heard.

"Meet with secretary, GPP, GPM, GPO, and president, in that order."

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## 6. Old business

The first item of old business is the status of our T+. Specifically, the new member certificates. Mr. Treasurer, can you bring us up to date on the status of this order?

Next to old business item number 3, the status of our LinkedIn account. Madam GPP, where are we at with this?

## 7. New business

Let us move on to new business. The first item of new business is who is responsible for setting Pathways award ribbons to recipients? GP0, Treasurer, President? Madam GP0, we will let you lead the discussion here. The GP0 leads discussion and suggests, by means of a motion, that the President be responsible for setting the ribbons to recipients. A second? of and vote on the motion is done in the usual manner.

The next item is a report by our Public Relations Committee describing its recent work. The reporting member reads the report.

Next to accept the report of the Public Relations Committee, says an officer. A second? of and vote on the motion is done in the usual manner.

The next item of new business is the purchase banner stand. Discussion, led by responsible officer. Is there a motion to make this purchase?

Next to purchase the black banner stand from Toastmasters International for \$100, says an officer. Next second the motion, says another officer.

Mr. President, next to amend the motion, states another officer. Since Toastmasters International's shipping rates are so high and we can get the exact same stand from the manufacturer for less cost, next to amend the motion to purchase the black banner stand from KHU Corporation for \$100! The President officer reads the motion as amended) Next have a motion to amend the original motion, to purchase the black banner stand from Toastmasters International for \$100, to purchase the black banner stand from KHU Corporation for \$100. Is there a second? Next second the motion, says another officer. All right. Any discussion?

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\$ This is an example of Main Motions =3a/e \$, below>.

. This is an example of Reports of Boards and Committees =3a/e !, below>.

" This is an example of Amend =3a/e \*, below>.

Mr. President, another officer says, "move to amend the amendment" by changing the color from black to silver. The presiding officer reads the amended amendment. "A motion is made to amend the amendment which would result in the motion being as follows: To purchase the silver banner stand from KHU Corporation for \$100. Is there a second? None, the presiding officer announces the amendment to the amendment has failed. Absent a second, the amendment to change the color from black to silver fails. We will now discuss the amended motion, which is to purchase the black banner stand from KHU Corporation for \$100. There was a motion which was seconded. The presiding officer allows for additional discussion and then a vote on the amended motion is done in the usual manner.

For illustrative purposes, let us assume the banner stand purchase discussion was prolonged and no timely resolution seemed likely. A member refers to put aside the matter and bring it up at the next COC meeting, so she says, "Mr. President, I move that the pending motion be laid on the table." A second of and a vote on the motion is done in the usual manner.

Continue in similar manner with remaining items of new business, but let us assume, for illustrative purposes, that either the COC has wandered from the items on the agenda or that it is now at or beyond the hour specified on the agenda for announcements and closing (the next agenda item). A member could make the demand that the COC conform to its agenda (i.e. next address the agenda item corresponding to the current hour by calling for Orders of the Day).

Orders of the Day, a member would say<sup>5</sup>. The presiding officer either announces the order or else puts the question, "Will the assembly proceed to the orders of the day?" A vote is done in the usual manner.

## 8. Announcements and closing thoughts

District 5 has scheduled officer training for a number of dates between December and February. Our club speech contest is coming up on dates.

Our club is in good standing, with 6 DCP points, on track to achieve elect Distinction status. Anything else in closing?

\* This is an example of Amend an Amendment (3a/e), below.

( This is an example of Lay on the Table (3a/e), below.

5 This is an example of Call for the Orders of the Day (3a/e), below. For the effect of the vote, see Lay on the Table (3a/e), below.

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## 9. Next Meeting and Adjournment

The next meeting of this Club Executive Committee will be held on        at       . Is there a motion to adjourn?<sup>7</sup>

Call for a second and a vote in the usual manner.

Thank you. Our meeting is adjourned at        on       .

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<sup>7</sup> This is an example of Adjourn = 3a/e " , below>.

#\* of \$!



# Exhibits

## ADDENDUM OF STANDARD CLUB OPTIONS

### 8. Rules of Order

In accordance with the Club Constitution for Clubs of Toastmasters International, Article IX, this club shall recognize its final authority on parliamentary procedure as:

- ☐ *Robert’s Rules of Order Newly Revised.*
- ☐ \_\_\_\_\_, since *Robert’s Rules of Order Newly Revised* is not a recognized authority on parliamentary procedure in the jurisdiction where this club is located.

13. Rules of Order	
Since Robert’s Rules are not a recognized authority on parliamentary procedure in the jurisdiction where this club is located,	<input type="text"/>
shall be deemed substituted for Robert’s Rules in Article IX, Section 1, of the Club Constitution with respect to this club.	
(Complete this article only if this club is located in a jurisdiction where Robert’s Rules of Order, Newly Revised is not recognized parliamentary authority.)	

### Exhibit 1--Addendum of Standard Club Options

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## Executive Committee Meeting/ Held Mmm HHHH at DD)MM Forum) Virtual: 3erson location W Conference call W UoomX

### Agenda

<i>Role</i>	<i>Name</i>
President	
GPO	
GPM	
GPP%	
-ecretary	
Treasurer	
-er/eant at Arms	
Immediate Past President	

2uorum call L# min.M  
 Meetin/ called to order by 3resident who 3ro&ides o3enin/ remarBs L\$ min.M  
 A33ro&e the a/enda L" min.M  
 Pre&ious meetin/4s minutes L#! min.M  
 , fficers4%e3orts L" min. eachM  
     -er/eant at Arms  
     Treasurer  
     -ecretary  
     Gice President Public %elations  
     Gice President Membershi3  
     Gice President Oducation  
     President  
 , Id <usiness L6 min.M  
     #. Club -uccess Plan status  
 6ew <usiness L6 min.M  
 Announcements and closin/ thou/hts L6 min.M  
 6e1t Meetin/ and Ad8ournment L min.M

### Exhibit 2--Sample Executive Committee Meeting Agenda

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The following are the motions that are, in the opinion of the author, most likely to be used in the context of a Toastmasters club Club Officers Committee meeting. They are arranged in alphabetical order by name. For more detail, see the descriptions on the pages following.

Motion	RONR Section	Purpose
Amend an Amendment	# 10.1	To amend a proposed amendment
Main or Principal Motions	*# 10.2, #10.3	Presented before the assembly, for its consideration, any particular subject
Orders of the Day	#10.4	Demand that the assembly conform to its program or order of business
Reports of Boards and Committees	"#10.5	Disposal of a report of a committee
Adjourn	#10.6	End a Club Officers Committee meeting
Amend	#10.7	To amend a motion by inserting or adding, by striking out, or by striking out and inserting =substituting=
Lay on the Table	#10.8	Postpone consideration of a pending question

### Exhibit 3--Table of Useful Motions

## Exhibit 4--Description of Useful Motions

### Reports of Boards and Committees (RONR 51)

- Purpose) Disposition of a report, the proper disposition depending upon its nature.
- Details) This deals with committee and financial reports, not those by individual officers. Since the standing committees of this club shall be the Executive, Education, Membership, Public Relations, and Social and Recreation Committees<sup>1</sup> (Club Constitution Article G++ Section #>), reports from these committees would be included here. §§, 6% Sections "I and "#.5:"#)#7 describe the nature of committees and the reception of their reports, and the reader should be familiar with their contents.

In our Club Executive Committee meeting/ content, only three report natures found in Robert's need be considered)

=#> The report contains only a statement of fact or opinion for the information of the assembly. The reporting/ member makes no motion for its disposal, as there is no necessity for action on the report. If any action is taken, someone else would make a motion to accept the report, which has the effect of endorsing/ the statement and making/ the assembly assume responsibility for it. (Example) The Public Relations Committee composes a report describing a recent Program and its results. A member of that committee =the reporting/ member@ reads the report<sup>1</sup>. After done, someone else might say, "Mr. President, + move to accept the committee's report."

= > If the report contains recommendations not in the form of motions<sup>\$#</sup>, they should all be /rouged at the end of the report<sup>\$</sup>, even if they have been /i&en separately before, and the proper motion is to adopt the recommendations. (Example) The Education Committee /enerates a report which includes a recommendation to set up a club Pathways Development, staffed by certain members. After the reporting/ member reports as described above, someone else might say, "Mr. President, + move to adopt the recommendations in the Education Committee's report."

=> The report concludes with one or more resolutions.<sup>\$\$</sup> The reporting/ member moves that the resolution=s> be adopted or agreed to. This method should be adopted whenever practicable. (Example) The Membership Committee delivers a report which includes the resolution "0-, LGOD, that the Membership Committee will meet on a monthly basis and will have as its chair the Vice

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<sup>\$I</sup> §§, 6% =#<sup>th</sup> ed.> "#)5, 7.

<sup>\$#</sup> §§, 6% =#<sup>th</sup> ed.> "#)##.

<sup>\$</sup> §§, 6% =#<sup>th</sup> ed.> "#). .

<sup>\$\$</sup> §§, 6% =#<sup>th</sup> ed.> "#)\$#.

President Membership. The reportin/ member, after sharin/ the report as described above, moves that the resolution be adopted or agreed to.

- 01am3le) -ee e1am3les in the three 3ara/ra3hs above.

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## Amend an Amendment (RONR 12:7(2))

- Purpose) To amend an amendment to a motion.
- Details) Debatable in all cases except where the motion to be amended is undebatable. Requires a majority vote for its adoption.
- Example) ?Madam/Mr. Chair, + move to amend the amendment by adding/ at the end of the sentence the following words) Yes at a cost not to exceed T(!! .9@

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## Main Motions (RONR 6:1-2, 10)

- Purpose) Prior to the assembly, for its consideration, any particular subject.
- Details) A motion is a proposal for action, which is made by a member during the meeting. It should be specific in nature. A main motion is made when there are no pending questions before the assembly. It is debatable, subject to amendment, and can have any subsidiary motions applied to it. As a general rule it requires for its adoption only a majority vote =i.e. the majority of the votes cast>.
- Example) A member might say, "I move that we conduct a survey of our members to determine whether or not they wish to conduct future meetings in person, in hybrid format, or virtually."

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## Call for the Orders of the Day (RONR 1.8)

- Purpose) Demand that the assembly conform to its program or order of business.
- Details) This motion requires no second and it can interrupt the speech of the person who has the floor, as a single member has a right to demand that the order of business be conformed to. The call must be simply for the orders of the day. A call for the orders of the day cannot be debated or amended, or have any other subsidiary motion applied to it. A two-thirds vote in the negative is required to prevent proceeding to the orders of the day.
- Example) A member might say, "I call for orders of the day."



## Adjourning (RONR 21)

- Purpose) Close a session =end a Club Officers Committee meeting/.
- Details) In a Toastmasters club, which is an organized society holding several regular meetings during the year, the motion to adjourn is a privileged motion, is not debatable, can not be amended or have any other subsidiary motion applied to it, and a vote on it can not be reconsidered. It may be withdrawn. It can not be made during a vote.

Before putting the motion to adjourn, the presiding officer should be sure that no important matters have been overlooked. If there is something requiring action before adjournment, the fact should be stated and the mover requested to withdraw his motion to adjourn.

Since the committee should, prior to adjournment, establish the date and time of the next meeting, the motion's effect is simply to close the session.

The motion to adjourn is made by a member who has the floor.

- Effect upon ; unfinished (business) Adjournment for a Toastmasters Officers Committee meeting / closes a session in an assembly having regular sessions as often as quarterly, and thus the unfinished business should be taken up, just where it was interrupted at the next succeeding session previous to new business. In other words, unfinished business at a given meeting becomes "old" business at the next meeting, and "old" business is taken up prior to new business. This is why, if business precedes new business on the agenda, it must be completed before the adjournment.

Note) When the adjournment closes a session in an assembly which does not meet as often as quarterly, or when the assembly is an elective body, and this session ends the term of a portion of the members, the adjournment puts an end to all business unfinished at the close of the session. The business may be introduced at the next session, the same as if it had never been before the assembly. In other words, if this is the last meeting of the term =! # July through June of the Club Officers Committee =an elective body> and there is unfinished business on the table when the meeting is adjourned, that business is ended, though it may be introduced anew at the next session, by the following year's Club Officers Committee.

- Example) A member might say, "Mr. President, I make a motion that we adjourn the meeting." Since the motion to adjourn requires a second from a member, another member might say, "I second the motion," or "I second it."

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## Amend (RONR 12)

- Purpose) Aordin/ of another motion is modified.
- Details) This motion is used to chan/e the wordin/ of a 3endin/ motion, and reEuires a ma8ority &ote for its ado3tion. +t can be an insertion or addition, a striBin/ out, or a striBin/ out and insertion =substitution>.
- 01am3le) A member mi/ht say, "Mr. President, + mo&e to amend the resolution by insertin/ the word &ery4 before the word 4ood.4

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'a#on t/e (â) e (RONR 17)

Purpose) To put aside temporarily a pending motion in order to enable the assembly, in order to attend to more urgent business, to lay aside the pending question in such a way that its consideration may be resumed at the will of the assembly as easily as if it were a new question. It is undebatable, and requires only a majority vote.

Details) This motion may be applied to any main motion or question that is actually pending.

Example) A member might say, "Mr. President, would it be laid on the table?"

## Exhibit 5--Conversation Notes for Section 1.b, Governance

In writing Section 1.b, Governance, the author was surprised that the answer to the question "What needs to be brought before the club membership for a vote?" had, as its answer, "All decisions made by the Club Executive Committee must be approved by the club. If the club does not approve of an Executive Committee decision, it is invalid." It seemed an onerous requirement. Why not just matters which affect the club as a whole, like a change in meeting venue or approval of the annual budget? The author has decided to share with you his notes from conversations with fellow Toastmasters. Why? Perhaps your club does things in a way described below. Perhaps, like the author, you can commiserate with one or more of the responses.

Toastmaster A found the answer to the question to be "awfully strict." He added, "How can a club conduct business?" He liked the author's "if it affects club as a whole" stance. He suggested that for other issues, only if the COC can not come to a conclusion does the matter go to the body, and that the COC should share with the body what it is planning to do. "Why have a COC if all matters must be brought before the body?"

Toastmaster C raised a good scenario question) "What if members don't approve a dues increase but they need to?" "Why vote on something where there's no choice?" "Are votes for officers so they should make decisions, with little to nothing to membership?" "75% of members don't care about COC issues."

Toastmaster C, when asked "What needs to be brought before the club membership for a vote?" replied, "Everything that requires a vote." He added, "Once a budget is passed, need not ask for approval for every purchase already part of the budget."

Here's what the author got from John in the Toastmasters International Club Quality and Service Department) "We should bring anything that changes the club dynamic at all to the club membership. For example, a change in COC meeting day/frequency doesn't need to be approved by the body. The "all decisions . . . must be approved by the club" language prevents the ability of the COC to do harmful things or dictate to the club. It can't change the club in ways that the members don't like.

The author asked for the definition of the term "business meeting" in Club Constitution Article G, Section 1, which reads, in relevant part, "All actions of the Club Executive Committee shall be submitted to this club at the next *business meeting* for ratification." Lem3hasis added: Answer) A Club meeting to which all members were invited to attend. The author asked, "But if we have to bring everything before the members at a business meeting, won't we be overloading them on issues?" John replied that not if the focus is on major issues such as a change in policy. He suggested Eric's notes at end of club meetings.

## Cross Reference for Robert's Rules of Order

The initial draft of this document, completed in October, 1987, was based on *Robert's Rules of Order Revised*.<sup>5</sup> The draft's reviewers brought to the attention of the author that relying on this earlier version was unwise, as is exemplified by the discussion regarding the seconding of a motion in Section 2.4.5, where the later version of *Robert's* noted the lack of a need for a second in meetings of a small board or a committee. To assist those who might also have the 1977 version, and to facilitate the efforts of the author to double-check his work, the following cross reference is offered. It can also aid the reader in locating 3a/es in this document where a particular section of *Robert's* is referenced.

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<u>RONR (12<sup>th</sup> ed.) section</u>	RROOR section	Page appearances
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