

# 1<sup>ST</sup> LT. DAVID RICHARD REYNOLDS HEADQUARTERS CHAPTER #1

## Society of Confederate Descendants

### Rules for handling Chapter Business

(Generally, follows guidelines of Robert's Rules of Order - Summary Version)

This is the Chapter set of rules for conduct at meetings; this document provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the membership. Chapter rules provides for constructive and democratic meetings, to help, not hinder, the business of the Chapter. Under no circumstances shall "undue strictness" or "bureaucratic maneuvering" be tolerated to intimidate members or inhibit the ability of the Chapter to successfully conduct business. Societies generally have a set Order of business. This order may be changed by the President to facilitate the proceedings.

Below is a typical example of the Order of Business:

1. Playing of Chapter or SCD Song
2. Call to order.
3. Opening Prayer
4. Pledge and Salute to Flags
5. Roll call of members present—not necessary when members sign in.
6. Reading of minutes of last meeting.
7. Treasurer Report
8. Special orders --- Important business previously designated
9. Unfinished business.
10. New business.
11. Program
12. Announcements by leadership and assembly.
13. Closing Prayer
14. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

**Call to order-----→ Second motion-----→ Debate motions-----→Vote on motion**

**There are four Basic Types of Motions:**

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. New motions cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, Point of order or information motions.
2. **Subsidiary Motions:** Secondary motion, usually an amendment.
3. **Privileged Motions:** Generally, a comfort complaint.
4. **Point of Order or Information Motions:** Must be considered before the other motion.

## How are Motions Presented?

**Note: References to the Chair refers to the President or his duly appointed agent for the action being presented.**

1. **Obtaining the floor:** Wait until the last speaker has finished, then Rise, address the President & Wait for recognition
2. **Make Your Motion:** Speak clearly, concisely & state motion in affirmative manner.
3. **Wait for a 2<sup>nd</sup> to Your Motion**
4. **If there is no 2<sup>nd</sup> to your motion it Dies.**
5. **The President States Your Motion or has it read as documented by the Adjutant**
  - a. The President will say, "It has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
  - b. The membership then either debates or votes.
  - c. Once the movers motion is presented to the membership by the President it becomes "Chapter property" and cannot be changed by the mover without the consent of the members.
6. **Expanding on Your Motion**
  - a. The time for you to speak in favor of your motion is after it is presented to the Chapter
  - b. The mover is always allowed to speak first.
  - c. **All comments and debate must be directed to the President.**
  - d. Speaking time on motions has a 3-minute limit unless waived by President.
  - e. The "mover" may speak again after others are finished, unless called upon by Chair.
8. **Putting the Question to the Membership**
  - a. The President asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.

## Voting on a Motion:

The method of vote on any motion depends on the situation. There are five methods used to vote.

1. **By Voice** – These are "aye" or "no" votes. Any member may move for an exact count.
2. **By Roll Call** -- Member answers "yes" or "no" as his name is called. Vote is recorded.
3. **By General Consent** -- When a motion is not likely to be opposed, the President says, "if there is no objection ..." agreement is shown by silence, however if one member says, "I object," the item must be put to a vote. (Such as approving minutes)
4. **By Division** – Requires count only if President desires.
5. **By Ballot** – Written ballots are used when a secret ballot is desired or by policy.

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "**take from the table**", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion. (See "Rules" below.)

## For Fair and Orderly Meetings

**The Chapter rules have the final say on everything! Silence means consent!**

- Obtain the floor standing first when the person speaking has finished; state “President”. **Raising your hand means nothing and standing while another has the floor is out of Order!** A member must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated or caused the motion or resolution to be read and asked, "are you ready for the question?" If no one rises, the chair calls for the vote!
- **Before the motion is stated by the Chair** members may suggest modification of motion; **mover can modify or withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.**
- The "immediately pending question" is the last question stated by the Chair!
- The member moving the "immediately pending question" is entitled to preference to the floor!
- **No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!**
- **The agenda & committee reports are subject to debate and approval of membership.**

### The Rules

<u>Member requests:</u>
<b>Point of Privilege:</b> Pertains generally to personal comfort, etc. - may interrupt only if necessary! <u>No 2<sup>nd</sup>, no debate, or amendments , no vote required</u>
<b>Parliamentary Inquiry:</b> Inquire as to the correct motion - or a point of order <u>No 2<sup>nd</sup>, no debate, or amendments , no vote required</u>
<b>Point of Information:</b> Generally, applies to information from the speaker: <u>No 2<sup>nd</sup>, no debate, or amendments , no vote required</u>
<b>Orders of the Day (Agenda):</b> A call to adhere to the agenda <u>No 2<sup>nd</sup>, no debate, or amendments , no vote required</u>
<b>Point of Order:</b> Infraction of the rules, or improper decorum in speaking. Must be raised immediately. <u>No 2<sup>nd</sup>, no debate, or amendments, no vote required</u>
<u>Handling Motions:</u>
<b>Main Motion:</b> Brings new business before the assembly <u>Requires 2<sup>nd</sup>, may debate and amend, requires majority vote</u>
<b>Amend:</b> Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions <u>Requires 2<sup>nd</sup>, may debate and amend, requires majority vote</u>
<b>Modify Motion: Before the motion is stated by the chair(the question)</b> <u>Requires 2<sup>nd</sup>, may be debated and amended, majority vote.</u>
<b>Divide the Question:</b> Divides a motion into <u>two or more separate motions</u> (must be able to stand on their own).Must be voted on one at a time and in order in which moved. <u>Requires 2<sup>nd</sup>, no debate, may amend, majority vote</u>
<b>Withdraw Motion:</b> <u>Mover has right to withdraw prior to calling for question.</u> <u>No 2<sup>nd</sup>, no debate or amendment, no vote</u>
<u>Delaying, Recall or deliberative actions:</u>
<b>Suspend the Rules:</b> Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified. <u>(a deviation from the agenda requires Suspending the Rules)</u> <u>Requires 2<sup>nd</sup>, no debate or amendments, requires 2/3 vote</u>

<p><b>Object to Consideration:</b> Objection must be stated before discussion or another motion is stated.  <u>No 2<sup>nd</sup>, no debate or amending, requires 2/3 vote.</u></p>
<p><b>Refer to Committee:</b> State the committee to receive the question or resolution; if no committee exists, state size and method of selecting the members.  <u>Requires 2<sup>nd</sup>, allows debate, may be amended and requires majority vote</u></p>
<p><b>Lay on the Table:</b> Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.  <u>Requires 2<sup>nd</sup>, no debate &amp; no amendment, Majority vote.</u></p>
<p><b>Recall from the Table:</b> Resumes consideration of item previously "laid on the table" - state the motion to take from the table  <u>Requires 2<sup>nd</sup>, no debate, no amending, majority vote.</u></p>
<p><b>Extend Debate:</b> Applies only to the immediately pending question; Extends for a certain period of time.  <u>Requires 2<sup>nd</sup>, no debate, may amend, requires 2/3 vote</u></p>
<p><b>Limit Debate:</b> Closing debate at a certain time, or limiting to a certain period of time  <u>Requires 2<sup>nd</sup>, no debate, may amend, requires 2/3 vote</u></p>
<p><b>Postpone to a Certain Time:</b> State the time the motion or agenda item will be resumed.  <u>Requires 2<sup>nd</sup>, may be debated and amended, requires Majority vote.</u></p>
<p><b>Reconsider:</b> Can be made only <u>by one on the prevailing side</u> who has changed position this session.  <u>Requires 2<sup>nd</sup>, debate at the option of President, no amending, majority vote</u></p>
<p><b>Postpone Indefinitely:</b> Kills the question/resolution for this session. <u>Except under reconsideration.</u>  <u>Requires 2<sup>nd</sup>, may debate, cannot amend, majority vote</u></p>
<p><b>Close Debate:</b> Closes debate if successful  <u>Requires 2<sup>nd</sup>, no debate, no amending, 2/3 vote.</u></p>
<p><b><u>Appealing decisions:</u></b></p>
<p><b>Appeal Decision of the Chair:</b> Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business  <u>Requires 2<sup>nd</sup>, no debate or amending, requires 2/3 vote.</u></p>

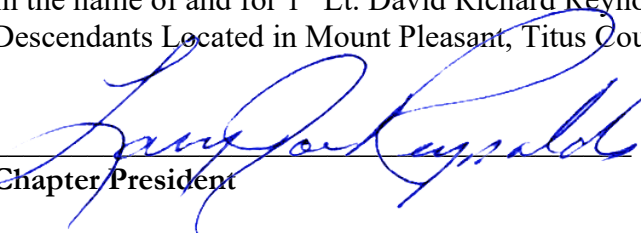
The President is the final Authority of all questions and issues not subject or obvious to appeal. The President may seek any Counsel needed to render a decision. This may include postponing the issue, when needed, to ensure that a carefully researched and evaluated decision is rendered. This act is granted the President without objection, prejudice or debate.

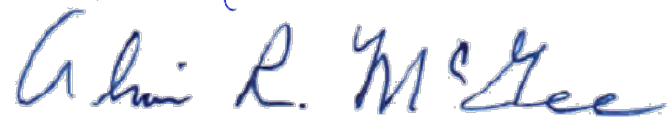
ATTEST:

This document titled "1<sup>st</sup> Lt. David Richard Reynolds Headquarters Chapter #1 Society of Confederate Descendants Rules for Handling Chapter Business" containing four (4) pages, including this page, received the required favorable vote on this the 8<sup>th</sup> Day of September, in the year 2025.

The effective date and approved date of the above said document are the same.

In the name of and for 1<sup>st</sup> Lt. David Richard Reynolds Headquarters Chapter #1 Society of Confederate Descendants Located in Mount Pleasant, Titus County, Texas.

  
 Chapter President



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**Chapter Secretary/Treasurer**