

1st Lt. David Richard Reynolds Camp #2270
Sons of Confederate Veterans
Rules for handling Camp Business
(Generally, follows guidelines of Robert's Rules of Order - Summary Version)

This is the Camp 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. Camp rules provides for constructive and democratic meetings, to help, not hinder, the business of the Camp. Under no circumstances shall "undue strictness" or "bureaucratic maneuvering" be tolerated to intimidate members or inhibit the ability of the Camp to successfully conduct business. Organizations generally have a set Order of business. This order may be changed by the Commander to facilitate the proceedings.

Below is a typical example of the Order of Business:

1. Call to order.
2. Roll call of members present—not necessary when members sign in.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated
7. Unfinished business.
8. New business.
9. Announcements by leadership and assembly.
10. 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 Commander 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 Commander & Wait for recognition
2. **Make Your Motion:** Speak clearly, concisely & state motion in affirmative manner.
3. **Wait for a 2nd to Your Motion**
4. **If there is no 2nd to your motion it Dies.**
5. **The Commander States Your Motion or has it read as documented by the Adjutant**

- a. The Commander 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 mover's motion is presented to the membership by the Commander it becomes "Camp 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 Camp
- b. The mover is always allowed to speak first.
- c. **All comments and debate must be directed to the Commander.**
- d. Speaking time on motions has a 3-minute limit unless waived by Commander.
- e. The "mover" may speak again after others are finished, unless called upon by Chair.

8. Putting the Question to the Membership

- a. The Commander 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 Commander 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 Commander 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 Camp rules have the final say on everything! Silence means consent!

- Obtain the floor standing first when the person speaking has finished; state "Commander". **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>
Point of Privilege: Pertains generally to personal comfort, etc. - may interrupt only if necessary! <u>No 2nd, no debate, or amendments, no vote required</u>
Parliamentary Inquiry: Inquire as to the correct motion - or a point of order <u>No 2nd, no debate, or amendments, no vote required</u>
Point of Information: Generally, applies to information from the speaker: <u>No 2nd, no debate, or amendments, no vote required</u>
Orders of the Day (Agenda): A call to adhere to the agenda <u>No 2nd, no debate, or amendments, no vote required</u>
Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately. . <u>No 2nd, no debate, or amendments, no vote required</u>
<u>Handling Motions:</u>
Main Motion: Brings new business before the assembly <u>Requires 2nd, may debate and amend, requires majority vote</u>
Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions <u>Requires 2nd, may debate and amend, requires majority vote</u>
Modify Motion: Before the motion is stated by the chair(the question) <u>Requires 2nd, may be debated and amended, majority vote.</u>
Divide the Question: 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 2nd, no debate, may amend, majority vote</u>
Withdraw Motion: <u>Mover has right to withdraw prior to calling for question.</u> <u>No 2nd, no debate or amendment, no vote</u>
<u>Delaying, Recall or deliberative actions:</u>
Suspend the Rules: 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 2nd, no debate or amendments, requires 2/3 vote</u>
Object to Consideration: Objection must be stated before discussion or another motion is stated. <u>No 2nd, no debate or amending, requires 2/3 vote.</u>
Refer to Committee: State the committee to receive the question or resolution; if no committee exists, state size and method of selecting the members. <u>Requires 2nd, allows debate, may be amended and requires majority vote</u>
Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending. <u>Requires 2nd, no debate & no amendment, Majority vote.</u>
Recall from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table <u>Requires 2nd, no debate, no amending, majority vote.</u>
Extend Debate: Applies only to the immediately pending question; Extends for a certain period of time. <u>Requires 2nd, no debate, may amend, requires 2/3 vote</u>
Limit Debate: Closing debate at a certain time, or limiting to a certain period of time <u>Requires 2nd, no debate, may amend, requires 2/3 vote</u>
Postpone to a Certain Time: State the time the motion or agenda item will be resumed. <u>Requires 2nd, may be debated and amended, requires Majority vote.</u>

<p>Reconsider: Can be made only <u>by one on the prevailing side</u> who has changed position this session. <u>Requires 2nd, debate at the option of Commander, no amending, majority vote</u></p>
<p>Postpone Indefinitely: Kills the question/resolution for this session. <u>Except under reconsideration.</u> <u>Requires 2nd, may debate, cannot amend, majority vote</u></p>
<p>Close Debate: Closes debate if successful <u>Requires 2nd, no debate, no amending, 2/3 vote.</u></p>
<p>Appealing decisions:</p>
<p>Appeal Decision of the Chair: 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 2nd, no debate or amending, requires 2/3 vote.</u></p>

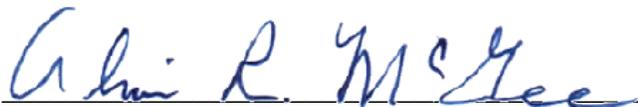
The Commander is the final Authority of all questions and issues not subject or obvious to appeal. The Commander may seek any Counsel needed to render a decision. This may include postponing the issue, when needed, to insure that a carefully researched and evaluated decision is rendered. This act is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

ATTEST:

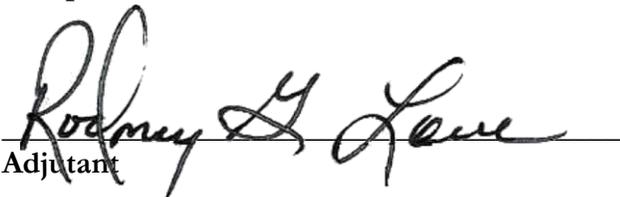
This document titled “1st Lt. David Richard Reynolds Camp #2270 Sons of Confederate Veterans Rules for Handling Camp Business” containing four (4) pages, including this page, received the required favorable vote on this the 18th Day of June, in the year 2018.

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

In the name of and for 1st Lt. David Richard Reynolds Camp #2270 Sons of Confederate Veterans Located in Mount Pleasant, Titus County, Texas.



Camp Commander



Adjutant