

NATIONAL CONVENTION POLICIES 2020

1. Roll Call – Vote by Lot – A state will be selected by lot to begin roll call for voting on any item where it is determined to vote by roll call.
2. Roll Calls – All roll calls to be alphabetical except those described in #1 above.
3. How decisions are made
 - A. The primary purpose of a meeting, that uses rules, is for the group to make decisions. To begin the process of making any decision, a member offers a proposal by *moving a motion*. A motion is a formal proposal by a member for the group to take action.
 - i. Only one motion may be before the group at a time.
 1. The chair shall designate who can speak and will recognize by name, or a nod, when to do so. When you are authorized, you are said to *have the floor*.
 - B. When a member has made a main motion, it must be seconded in order to be considered by the group. If there is no second, then the motion shall not be placed for consideration.
 - C. When a motion has been moved and seconded, the chair shall “state” “It has been moved and seconded that This is for two reasons:
 - i. It is important that everyone in the group knows exactly what proposal is up for consideration
 - ii. The chair determines if the motion is in order and ensures that it is properly phrased and helps with the re-wording if it is not clear.
 - D. When a main motion has been stated by the chair, it is said to be pending and is before the group for debate (discussion of the merits of whether it should or should not be accepted) and action.
 - i. After restating the motion (sometimes referred to as “the question”) the chair normally turns toward the maker of the motion to see if they want to be assigned the floor.

1. It is good manners to allow each side of the motion (for and/or against) to speak in an alternate fashion.
2. Often it may become appropriate to not only limit the time in which an item can be debated, but to end the debate all together.
 - a. To do so, one must seek recognition from the chair and make a motion for the "Previous Question."
 - i. This must be seconded
 - ii. Is not debatable and requires a two-thirds vote
 - ii. When no one else seeks recognition to debate, the chair will ask, "Is there any further debate?" This means, is everyone in the group ready to vote on the question/proposal? Remember; debate the issue, not the personality. When debating, speak as though you are talking to the chair and not the member who offered the motion.
 1. Sometimes a secondary motion/amendment, which may occur if adopted, may modify the wording, and often the meaning, of the main motion.
 - a. This too must be seconded before being made for consideration/debate. If seconded, after any further debate, the chair will put the secondary motion/amendment to vote. *Please note, after an amendment to a motion (secondary notion) is made and voted upon, the newly amended main motion will still need to be voted upon.*
 - iii. If there is no effort to get the floor after the Chair asks for "any further debate", the chair will put the question to vote by stating "the question is on the adoption of the motion (the main motion) that.....Those in favor of the motion, say aye, those opposed say no.

1. When the voting is complete, the chair shall report
 - a. which side "has it"
 - b. declare whether the motion was adopted or lost
 - c. if necessary indicate when it becomes effective
 - d. announces the next item for business

4. Resolutions

- a. The resolution committee will review and consider two types of resolutions.
 - i. Floor resolutions are those that may, or may not, originate from the resolutions committee. Floor resolutions are usually requested for, and are presented before any other resolution action is taken on the floor. Floor resolutions are traditionally introduced before "considerate/standing resolutions". Resolutions that change the NASCOE Constitution and By-Laws must be presented to the delegates at least 30 days prior to the convention.
 - ii. Considerate/Standing Resolutions usually occur from year to year and are developed to recognize those who contribute to the convention and or the organization. Such resolutions could include resolutions in support of RASCOE, NAFEC and the National Convention host state.
 - iii. Resolution Action-Both types of resolutions (Floor and Considerate/Standing) will be voted upon when the presiding officer calls for each resolution in turn.

5. Voting

- a. Proxies⁻¹ No proxies shall be voted or allowed to vote in any regular or special meeting called in the manner provided during the convention.

¹ Proxy is when a member who expects to be absent from a meeting authorizes someone else to act in his or her place at the meeting.

- b. Secret Balloting – No votes will be by secret ballot unless the Board of Directors determines to do so on a specific item during the assembled convention. For this purpose, area meetings are not considered to be a part of the assembled convention.
 - c. Election of Officers – Executive Committee Persons – and Alternate Committee Persons – Area Caucus – Each state shall be granted two votes, all in accordance with the procedure prescribed in the By-Laws of the Association.
 - d. Regular/General Business Session Meetings- Each state shall be granted two votes, all in accordance with the procedure prescribed in the By-Laws of the Association.
 - e. Committee Business Session Meetings – Each state is to have one vote on each subject upon which a vote is taken. *If during the committee meeting a state is represented by its total official delegates, the state shall be still limited to only one vote.* The person voting will not have to be a member of the state association's NASCOE Board of Directors, but must be an official representative of the state association. It is felt this type of voting is necessary to permit equal representation on subjects of vital importance which probably will be considered in committee meetings.
 - f. Area Business Session Meetings Each state is to have a vote for each official delegate (2 votes) on each subject upon which a vote is taken. The person voting will not have to be a member of the state association's NASCOE Board of Directors, but must be an official representative of the state association. It is felt this type of voting is necessary to permit equal representation on subjects of vital importance which probably will be considered in meetings.
 - g. Tie Votes-Can the President/Chair only vote to break a tie? No. If the President/Chair is a member of the assembly, he or she has exactly the same rights and privileges all other members, including the right to speak in debate and the right to vote on all motions/questions. *However, the impartiality required of the*
-

presiding officer of an assembly precludes exercising the right to debate and also required refraining from voting except:

- i. When the vote is by ballot, or
 - ii. Whenever his or her vote will affect the result
 1. If a motion requires a majority vote, it fails when there is a tie vote.
6. Participation in Activities by Persons - Any NASCOE member can make motions, second motions, make nominations, etc.
7. Executive Sessions – Area and Committee Meetings – Executive sessions may be held if determined necessary by an Executive Committee Person or a committee chairperson in an area or committee meeting. Persons present in an area or committee meeting may also, by majority vote under voting policies in effect, determine to have an executive session.
8. Presentations By Individuals, States or Groups – In area meetings, Area Executive Committeepersons will encourage individuals, states, or groups who desire to present recommendations to NASCOE’s Board of Directors for action to present their views in the appropriate committee (or area) meeting to enable the recommendation(s) to become a part of the overall committee (or area) report if approved therein. Although this is preferred so as to save time in the assembled convention, it is not an absolute necessity as recommendations may be presented to the Board of Directors for action during any assembled meeting.
9. NASCOE Committee Reports
- a. Committee reports usually include:
 - i. Reports should be brief and clear. It should give background necessary to an understanding of any recommendations the committee is making for decision by the assembly. There is a difference between a committee “report” and “recorded minutes” of a committee meeting.
 - ii. Recommendations from the committee should be attached, or listed at the end of the report. Each recommendation should be in the form of a motion so that it may be presented, discussed, and acted on the voting body. If opinions and

recommendations are included in a report, and the report is approved, they are binding. Such a blanket commitment of “approving a report” is precarious.

b. Agreement of Committee Reports

- i. The report and the recommendations of a committee must be agreed on in a committee meeting. (See 4, E for committee voting) The committee members must have an opportunity to hear all the different viewpoints and be able to discuss them freely.

c. Presentation of Committee Reports

- i. In the order of business for committee reports, the presiding officer calls for each report in turn. Standing committees usually report first in order in which they are listed in the bylaws and are followed by special committees in the order of their appointment.
- ii. A committee report is presented by its chairperson or by a designated member of the committee. The reporting member may introduce the report with a brief explanation if necessary. If a committee report is long, usually only a summary of it is presented.
 1. In conventions or annual meetings, committee reports usually are printed in advance of their presentation.

d. Consideration of Committee Reports

- i. A committee report, after being presented to an assembly, is open for comment, questions or criticism.
 1. A committee report cannot be amended except by the committee. A committee report, after it is presented, may be disposed in any of the following ways:
 - a. The report may be filed. This is the usual method for disposing of a committee report. It may be filed by a motion, or the presiding officer may announce, “The report will be filed”. A filed

report is not binding and is available for consideration at any time.

- i. A subject, and the report covering it, may be referred back to the committee for further study, modification, or recommendations.
- b. A report may be adopted/approved. This is not the usual method for disposing a committee report. Doing so causes the entire report to become binding. The word "accept" is sometimes used instead of adopt/approved. Since the adoption/approval of a committee report binds the assembly to everything in the report, organizations are wise to file reports instead of adopting/approving them.

10. Record of Committee Reports

- a. After a committee report has been presented, the reporting member hands it to the secretary for filing. A committee report is not included in the minutes unless the assembly votes to file, adopt/approve the report.
- b. Recommendations may be acted on separately, when they are presented, postponed to a definite time, or taken up under new business (organizational meeting). When several recommendations are interrelated and have not been printed or sent to the members previously, they should be read before being considered and voted upon.
 - i. Organizational meeting. Whenever the assembly desires to consider the recommendations, the chairperson of the committee reads the first recommendation of the committee and moves for its adoption.
 1. The motion should be stated in a form that will allow the assembly to vote directly on the proposal itself, not on whether to agree or disagree with the recommendation of the committee. A well-stated

motion requiring a decision directly on the proposal helps prevent confusion.

11. Committee Minutes

- a. Minutes are the official history and legal record of proposals, reports, and decisions. Generally, they are records of all actions and proceedings, not a record of discussion.
 - i. The opening sentences must record the date, hour, and place at which the meeting was called to order, the type of meeting (regular, special, or continued), the name of the presiding officer, and the fact that a quorum was present.
 - ii. Minutes of committees are often kept by the chairperson, but in large committees a secretary may be appointed. Committee minutes are generally brief, but in some cases they may be more detailed than those of meetings of the organization because they often serve as the basis for the committee's report.