

**League of Women Voters of Wisconsin Education Network
Annual Meeting, June 11, 2011
University of Wisconsin-Whitewater**

Proposed Annual Meeting Rules

A WORD ABOUT THIS YEAR'S ANNUAL MEETING

To streamline the League process, the state board this year decided to conduct all Annual Meeting business in one plenary session rather than two. The tradition of presenting proposals in one session and acting upon them in the second is exactly that – a tradition. It is not required by the LWVWEN bylaws. In order to accomplish this new format smoothly and effectively, delegates are asked to review all materials before coming to Whitewater. If you have questions, you are encouraged to ask for more information of board members or the executive director prior to the meeting.

THE RULES

A motion to adopt these rules will be made near the beginning of the plenary meeting. Amendments may be offered at that time and require a majority vote to adopt. The rules, as proposed or amended, require a two-thirds vote for adoption. To suspend a rule at a later time requires a two-thirds vote.

1. Admission to the Annual Meeting shall be limited to persons displaying official badges, which must be worn during the Annual Meeting.
2. Delegates, alternates, non-voting members and visitors shall sit in designated areas. Although persons may enter the plenary room after the meeting has begun, no one shall be seated during an address.
3. Only accredited delegates representing local Leagues, Inter-League Organization, members-at-large, and members of the LWVWEN Board may vote.
4. Only delegates and those authorized by the chair or the delegate body may address the Annual Meeting.
5. In debate, no person shall speak more than once until all others who wish to speak have done so; no person shall speak more than twice on the same motion; debate shall be limited to two minutes per speaker.
6. Each speaker shall use a microphone, if available, and announce name and League when addressing the Annual Meeting.
7. Main motions and amendments of substantial length must be in writing on forms received from the ushers. One copy shall be sent to the presiding officer, one copy to the Secretary and one copy shall be retained by the maker of the motion, who will bring it to the projector operator to be typed in.
8. When a vote is in progress the doors to the meeting room shall be closed and no one may enter or leave.
9. Only announcements that relate to the business of the Annual Meeting or the welfare of the participants shall be made.
10. The proposed budget, bylaws revision, 2011-2012 Program, and board of directors slate shall be presented and acted upon at the Plenary Session. Questions for clarification may be asked with responses limited to one minute.

After the budget questions, a delegate may introduce a motion with financial impact (for instance, a non-recommended state study or major project would require additional money). The delegate will

have a specified time to explain the motion and the budget adjustments required. Questions for clarification may be asked with responses limited to one minute. Passage of the budget will need a simple majority vote. Passage of bylaws revisions requires a two-thirds majority vote.

11. The procedure for program adoption shall be as follows:

- a) Per a January 6, 2011 email to local League presidents, the state board has recommended no change in LWVWEN program for 2011-2012 and this will be moved for adoption by a state board member. There may be questions for clarification, with the response limited to one minute.
- b) No non-recommended program proposals were received from local Leagues or members by the deadline of three months prior to the Annual Meeting.
- c) Debate and action will follow on recommended program and any proposals for concurrence. A two-thirds majority is required for adoption of an item for concurrence. Announcement of the vote result shall be made immediately after the vote on each item.

12. The minutes of the Annual Meeting shall be approved by the LWVWEN Board after a committee appointed by the chair reviews and corrects the minutes.

VOTING PROCEDURES DURING PLENARY SESSIONS

Each delegate must obtain a packet of vote cards at registration. The pink and green vote cards are numbered 1 through 4, with green=yes and pink=no.

Generally, the first vote on an issue is a voice vote or sometimes a standing vote. If the outcome is not clear, then there may be a vote where delegates count off person by person. If the outcome still remains unclear, then there will be a card vote. The president will indicate the number of the card to be used and will announce the instructions for the vote. The appropriately numbered card must be used or your vote will be invalidated. The president will designate tellers to be responsible for collecting the voting cards, counting them and reporting the results to the president.

PMA AND ANNUAL MEETING VOTING

Article X, Section 3 of the LWVWI Education Network bylaws provides that "Each delegate representing a Local League...shall be entitled to vote only if that organization has met its PMA (per member assessment) responsibilities." Representatives from Leagues not paid in full will not have the privilege of the floor, the right to vote or the right to make motions. PMA payments will be accepted any time before the opening session to enable Leagues to have delegates with full voting privileges.

TIPS ON PARLIAMENTARY PROCEDURE

All Annual Meeting business is accomplished by making, debating and acting upon motions. Once a topic has been introduced by a main motion, seconded and stated by the chair, it is normally before the delegate body for action. However, at League Annual Meetings, some business is introduced at one meeting, with action to continue at a later time. This enables communication and caucusing among delegates before final decisions are made. Program, budget and the board of directors slate are examples of such League business.

While a main motion is pending on the floor, several subsidiary and incidental motions can be made that must be decided before the main motion is acted upon. This means each succeeding motion can be made, if in order, while prior motions are pending. Specific types of motions are discussed below. If questions arise that are not answered in this section, please consult the Parliamentarian.

TO AMEND (debatable, majority vote)

A motion can be amended by inserting or adding, by striking out, or by striking out and inserting. Amendments must be germane—that is, related to the subject of the motion. A negative cannot be inserted to accomplish what can be done by voting against a motion.

A motion can be amended several times, but each amendment is considered individually and disposed of before proceeding to the next. An amendment can itself be amended once. Substantial changes in wording should be done through amendment by substitution. Amendments of any length should be in writing.

I move to amend the motion by striking out the words “evaluation of.”

Once all amendments have been acted upon, a vote is taken on the motion “as amended” or as originally made if no amendment has been adopted.

TO REFER (debatable, majority vote)

This motion, not often used at League Annual Meetings because of time constraints, is appropriate if more information or extensive rewording is necessary and could best be accomplished by a few delegates.

I move to refer this matter to a committee of three appointed by the chair to report back at the next plenary session.

TO POSTPONE DEFINITELY (debatable, majority vote)

This motion can be used to delay action to a more opportune time when new information is available or other decisions have been made. The motion should include the place on the agenda when the action is to be resumed.

I move to postpone consideration of this motion until after discussion of [or action on]

TO LIMIT OR EXTEND DEBATE (not debatable, two-thirds vote)

This motion is used when debate needs to be limited as to time or number who wish to be heard, or extended in time, etc.

I move that debate...

...be limited to one minute per speaker.

...be limited to five speakers pro and five speakers con.

...be extended to ten more speakers, one minute each.

TO CLOSE DEBATE (not debatable, two-thirds vote)

When debate does not seem to be adding anything to what already has been said, debate may be closed by *moving the previous question*. If several motions are pending, such as amendments, a motion to close debate on just the immediately pending question or “all pending questions” may be made. If the motion carries, a vote is taken immediately on the question or questions included in the motion to close debate.

TO LAY ON THE TABLE (not debatable, majority vote)

This motion delays consideration of a matter because something else of an urgent nature interrupts. Although not debatable, a brief explanation of reasons may be given before making the motion. A motion

laid on the table comes back to the Annual Meeting for action by use of the motion “*to take from the table.*”

MISCELLANEOUS MOTIONS

The following motions have no rank and are usually “incidental” to the business pending or to Annual Meeting operations. Some may interrupt other business. There is no debate or vote, and motions are usually ruled upon by the chair. **The parliamentarian will assist in determining appropriateness of motions.**

“**Red Card**” Motions* may be made only for the following purposes:

Question of Privilege This motion relates to the comfort of the delegates or operation of the assembly. *I rise to a question of privilege. With many delegates talking among themselves, we cannot hear the debate.*

Parliamentary Inquiry This motion is used to ask for direction or procedure to accomplish a parliamentary maneuver. *Madam President, is it in order to amend this motion?*

Point of Information This motion is used to seek urgent information necessary before decisions can be made. *How much money is in this budget for. . . ?*

Point of Order This motion is used when the Annual Meeting Rules or proper procedure are not being followed.

Appeal from the Decision of the Chair Any ruling of the chair can be submitted to the delegate body for final determination by this motion, which requires a second. The appeal must be made immediately after the contested ruling and is usually debatable. A majority vote decides; a tie vote sustains the chair’s ruling.

Division of the Assembly This requires a standing vote if the voice vote seems inconclusive. A single delegate “*calls for a division*” and does not need to use a microphone but must be heard. If a counted vote seems necessary, the delegate makes such a motion, which requires a second and a majority vote, to have the vote retaken by use of vote cards (green for *yes*; pink for *no*).

To Reconsider a Vote This motion can be made only by a delegate who voted on the prevailing side and on the same or next day as the vote it proposes to reconsider. The motion can be moved within the time limits, although the vote on the motion may be delayed until a more appropriate time if other business is pending. This motion is usually debatable and requires a majority vote. If the motion to reconsider is adopted, the original motion is again before the delegate body as though a decision had not been reached. A vote can only be reconsidered once. Approved bylaw amendments may not be reconsidered.

***To make a "Red Card"** motion, ask the assistant at the mike to hold up a red card for immediate recognition by the president who will rule then whether or not the motion is in order.