



2018 ANA\C General Assembly

Standing Rules

- 1. The ANA\California President shall preside over (Chair) the General Assembly, and related business meetings, and announce the session beginning and closing times.**
- 2. The Chair will announce the number of ANA\C voting members, and the total number of attendees.**
- 3. A quorum will be established at the ANA\C General Assembly meetings. A quorum will consist of a majority of the members registered and present.**
- 4. The Chair will call for a motion to adopt the Standing Rules. Some of these rules pertain to the Bylaws /Resolutions Hearing.**
- 5. The meeting Agenda will be presented. Proposed changes will be voted upon.**
- 6. General Assembly attendees will wear their name badges at the meetings.**
- 7. Voting members will use their voting cards to vote.**
- 8. Voting members may not give their voting cards to anyone else.**
- 9. Only a voting member may make a motion, must write the motion on the available motion form, and the written motion shall be submitted to the Chair.**
- 10. The member wishing to make the written motion, will go to the microphone, wait until being recognized by the meeting Chair, and then speak. Speakers will be called upon in the order they have lined up at the microphone.**
- 11. The Chair will state the motion, e.g., “It has been moved and seconded that...”.**
- 12. The Chair then calls for the maker of the motion to speak; then asks for any other discussion/debate.**
- 13. Members wishing to comment, including possibly amend, will go to the microphone, wait until being recognized by the Chair, and then speak. Speakers will be called upon in the order they have lined up the microphone. Each speaker will be limited to 2 minutes, and speak only once per issue.**
- 14. If no other comments, the Chair asks if the members are “ready for the question”, then reads the motion again. And calls for the vote.**
- 15. If no motion to call for a count of the votes, the Chair then declares the results.**



- 16. For a main motion, it must be seconded, and the maker of such motion must include the rationale and possible financial implications.**
- 17. The Chair may entertain a motion to adjourn the meeting at the announced ending time or if and when business is completed early.**



PARLIAMENTARY INFORMATION

(from Robert's Rules of Order Newly Revised 11th Edition)

The current edition of Robert's Rules of Order Newly Revised is the parliamentary authority which will govern the ANA\California General Assembly. The rules facilitate the effective running of the General Assembly and provide the basis for process and procedure.

The presiding officer, the ANA\C President, shall rule on matters related to parliamentary rules. The parliamentarian serves as an advisor to the presiding officer and the General Assembly members.

"Standing Rules of the ANA\C General Assembly" shall govern process and member participation. The adoption of the "Standing Rules for the ANA\C General Assembly" shall be voted upon following the establishment of a quorum. A quorum shall be the majority of the voting members who are registered and present for the General Assembly.

Following is some information about motions and how to make them.

Any member making a motion shall complete a motion form and submit a copy to the Chair. A chart on the next page shows the types of motions, order of preference (if any), purpose, what to say, and whether or not a 2nd is required, if debate is open, if they can be amended and what is required and the vote required to pass each kind of motion.

A "main motion" introduces a new issue to the General Assembly and begins with: "I move that..."

An amendment to modify a motion that has been presented, must be relevant to the subject under discussion, and begins with "I move to amend Motion _____ by:

"Striking" (word, specified phrase, etc.)

"Inserting" (word, specified phrase, etc.)

"Striking and Inserting" (word, phrase, etc.)

"Substituting" (word, phrase, etc.)

"Adding" (word, phrase, etc.)

If there are further amendments to the proposed amendment, then the motion begins with: "I move to amend the amendment by..."

After the substitute is voted upon, if it receives a majority vote, it will stand. If not, the voting will return to the original motion.

A motion "to refer" is usually used to refer the issue to a smaller group, committee, board, for further discussion and deliberation before it is brought back to an assembly.

A motion to "close debate", may begin with "I move the previous question". It must be seconded and receive 2/3rds of the votes. It then stops discussion.

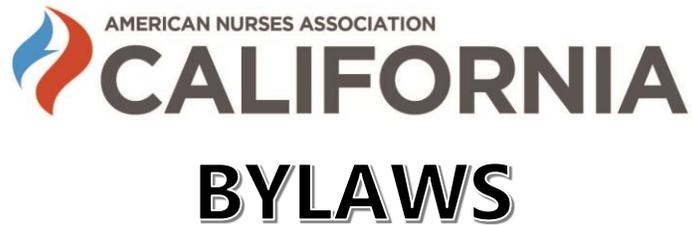


Any member may call for a “Division of the Assembly”, which requires the chair to call for a standing vote. A majority vote of the Assembly is required to move ahead with counting the votes.

Robert's Rules of Order Chart of Motions & Procedures

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

Purpose	You Say	Can Interrupt	Requires a Second	Debatable	Can be Amended	Vote Required
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay the motion aside temporarily	I move to table the motion	No	Yes	No	No	Majority
End debate	I call the question; OR I move to end debate	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to a committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify the wording of the motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Postpone the decision indefinitely	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority



THE PURPOSE OF BYLAWS

Bylaws are considered the most important document of an organization. They usually are drafted at an organization's inception. Bylaws provide structure, and define, direct and govern the organization as a whole. Bylaws include addressing member rights, and the roles, responsibilities and powers of the board and the assembly.

"Robert's Rules of Order explains that "bylaws should include all the rules that are of such importance that they cannot be changed in any way without previous notice to the membership and gaining a majority vote. At the core, bylaws are designed to be overarching and procedural."

Bylaws and standing rules are interrelated; however, standing rules may be adopted at a meeting without notice ahead of time, and can pass with a simple majority. ...provisions in the bylaws always supersede any standing rule that may be adopted.

BYLAWS: DIFFER FROM POLICIES AND PROCEDURES

Bylaws should be prepared to stand for a long period of time. Changes would have to occur through amendments at a general assembly of the membership.

Policies and Procedures include how things will actually be done. Specifics re such as numbers, specific dates, specific amounts of money for dues or other activities, will be in policy and procedure, not Bylaws. Policies and Procedures may change more often, depending upon what is needed and current happenings.