



## Denver Area Council Venturing Officers Association Bylaws

*January 12, 2017*

### **Article I: Authority to Organize**

The Venturing Officers Association (VOA) is granted the authority to organize and operate under the supervision and administrative authority of the Scout executive of the Denver Area Council, Boy Scouts of America, and to continue to operate and exist as long as the Scout executive, under his/her sole discretion, finds such operation and existence to be in the best interest of Scouting.

### **Article II: Mission Statement**

The mission of the Denver Area Council Venturing Officers Association is to promote and support the Venturing program, utilizing a standard organizational structure that enables local councils to grow membership by advancing leadership opportunities through communication, program, and administration.

### **Article III: Purpose and Responsibilities**

1. Organize, promote, and give leadership to all Council and District Venturing activities, events, and trainings.
2. Participate in and provide opportunities for service.
3. Promote Venturing camping opportunities.
4. Provide recognition of youth, adults, and units through implementation and promotion of advancement and awards programs.
5. Provide avenues of communication among Council, District, and Unit leadership.
6. Act as a resource for District and Unit Venturing programs.
7. Provide youth leadership to the District and Council operating committees.

### **Article IV: Membership**

1. The membership of the Council Venturing Officers Association consists of the Council Venturing Officers Association President, Council Vice President of Administration, Council Vice President of Program, Council Vice President of Communication, all District Venturing Officers Association Presidents, and all Crew member who are in attendance at VOA meetings regularly (one meeting in the past 3 months). Advisors and professional advisors for each of these positions serve as ex-officio members.
2. The membership of the District Venturing Officers Association consists of the District Venturing Officers Association President, District Vice President of Administration, District Vice President of Program, District Vice President of Communication, and all Crew Presidents and members. Advisors and professional advisors for each of these positions serve as ex-officio members.





## Article V: Selection Process of Council and District Venturing Officers Association Officers and Advisors

1. Council Venturing Officers Association President
  - a. The council Venturing president is to be selected by April 30, but does not start their term until June 1 and the term goes until May 31 the following year.
  - b. Current and past officers and above are eligible to submit an application (application found in appendix A).
  - c. Eligible applicants must submit an application by March 15.
  - d. The council VOA staff advisor, the council Venturing volunteer advisor, and the current council Venturing Officers Association president will review all applications to identify qualified applicants.
  - e. An interview of the applicant may be held by the council leadership and may include remote conferencing.
  - f. All candidates that have submitted applications by the deadline and have been accepted as eligible candidates by the council VOA Advisor and the council VOA staff advisor are then voted upon by all council VOA youth members present at an annual April selection gathering.
  - g. All Venturing youth officers must be under age 21 throughout the term of office.
2. Council Venturing Officers Association Vice Presidents
  - a. All Council Venturing Officers Association Vice Presidents shall be by appointment by the selected Venturing Officers Association President.
  - b. The youth president may appoint any additional positions, if there is a need for the position.
  - c. All Venturing youth officers must be under age 21 throughout the term of office.
3. District Venturing Officers Association President
  - a. The district Venturing president is to be selected by May 15, but does not start their term until June 1 and the term goes until May 31 the following year.
  - b. Current and past officers and above are eligible to submit an application (application found in appendix A).
  - c. Eligible applicants may submit an application by April 1.
  - d. The district VOA staff advisor, the district Venturing volunteer advisor, and the current district Venturing Officers Association president will review all applications to identify qualified applicants.
  - e. All candidates that have submitted applications by the deadline and have been accepted as eligible candidates by the district VOA Advisor and the district VOA staff advisor are then voted upon by all district VOA youth members present at an annual April selection gathering.
  - f. An interview of the applicant may be held by the council leadership and may include remote conferencing.
  - g. All Venturing youth officers must be under age 21 throughout the term of office.
4. District Venturing Officers Association Vice Presidents
  - a. All District Venturing Officers Association Vice Presidents shall be by appointment by the selected Venturing Officers Association President.
  - b. The youth president may appoint any additional positions, if there is a need for the position.





- c. All Venturing youth officers must be under age 21 throughout the term of office.
- 5. Advisor Appointments
  - a. The VOA Advisor shall be appointed by the Venturing Chairman after receiving approval of the Vice President of Program and the Scout Executive and serve at the appointer's pleasure.
  - b. The VOA staff advisor shall be appointed by the Scout executive and serve at the appointer's pleasure.
  - c. Associate and other subsidiary Venturing volunteer advisors shall be appointed by the top VOA Advisor at that tier (e.g., council Venturing Officers Association advisor, district Venturing Officers Association advisor), be approved by the VOA staff advisor at that tier and the candidate's local council Scout executive, and serve at the appointer's pleasure.
  - d. His or her responsibility is to provide advice and support for the officers who lead the VOA.
  - e. Advisors are appointed to annual terms with opportunities for reappointment.

**Article VI: Removal of Officers**

- 1. Any youth or adult may resign from office.
- 2. Any appointed youth or adult may be removed from office at any time by the appointer.
- 3. Venturing presidents may be removed from office by agreement of the VOA Advisor and the VOA staff advisor or by all other VOA youth members.
- 4. Venturing presidential vacancies shall be filled through appointment by the VOA Advisor and VOA staff advisor. with the consent of the Council Vice President of Program. The next ranking VOA officer shall assume the responsibilities of the position until a replacement can be found.
- 5. All other vacant youth VOA positions will be appointed by the current VOA President.
- 6. For all removals, the remover should consult with their leadership before taking action.
- 7. The Scout executive shall be notified if any member of the VOA is removed from office.
- 8. The removal and replacement of Venturing presidents should be undertaken rarely and only for just cause. Volunteer advisors should consult with their own leadership and the president's leadership prior to taking this action.

**Article VII: Job Descriptions**

- 1. President – The president is selected by a prescribed process to serve for a specific term of office (June 1 to May 31). The president:
  - a. Reports to the Council Vice President of Program
  - b. Works with the VOA advisors and staff advisors of the Denver Area Council VOA and with Venturing presidents at the Unit, District, Area, Region, and National levels above and below them.
  - c. Appoints and supervises vice presidents, Venturing Officers Association liaisons, and additional optional Venturing Officers Association youth positions.
  - d. Represents the Venturing Officers Association to Scouting leadership at the same tier.
  - e. Motivates and coordinates the three vice presidents and any other Venturing Officers Association members in assigned tasks and conducting meetings with





- them as needed.
- f. Helps train and mentor presidents in lower tiers.
  - g. Plans and leads regular meetings of the Venturing Officers Association.
  - h. Assists Venturing Officers Association members with the selection of subsidiary youth members.
  - i. Assists the VOA Advisor with selection of subsidiary advisors.
  - j. Tracks all goals for the Venturing Officers Association and provides regular progress reports to the Youth Development committee.
2. Vice President of Administration – The vice president of Administration is appointed by the president-elect (for a term concurrent with that of the president's), and serves at the president's pleasure.
  3. The vice president of Administration:\*
    - a. Works with an associate VOA Advisor of the Venturing Officers Association.
    - b. With approval of the president, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the Venturing Officers Association.
    - c. Develops and implements strategies to increase Venturing membership within the Council or Region of the Venturing Officers Association.
    - d. Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the Venturing Officers Association and Venturing.
    - e. Develops and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups also of interest to the Venturing Officers Association and Venturing.
    - f. Plans and organizes youth officer selections for the Venturing Officers Association (at the same tier).
    - g. Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the same tier.
    - h. Maintains records of recognitions, membership, officer selections, and Venturing Officers Association leadership alumni.
    - i. Keeps contact with Venturing Officers Association alumni for possible future mentor or advisor roles when needed.
    - j. Takes minutes at Venturing Officers Association meetings.
    - k. Performs any other duties as assigned by the president.
  4. Vice President of Program – The vice president of Program is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The vice president of Program:
    - a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the Venturing Officers Association.
    - b. Works with an associate VOA Advisor of the Venturing Officers Association.
    - c. Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
    - d. Facilitates internal training events of the Venturing Officers Association.





- e. Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Venturing.
  - f. Manages Venturing Officers Association finances, if required.
  - g. Coordinates and implements innovative ideas for development.
  - h. Performs any other duties as assigned by the president.
5. Vice President of Communication – The vice president of Communication is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The vice president of Communication:
- a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the communication functions of the Venturing Officers Association.
  - b. Works with an associate VOA Advisor of the Venturing Officers Association.
  - c. Actively studies and remains aware of the best way to communicate to Venturers on the Venturing Officers Association and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
  - d. Ensures that the Venturing Officers Association's web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
  - e. Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
  - f. Submits articles about the Venturing Officers Association's activities to other Scouting media (e.g., council or region newsletter and websites).
  - g. Actively pursues opportunities to increase Venturing Officers Association exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
  - h. Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
  - i. Develops and maintains the tools to communicate with all relevant parties using a variety of methods such as telephone, text message, email, and postal mail as appropriate.
  - j. Maintains rosters of Venturing Officers Association members and frequently involved persons, including as many forms of readily available communication paths as possible, and identifies preferred methods, making it available to the Venturing Officers Association as needed and appropriate.
  - k. Develops, updates, maintains, and makes readily available marketing strategies, solutions, and materials.
  - l. Actively pursues contact information for people, groups, and businesses of interest to the Venturing Officers Association.
  - m. Performs any other duties as assigned by the president.
6. Subsidiary Venturing Officers Association Member – The subsidiary Venturing Officers Association member is appointed by the president and serves at the president's pleasure. The subsidiary Venturing Officers Association member:
- a. Reports to a vice president or president.
  - b. Completes duties as assigned by the vice president to accomplish the objectives





- of the Venturing Officers Association.
7. Ad Hoc Venturing Officers Association Members
    - a. A position profile will be established by the president and approved by the commensurate tier VOA Advisor for any appointed ad hoc (temporary) positions.
  8. VOA Advisor – The VOA Advisor is appointed by the top volunteer officer at each tier (e.g., district chair, area president) and serves at the appointer's pleasure. The volunteer advisor:
    - a. Reports to the Youth Development committee chair and serves as a member of that committee.
    - b. In consultation with the VOA staff advisor and president, appoints and supervises associate volunteer and subsidiary volunteer advisors to work with any youth appointed by the president.
    - c. Works with the president and associate volunteer advisors, and coordinates with advisors at the tiers above and below him or her.
    - d. Serves as a mentor and advocate for the president.
    - e. Ensures fiscal, programmatic, and risk management issues are properly addressed.
    - f. Is familiar with the operations of any relevant Scouting organizations in their territory.
  9. VOA Staff Advisor – The VOA staff advisor is a professional Scouter appointed by the Scout executive at that tier and serves at the appointer's pleasure. The VOA staff advisor:
    - a. Serves as a member of the Youth Development committee.
    - b. Ensures that the policies and interests of the BSA are maintained.
    - c. Approves all adult appointments of the Venturing Officers Association.
  10. Associate VOA Advisor – The associate VOA Advisor is appointed by the VOA Advisor and serves at that advisor's pleasure. The associate volunteer advisor:
    - a. Supervises any subsidiary adults appointed by the volunteer advisor.
    - b. Serves as a mentor and advocate for the youth members they advise.
    - c. Supports the VOA Advisor in ensuring that fiscal, programmatic, and risk management issues are properly addressed.
    - d. Provides expertise and/or training to specific youth officers to help them accomplish assigned tasks.
  11. Subsidiary VOA Advisor – The subsidiary VOA Advisor is appointed by the VOA Advisor and serves at that advisor's pleasure. The subsidiary volunteer advisor:
    - a. Reports to a volunteer associate advisor or the volunteer advisor.
    - b. Supports youth subsidiary Venturing Officers Association members to accomplish assigned tasks.

#### **Article VIII: VOA Meetings**

1. Council VOA meetings are to be held on a regular basis in accordance with the venturing standards of excellence requirements.
2. Council VOA Meetings are to be held at an agreed upon location.
3. Exceptions for special events may prompt a temporary adjustment for specific meetings.
4. Additional meetings may be planned for specific discussions/decisions or when the





- normal monthly meeting is determined to not be adequate for that month's agenda items.
- 5. VOA members unable to attend a VOA meeting in person have the option to call in or participate in the meeting via other means of technology (ie. Skype, Google Hangouts etc.)
- 6. Regularly attending (attended a meeting in the past 3 months) VOA members that are both unable to attend the meeting in person or via a call in method have the option to send their voting proxy via email to the cabinet members.
- 7. Meetings are to run in adherence to Robert's rules of order as seen in appendix D.
- 8. Agendas for meetings will be sent out at least 3 days prior to meetings.

**Article XII: Amendments to Bylaws**

- 1. These bylaws shall be subject to amendment at any Venturing Officers Association meeting.
- 2. Amendments must be submitted to the Venturing Officers Association officers in writing at least one meeting prior to the Venturing Officers Association meeting for review.
- 3. Amendments are presented at the Venturing Officers Association meeting and are approved by a simple majority of youth members present at the meeting.

<hr style="width: 100%;"/> Approved by President	<hr style="width: 100%;"/> <i>Date</i>	<hr style="width: 100%;"/> Approved by Advisor	<hr style="width: 100%;"/> <i>Date</i>	<hr style="width: 100%;"/> Approved by Scout Executive	<hr style="width: 100%;"/> <i>Date</i>
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**\*\*\*Please reference the Standard Operating Procedures for more clarification or for additional information\*\*\***





Appendix A (Application)

# Denver Area Council Venturing President and Vice President Application

If this form is incomplete when it is submitted to the BSA national office, the nominee will not be considered eligible for the position for which he or she is applying. Please read the application carefully, since there are specific requests to be completed by the youth.

This is a multipart application. The personal biography includes qualifications that the nominee is expected to discuss with parents, the unit leader, and the Scout executive prior to applying for consideration.

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
 \_\_\_\_\_ Home address \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_  
 \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_ Mobile phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_ Parent's name \_\_\_\_\_  
 \_\_\_\_\_ Parent's phone \_\_\_\_\_ Parent's email \_\_\_\_\_  
 \_\_\_\_\_ Currently registered in crew No. \_\_\_\_\_  
 District you are a part of \_\_\_\_\_

The applicant should attach to this application a personal biography (suggested format that follows) stating personal qualifications for the position(s) for which he or she is applying. Applicants seeking nomination for multiple positions may, at their own choosing, submit separate statements of qualifications for each desired position. Do not enclose the statements in notebooks, binders, or sheet protectors.

Attach a 3-by-5-inch color photograph for publicity purposes. This must be a head-and-shoulders shot of the nominee wearing the Venturing uniform and be of reproduction quality. This photo must be included for the nominee to be considered for the position for which he or she is applying.

Appendix B (Org Chart)

**Nominee's agreement:** I am interested, able, and willing to serve as:

- Council Venturing president
- Council Venturing vice president of Administration
- Council Venturing vice president of Program
- Council Venturing vice president of Communication







- District Venturing president
- District Venturing vice president
- Other

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I, hereby certify that I meet the qualifications for the above-nominated position(s). I understand that I may apply for multiple positions; however, if selected, I can serve in only one position per year. I hereby agree to the terms outlined for the position(s) in the Venturing Standard Operating Procedures.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Parent's approval \_\_\_\_\_  
 Date \_\_\_\_\_ Crew Advisor's approval \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

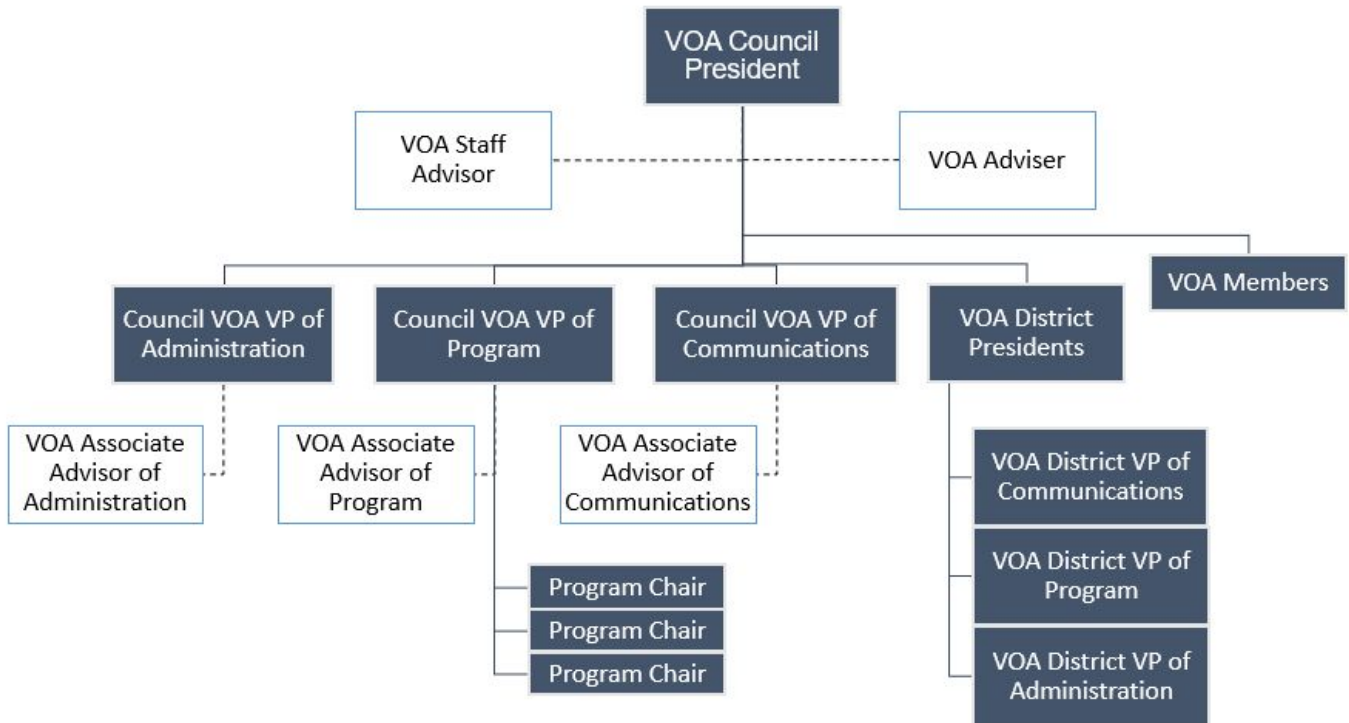
**BIOGRAPHY FORMAT**

\_\_\_\_\_ is currently registered in Crew \_\_\_\_\_.  
 \_\_\_\_\_ became involved in Scouting at the age of \_\_\_\_\_ (number) with Pack/Troop/Crew \_\_\_\_\_ (number) because: As a Venturer, \_\_\_\_\_ has taken the following courses and/or training: \_\_\_\_\_ also staffed the following course and/or trainings for his/her council/area/region (name the council [no initials or numbers], area, or region): \_\_\_\_\_ has earned the following awards as a Venturer, Boy Scout, or Sea Scout: \_\_\_\_\_ is currently attending \_\_\_\_\_ school (if in college, list your year and major; if in high school, list your grade) \_\_\_\_\_. Academic awards earned: Community awards earned: Leadership positions held in Scouting or in other organizations: Clubs participated in: Sports played: Other groups or activities participated in: Explain why you want to serve and what you hope to accomplish in the position(s) you are seeking: (2-4 sentences)





Appendix B (Org Chart)





Appendix C (Agenda Outline)

# DAC VOA Meeting Agenda – Dec. 8, 2016

## Agenda Items

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**Welcome and Introductions**

**Approval of Minutes**

**Members**

**Report from venturing committee meetings**

**President**

**Old Business**

**President**

- (Items that were discussed at the last meeting but need a follow up)

**New Business**

**President**

- (Items that have not been previously discussed at a monthly VOA meeting that need to be discussed / need action)

**Big Event Planning**

**President**

- (Events larger than monthly VOA meetings that need planning from the VOA)

**Area VOA Report**

**Area  
President**

**Open Discussion / New Business**

**All**

**Advisors Comments**

**VOA Advisor**

**Professionals Comments**

**Staff Advisor**

**Closing**

**President**





**Upcoming Events:**

- (Upcoming meetings and activities)

If larger topics that need their own header present themselves at certain meetings they can have their own heading

**Appendix D (Roberts Rules of Order)**

**ROBERT'S RULES CHEAT SHEET**

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).





## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: I move that (or "to") ... and resumes his seat.
- Another member seconds the motion: I second the motion or I second it or second.
- The chair states the motion: It is moved and seconded that ... Are you ready for the question?

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.

### The chair announces the result of the vote.

1. The ayes have it, the motion carries, and ... (indicating the effect of the vote) or
2. The nays have it and the motion fails

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives





- 4. Be polite

## HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

### MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

### AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

### REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

### POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

### PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

### LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

### POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

### POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the





motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

### RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

### PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

### CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

### SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

### POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

### COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

### POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

### POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."





**POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

**APPEAL FROM THE DECISION OF THE CHAIR**

Without recognition, "I appeal from the decision of the chair."

**Rule Classification and Requirements**

<b>Class of Rule</b>	<b>Requirements to Adopt</b>	<b>Requirements to Suspend</b>
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

