

"THESE BYLAWS, ACCEPTED AND APPROVED BY  
NEW JERSEY JEEP ASSOCIATION, INC.  
PO BOX 902 MEDFORD, NJ, 08055."

## **BY-LAWS**

**WHEREAS**, it is necessary that certain rules and regulations should be adopted by them,

**THEREFORE BE IT RESOLVED**, that we, the members of the New Jersey Jeep Association, Inc. do adopt the following code of By-Laws. We pledge to each other to follow the rules herein contained and support the Directors and Officers in the performance of their duties and hold ourselves bound to these.

### **ARTICLE I**

A. This organization shall be known as: "New Jersey Jeep Association, Inc."

### **ARTICLE II OBJECTIVES**

A. New Jersey Jeep Association is organized for the purposes of:

1. Providing social, recreational and educational activities for its membership.
2. Participating in and supporting civic activities for the betterment of the local area.
3. Promoting safe and sensible operation of our 4-wheel drive Jeep vehicles.
4. Promoting conservation and ecology by becoming involved in related projects in the local area as well as on a national level.
5. Making plans to maintain and develop current trails and OHV areas.
6. Working towards resolution of legislative issues as it relates to our use of certain land(s).
7. To be readily available, when called upon, to help in emergencies where our 4 wheel drive vehicles and personnel are needed.
8. To support "regional 4WD associations."

B. This club shall operate without profit, shall be nonpartisan and nonsectarian under the laws of the State of New Jersey with the necessary forms filed with the Secretary of State as required by law.

### **ARTICLE III MEMBERSHIP & DUES**

A. Owners of Jeep 4-wheel drive vehicles and other interested parties are eligible for membership in the New Jersey Jeep Association. There will be two different types of membership to be defined as follows:

1. Individual – provides for one member with vehicle with full privileges and ability to run for officer positions with the payment of dues and meeting of all other membership requirements.
2. Household – provides for one or more members within the same household with full privileges and ability to run for officer positions with the payment of dues and meeting of all other membership. Under the Household type of membership there can be either an additional member with no vehicle or an additional member with vehicle, or any combination thereof. All additional members under a Household membership must also meet all other membership requirements.
3. The dues for the different types of membership i.e. Individual, Household with additional member with no vehicle or additional member with vehicle will be set by the Board of Directors as noted in Article III, Section G.

B. Applicants for membership must be at least 18 years of age, hold a valid drivers license, must show a minimum of liability and property damage insurance coverage and proof of registration on their vehicles as to keep the New Jersey Jeep Association harmless from litigation.

C. Application for membership in the New Jersey Jeep Association is available through the New Jersey Jeep Association's Membership Coordinator. Applications for membership will be accepted at any time during the year; membership dues will be prorated for members joining after the month of June. Prorated memberships will not be accepted past the month of November since the next year's dues will include the month of December.

D. All members must conduct themselves in a respectable and orderly fashion, in or out of club activities. Any member disgracing himself/herself in the public eye will be immediately subject to expulsion from New Jersey Jeep Association upon a decision of the Board of Directors after a hearing, if requested. This includes following the Trail Policy and Code of Behavior established by the New Jersey Jeep Association. For example, alcohol or drug use is forbidden before and/or during Club rides.

E. Membership in the New Jersey Jeep Association will not be limited by number, and membership will be open to new membership applications throughout the year.

F. Dues will be due by the January 31st of each year. If membership dues are not received by January 31st of each year, the membership will expire and the member's name will be dropped from the roster.

G. The annual dues of the membership of the New Jersey Jeep Association shall be determined each year by the Board of Directors. Any increase greater than fifteen percent (15%) must be ratified by a majority of the regular members

present at voting, at a regular meeting. Notice of the prospective dues shall be sent to the regular membership at least ten (10) days prior to the regular meeting at which a vote occurs.

H. Members shall immediately notify the Membership Coordinator of any change of home address, mailing address, or phone number.

I. Membership of New Jersey Jeep Association will consist of the following types:

1. Charter Members:

a. Members in good standing as of the date the charter is adopted.

2. Probationary Members:

a. Title given to the first 12 months of any new membership. During this period, the Probationary Member shall:

1. Be allowed to display Region and Association emblems, decals, and patches on jackets and vehicles.

2. Attend and sign the roster books of at least 4 (four) combined meetings of the Board of Directors throughout the year and trail rides in order to maintain his or her membership. The minimum for both types of club events will be set at 1 (one). It is the responsibility of the member to sign the meeting roster books. Any member not fulfilling these obligations will be notified in writing after the following Board Meeting. At the discretion of the Board of Directors, by majority vote of the Board, or under extenuating circumstances, a Probationary Member may be excused from attending meetings.

3. Be permitted to chair a committee, but not permitted to be on the Board of Directors.

3. Members in Good Standing

a. Title given to that member who has completed the probationary period, whose application has been approved and accepted by the Board of Directors and the majority of the members.

The Member in Good Standing shall:

1. Have full and complete voting rights on issues.

2. In order to be eligible to be nominated for an office on the Board of Directors, a member in Good Standing must have attended and signed in on the roster books at least two of the regular meetings throughout the dues year when he or she is nominated.

(Example - A Probationary Member just being voted in as a Member in Good Standing must have been a Member in Good Standing long enough to sign in at two of the regular meetings in the year he or she is nominated.)

3. Be eligible to run for committee chairpersonships on any designated committees.

4. A spouse, family member, or significant other of an Officer and Member in Good Standing will be permitted to chair a committee and be a Board of Director.

b. In order to maintain Member in Good Standing status, Members must accumulate four points each year, with each meeting, event, or official ride counting as one point. The Annual Meet and Greet, the NJJA Annual Charity Wheeling Event, and the Ocean City NJ NJJA Jeep Invasion events shall each count as two points. The four points must include at least one meeting point and one ride/event point.

## **ARTICLE IV MEETINGS**

A. Meetings shall be held monthly.

B. At any regularly scheduled meetings, in order to conduct business of the New Jersey Jeep Association, a quorum will be set at least three (3) officers in attendance with either 40% of the membership or 15 club members in Good Standing. The minimum quantitative number needed to conduct business would change as it is deemed necessary by the Board of Directors based upon the membership roster. Even though this requires advanced notice to the general membership, it does not require a re-ratification of the bylaws for this section (Article IV, Section B) only.

C. Each year the meeting dates will be designated as our monthly meeting. The agenda of the meeting shall include:

1. A report from all committees that worked.
2. A report from all officers.
3. Treasurers financial statement.
4. Elections and results (if any).

D. When necessary the board may hold additional meetings during the year as needed. These meetings will be open to the general membership and will be announced as much in advance as possible to the general membership. In order for the board to conduct business or hold a meeting, there must be at least three (3) board members present.

E. Admission for any technical or installation of new product days, even if hosted by a Preferred Vendor or Sponsor, will exclusively be for members of the New Jersey Jeep Association.

F. If there is a reason for a member in Good Standing to be denied access to a

club sanctioned event, the subject matter requires discussion at a Board of Director's meeting.

## **ARTICLE V. ADMINISTRATION**

A. The Board of Directors shall consist of five (5) officers: President, Vice President, Membership Coordinator, Treasurer and Historian. Each of these offices will be filled with qualified (Article III.I) Members in Good Standing through the voting process as described in Article IX, Elections. It will be their duty to draw up an agenda for all Board of Directors Meetings, and all other meetings. Further duties of the Board of Directors shall be to conduct the day to day business and to take such actions as might best fulfill the undertaking of this organization.

B. There will be no term limits for officers as long as the membership votes an incumbent officer in at an election.

C. The Board of Directors shall always consist of an uneven number. Any offices added will require a by-laws change.

D. Club officers are elected by voting no later than the regularly scheduled club meeting in November each year and will begin their term in January of the following year. Candidates for office must announce their intention to run for office by October 1st the year that office is up for election.

E. In the event of a vacancy in any office except the President, the Board of Directors shall appoint a member in Good Standing to fill the un-expired term until the next general election. In a case of the President's position being unfilled, the Vice President will obtain control.

F. In the case of an officer taking an extended leave of absence, it is at the discretion of the Board of Directors to hold an election for either the Charter Members or those in Good Standing to fill the unexpired term until they return or the elected term ends.

G. Even though a Preferred Vendor and Sponsor is a member in the New Jersey Jeep Association, they are forbidden to hold a position on the Board of Directors due to a conflict of interest.

H. Starting in the fiscal year, each officer is required to attend six (6) meetings and four (4) events including two of the following three. The NJJA Annual Charity Wheeling Event, the Ocean City NJ NJJA Jeep Invasion, or the Annual Meet and Greet in order to remain as a club representative.

## **ARTICLE VI DUTIES AND POWERS OF OFFICERS**

A. The President's duties shall be as follows:

1. Preside over all meetings.
2. Be present at all events when possible.
3. Shall, as the executive officer, have the duty to carry out the policies and decisions of the entire membership and the Board of Directors.
4. Shall keep an accurate record and file of all items (and their location) that belong to the New Jersey Jeep Association.
5. Shall be responsible for auditing the New Jersey Jeep Association's treasury.
6. Develop ideas for increasing member body and marketing the New Jersey Jeep Association.
7. Assemble, modify, and maintain the Preferred Vendors and Sponsors.

B. The duties of the Vice President shall be as follows:

1. In the absence of the President, serve in that capacity.
2. Perform duties that are assigned by the Board of Directors.
3. Designate volunteer groups for any events and/or promotions.
4. Oversee all committees.
5. Have final say regarding their projects.

C. The duties of the Treasurer shall be as follows:

1. Keep accurate and complete records of the funds and accounts of this organization and maintain a record thereof.
2. Make disbursements from the funds of the organization as directed by the Board of Directors.
3. Ensure that all New Jersey Jeep Association debts are paid in a timely manner.
4. The signature of the Treasurer is mandatory on any check to be disbursed by the New Jersey Jeep Association for the payment of bills.
5. To enable the Treasurer to maintain an audit trail, as required by the CPA, he or she shall set up and/or approve all record keeping systems and forms used for the receipt or disbursement of funds at any club money making event.
6. Shall direct all activities associated with the collection, counting and deposit of funds at any New Jersey Jeep Association money-making events.
7. All New Jersey Jeep Association funds will be kept in a separate account, and under no circumstances should the New Jersey Jeep Association funds be commingled with personal funds. If these funds are used for malicious reasons, legal action will be pursued (i.e. small claims court if under \$3000).
8. Perform all raffle licensing to ensure the club is registered with the State of New Jersey.
9. Perform yearly tax forms as required by the State of New Jersey and Federal Government.

D. The duties of the Historian shall be as follows:

1. Keep and preserve all records and minutes of the meetings.
2. Prepare and distributes minutes of each meeting within 30 days of the meeting.
3. Maintain current working copies of the New Jersey Jeep Association By-Laws.
4. Will update the By-Laws after a change voted in by the New Jersey Jeep Association Board of Directors and membership body.
5. Distribute updated copies of the New Jersey Jeep Association By-Laws to the club President, and to individual members upon request.
6. Oversee collection and reach out for the newsletter's materials (event synopsis, trip reports, etc.)

E. The duties of the Membership Coordinator shall be as follows:

1. Keep a complete file of all memberships, including those in Good Standing.
2. Shall distribute and accept all applications for membership at each of the meetings.
3. Collect all dues and fees connected with dues to the New Jersey Jeep Association.
4. Shall distribute dues to the New Jersey Jeep Association Treasurer in the month the monies were collected.
5. Shall inform the Board of Directors, one month in advance, of any member reaching status of "Good Standing."
6. Shall provide a list of qualified members in good standing eligible to be nominated for an office on the Board of Directors.
7. Update electronic rosters for the vendors and sponsors' discounts.

## **ARTICLE VII EXPENDITURES AND FINANCE**

A. All monies received from all sources shall be immediately turned over to the Treasurer to be deposited in the checking account of New Jersey Jeep Association.

B. Any expenditure over \$500.00 will be considered by the membership at any meeting, be voted on by them and carry a majority vote of those on the roster.

C. All expenditures must be in the best interest of the New Jersey Jeep Association.

## **ARTICLE VIII COMMITTEES**

A. Committees shall be appointed by the Vice President and answer to the Board of Directors.

B. All committees and sub-committees will turn all reports pertaining to their

event, for permanent filing and future reference, to the Historian within 30 days after the events.

C. Any committees making recommendations for expenditures will do so without regard to race, religion, or personal affiliations. All committee recommendations for expenditures will be based on the best available competitive costs.

## **ARTICLE IX ELECTIONS**

A. Offset elections will be held once every 2 years at the set meeting date of December. Starting in 2008 and in the following even years, elections will include the position of Vice President, Historian and Membership Coordinator; and even years involve the Treasurer and President.

B. Newly elected officer will take office the January following the election and will preside over and hold office for 2 years.

C. Voting will be done in person; not by proxy or through the mail.

D. Voting will entail the use of a secret ballot and an absentee ballot unless a secure method is available over the internet.

E. All ballots must be counted and checked by the non-elected officers.

F. A larger number of votes are necessary for the election to any office position.

G. In the event of a vacancy in any office, the Board of Directors shall appoint a Member in Good Standing to fulfill the unexpired term. Fulfilling an unexpired term will not be considered as serving a full term.

H. Recently removed officers will remain on the Board of Trustees for a period of one year to serve as an advisor. They will not have the ability to vote in an Officer's discussion.

## **ARTICLE X CHALLENGE**

A. A written challenge of any individual membership, with a minimum of two (2) additional co-signs, in either good standing or probationary, may be filed by another member in good standing. This written challenge will be filed to the attention of the Board of Directors including all allegations and the reasonable basis that are to be brought up.

B. Upon receipt of a written challenge, a challenge meeting will be held no earlier than 2 weeks or later than 8 weeks after the time of the formal written challenge is received by the Board of Directors.



C. The challenged member will be sent, a photocopy of the challenge letter, notice of the time and place of the meeting, and a copy of the procedure to be followed.

D. The challenger will be sent a notice of the time and place of the meeting and a copy of the procedure to be followed.

E. Those in attendance at the challenge meeting shall be the Board of Directors, the challenger and the challenged member; however, witnesses may be called in as needed. Following the challenge meeting procedure, after presentation of both sides, the Board of Directors will make their decision and inform both parties.

F. If either the challenger or the challenged member disagrees with the decision of the Board of Directors, he or she must then request, in writing, a hearing before the general membership. This written request must be made at least one week before the next regular meeting. If the next regular meeting is more than 30 days from the date of receipt of the request for a hearing, a meeting will be scheduled within 30 days. The other party involved must then be notified that there will be another hearing, whether at the general meeting, or a specially scheduled meeting. Each party, the challenger and the challenged member, will be allowed 15 minutes on the floor to present his or her side of the story and any witnesses. Three fourths of the members in attendance, presenting a quorum, must vote in favor of the challenged member losing his or her membership.

G. The member who brought the challenge against another member may not challenge the same person for at least one year after the challenged member regained his membership. However, another Member in Good Standing may bring another challenge against the same individual as long as the facts of the challenge are different than that which has already been before the Board of Directors.

## **ARTICLE XI PROCEDURE FOR CHALLENGE MEETING**

A. The President shall be the presiding officer at the Challenge Meeting.

B. Before beginning the meeting, he or she shall:

1. Inquire of both parties as to whether all procedures outlined in Article X have been complied with.
2. Inquire of the challenger if he wishes to proceed or rescind the challenge.
3. Proceed with the meeting only if all five members of the Board of Directors attend.
4. Advise the parties that it will require three of the five members to vote for expulsion in order for the challenged to lose his or her membership.
5. Read the challenge letter to all in attendance.
6. Read the following procedure to all in attendance.

- a. The challenger shall be given one half hour to present all information to the Board of Directors as to why the challenged should lose his or her membership. All facts presented shall be made by the challenger or through witnesses other than the challenger. The challenger shall be permitted to ask questions of all the witnesses called and permit the witness to address the Board.
- b. After the challenger has completed his side, the challenged shall be given one half hour to give their presentation by making his or her own statements to the board and/or by calling witnesses for his own defense. These witnesses may address the Board and/or answer questions of the challenged. Further, the challenged may cross-examine the challenger or any of the challenger's witnesses.
- c. After the challenged member completes their defense, the challenger may post questions to the challenged member and/or call any witness to rebut the challenged defense. This part of the inquiry shall take no longer than 15 minutes.
- d. During any presentation, any member of the Board may ask questions of anyone giving testimony.
7. The President shall be responsible for the conduct of the meeting and the behavior of all in attendance.
8. After a discussion between The Board in private, the vote shall be taken. Only the decision of The Board shall be given to the parties and not how each member voted. The decision shall be given to the parties the same day or as reasonably soon thereafter as possible. Any appeal shall be governed by Article X.

## **ARTICLE XII PROCEDURE FOR CHALLENGING AN OFFICER**

- A. Any Member in Good Standing may challenge an Officer of the New Jersey Jeep Association by submitting to the Board of Directors a written challenge setting forth all facts as to why the Officer in question should be impeached. The written challenge must not only be signed by the Challenger, but must also contain six signatures of Members in Good Standing who agree with the Challenger that the Officer should be impeached.
- B. The Officer challenged must be given at least three weeks' notice that the challenge will be heard at the next regularly scheduled meeting, or at a specially scheduled meeting, and will be given a copy of the written challenge.
- C. The President shall be the presiding Officer for the hearing unless the President is being challenged; if the President is being challenged, the remaining Board Members will elect a Board Member to preside over the hearing if the Vice President is not available.
- D. The written challenge shall be read to all members in attendance.
- E. The presiding Officer will read the following procedure to all members in

attendance.

1. The Challenger shall be given one half hour to present all information to the members as to why the Officer should be impeached. All facts presented shall be made by the Challenger or through witnesses other than the Challenger. The Challenger shall be permitted to ask questions of all witnesses called and permit the witnesses to address the members.
2. After the Challenger has completed his side, the challenged officer shall be given one half hour to give his presentation by making his own statements to the members and/or by calling witnesses for their own defense. These witnesses may address the membership and/or answer questions posed by the challenged officer. Further, the challenged officer may cross-examine the challenger or any of the challenger's witnesses.
3. After the challenged officer complete his or her defense, the challenger may post questions to the challenged and/or call any witnesses to rebut the challenged defense. This part of the inquiry shall take no longer than 15 minutes.
4. Only the challenger, the officer challenged and their witnesses may address the members. Any questions that a member may have of either the challenger or the challenger's witnesses, the officer challenged, or the officer's witnesses must be presented in writing to the presiding officer who in turn will ask the question posed.

F. The presiding officer shall be responsible for the conduct of the meeting and the behavior of all in attendance. After the presentation of all sides to the issues, the members shall vote by means of a secret written ballot indicating on their written ballot whether the officer should be impeached or not impeached. In order for an officer to be impeached, it shall take three fourth vote of the membership, being a quorum present.

G. Either the challenger or the impeached officer may appeal the decision of the membership. The same procedures as outlined in this Article shall be followed; however, the appeal may only be based on new facts that were not presented at the first challenge meeting. The Board of Directors shall determine by vote whether or not the appeal states new facts not previously heard by the membership. At least five members of the Board must vote for the allowance of an appeal.

H. If, by vote of the membership, an officer is in fact impeached, the membership shall immediately elect a new officer by means of a secret ballot.

## **ARTICLE XIII EVENTS**

A. The Board of Directors, the local and state law enforcement agencies have set up strict rules and policies concerning trail riding and the use of the properties we trail ride on with the permission of the owner. Infractions of these rules and policies could cause us to lose our right use these properties; therefore, they will

be strictly enforced. Any violators of the established policies will be warned once at a general meeting and if the infraction is committed again a second time, the member found guilty will be immediately removed from the membership roll and will not under any circumstances be given another opportunity to apply for membership to New Jersey Jeep Association. The challenge option does not apply.

B. All events are subject to approval by the Board of Directors.

C. When feasible, adequate insurance shall be procured at all publicly attended events.

D. All events must be conducted in an orderly manner with safety as the prime factor.

E. No member or guest under 18 will be allowed to drive on a trail ride unless accompanied by or with written consent of parent or guardian.

F. All members and guests participating in an event shall abide by the Motor Vehicle Code of the State of New Jersey and by the laws and regulations of the city, county or the circumstances concerned. The welfare and reputation of the region depends upon the character it gains with the city, county, state and federal authorities. Any flagrant violation of the code is sufficient cause for removal of any or all membership privileges. (Challenge Option, Article X applies)

G. In order for any ride to be considered an official club ride there shall be at least two trail guides (person recognized by NJJA as a trail guide and has attended trail guide training) or two officers, or a combination of a trail guide and officer, present and actively participating in the ride. The trail guides/officers will be responsible for making sure the NJJA Trail Code of Behavior is followed. The trail guides/officers will ensure a ride attendance sheet is filled out and forwarded to the Membership Coordinator.

#### **ARTICLE XIV. RULES & PROCEDURES**

A. Unless otherwise specified in the By-Laws, Roberts Rules of Order, revised edition shall govern parliamentary procedure. (See attachment for summarized version)

B. The Board of Directors shall draw up a set of rules and regulations for the governing of the individual on a personal basis while on any New Jersey Jeep Association activity. OPTION: Each new Board of Directors can amend these rules.

C. Voting on any issue by the membership at a regular membership meeting will be by hand vote other than elections. A motion may be called for a secret ballot

when deemed necessary.

D. Voting on a probationary member to become a member in good standing will take a majority vote of the membership present to accept his or her membership.

E. If deemed necessary, mail votes must be received not later than 6PM on the day prior to the Monthly Meeting. Conditions and methods for a mail/email vote will be established by the Board of Directors.

## **ARTICLE XV AMENDMENTS**

A. These By-Laws must be amended by a two-thirds majority vote at a regular New Jersey Jeep Association meeting. The quorum present and voting. Any amendment must be presented to the membership at the regular New Jersey Jeep Association meeting and at the meeting preceding the meeting in which the vote is to be taken.

B. Proposed By-Law changes shall also be published in the newsletter prior to the meeting they are to be voted in.

## **ARTICLE XVI SALE OF PROPERTY**

A. In order to sell any or all property, real or otherwise, owned by the New Jersey Jeep Association, the same procedure shall be followed as a By-Law amendment. (Article XV)

## **ARTICLE XVII DISSOLUTION OF THE REGION**

A. If for any just reason the New Jersey Jeep Association must disband, it will require a 90% vote of the total membership in favor of dissolution.

B. A motion should first be made on the floor of a general meeting, seconded and then voted on, a quorum being present and a majority being in favor of carrying out the following procedure.

C. The voting for dissolution will take place through the US Mail. Notification, ballots and pre-addressed return envelopes will be sent to all members by registered mail. A ballot not returned within 30 days will be considered a resignation from the club. Ballots will be returned by registered mail to a designated representative, or if necessary, to a lawyer retained by the New Jersey Jeep Association. The results will be read by the designated representative, or the lawyer, at the next regularly scheduled meeting following the 30 day period. If it is necessary to schedule a special meeting to read the voting results, all members will be notified of the time and place of the meeting. The announcement of a special meeting time and place will be mailed along with the ballot. Any special meetings will be held following the 30 day period.

D. In the event of dissolution of New Jersey Jeep Association for any reason, after all liabilities are met, any remaining assets would be donated to charity or a non-profit organization of choice. The vote on the choice of charity or non-profit organization will require a simple majority vote of the membership present, a quorum present and voting.

## **ARTICLE XVIII AMENDMENTS**

Amendment 5/21/2008 #1

All 2007-2008 Members are eligible to vote and hold office in 2008/2009 roster year due to becoming a member in good standing.

First Printing May 2007 - GE

Second Edition March 2008 - GE

Third Printing June 2008 - GE

Fourth Printing February 2009 – AC

Amendment #2 May 2014

### **Robert's Rules of Order For Fair and Orderly Meetings & Conventions**

Robert's Rules of Order is based on providing a common set of rules and guidelines for all members to be on during debates and deliberations. Since all the club businesses will be conducted in front of membership, it is the right of the majority to decide the action to be taken. There will not be any intimidation when a member voices their idea, the worst idea is the one not spoken!

During the meetings, all options will be discussed prior to taking a vote.

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution 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 (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even 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. Motion/Resolution - Amendment - Motion to Postpone
- 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.
- All remarks must be directed to the Chair and must be courteous in language and demeanor - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations.

When presented to the assembly and the question is stated, debate begins and changes occur.

1 Kennedy, Beverly (1997). Robert's Rules. Retrieved March 18, 2007, from Robert's Rules -

Summarized Version Web site: <http://www.robertsrules.org/>

### **The Rules**

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary.
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules).
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **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.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the

motion to reconsider can be made this session

- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred.

- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

- **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.

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.