

# **Rules of Order for Cal-Nev-Ha Board of Trustees**

Memorandum Summary of Rules  
Prepared by Past Governor Joni Ackerman, 2010-2021 Parliamentarian

## **I. Structure of Governance of CNH District**

### **A. Board of Trustees**

1. Comprised of the Governor, Governor Elect, Immediate Past Governor, District Secretary, District Treasurer, Parliamentarian and Trustees.
2. The Board of Trustees is the Governing Body of Cal-Nev-Ha District.
3. Board of Trustees handles the governance of and all the business of the District.

### **B. Chairman of the Board**

1. The Governor is the chairman of the Board of Trustees.
2. The Governor seeks to maintain impartiality so usually does not make or argue motions, as is the general rules of parliamentary procedure for a large board.
3. The Chairman of the Board usually votes only where vote is by ballot or if the Chair's vote will change the outcome. It is not true that the Chairman of the Board can only vote where there is already a tie vote.

## **II. Governing Law and Rules**

### **A. Rules and the Order of Rules**

1. Laws of the government
2. Corporate Charter
3. Bylaws
4. Rules of Order
5. Standing Rules
6. Custom (unwritten)

### **B. Types of Rules that Apply to Board Meetings**

1. Rules of Order = parliamentary procedure in Robert's Rules of Order.
2. Standing Rules.

## **III. Rules of Order: Procedure**

### **A. The Main Motion**

1. A motion may be made by any member of the BOT and usually needs a Second.
2. Raise your hand and wait to be called on by the Governor, whether making the main motion or the Second to the motion.
3. If mover of motion is Chair of committee seeking action no Second is required.

### **B. Types of Subsidiary Motions after Making of Main Motion**

#### **1. Motion To Amend a Motion**

- a. Amend by adding words, by striking (deleting) words or both
- b. State your motion to amend the main motion (after being recognized by the Chair).
- c. Need a Second to the motion to amend.
- d. "Friendly Amendment." Maker of main motion may consider the proposed amendment to be a friendly amendment and agree to it but that is insufficient to approve the

amendment, and the Board must approve the amendment either by vote or unanimous consent. However, if the amendment is uncontroversial then the Chair may ask if there is any objection to it. If there is no objection then the Chair may declare the amendment is approved.

- e. (Subject to above) Discussion occurs on Amendment to main motion.
- f. If motion to amend is approved by the Board then the motion is amended as worded.
- g. Discussion occurs on motion as amended.
- h. Vote on motion as amended.

[Motion to amend may be further amended while motion is before the Board with same procedure to be followed until all amendments are approved or rejected. Any motion to amend requires a Second or the motion to amend fails and is rejected.]

### **2. Motion to Postpone To a Definite Time or Day**

- a. Board needs more time to consider the question or issue of the motion.
- b. "I move to postpone the motion until \_\_\_\_\_."
- c. Generally a motion would be postponed only until the next Board meeting.

### **3. Compare with Motion To Lay On The Table**

- a. Motion to temporarily set aside the motion on the floor.
- b. Something else is of immediate urgency or needs to be addressed.
- c. Rarely in order.

### **4. Compare with Motion to Postpone Indefinitely**

- a. When one wants to end debate to get rid of the motion before a vote.
- b. Requires majority vote.
- c. Can be used with Motion to Call the Question, requires 2/3 vote.

### **5. Motion to Refer to Committee**

- a. When subject or idea needs more study.
- b. Refer to appropriate committee or creation of task force.
- c. Only the Governor can create a task force.

### **6. Motion to Limit or Extend Limits of Debate**

### **7. Motion to Call the Question**

- a. Discussion has gone on too long and you want to stop discussion and vote.
- b. Sometimes referred to as Moving the Previous Question (Call the Question).
- c. Debate can only be ended when against the will of another with 2/3 vote of board.

### **8. Motion to Lay on the Table (see above)**

## **C. Privileged Motions**

- 1. Concerning a matter of immediate and overriding importance.
- 2. No debate.
- 3. Rarely in order. Examples: orders of the day, question of privilege, recess or adjourn.

## **D. Types of Incidental Motions** (not complete list)

### **1. Point of Order**

- a. Use only where a violation of the rules has occurred.
- b. No second and no vote. Speaker states how the rules have been broken.
- c. The Chair rules on the point of order. If one disagrees with the Chair the remedy is to Appeal the decision of the Governor to the Board. Appeal requires a Second.

- d. Any person debating the appeal is limited to speaking once only, not twice.
- e. Majority vote against the decision of the Governor is required to overturn decision.

**2. Appeal** See above under Point of Order.

**3. Motion to Suspend the Rules**

- a. To permit what might otherwise not be in order, such as extended time limit on speaking.
- b. Requires a Second, no debate nor amendment.
- c. Two-thirds vote of board is required.

**4. Point of Information**

Inquiry as to the facts of the business at hand.

**IV. Rules for Debate and Preferences in Speaking**

**A. Rules for Debate**

- 1. General rule is that one may speak twice on the motion in the same day.
- 2. General rule is that person may speak for up to 10 minutes each time; minutes can not be given to another speaker. However, CNH Standing Rule 3 specifies only three minutes.
- 3. Debate the proposal not a person.
- 4. No debate on personalities: no attack on or questioning motives of an individual. One may not say that another's statement is false or that the person is a liar or fraud.

**B. Preferences in Speaking**

- 1. The maker of the motion has the right to speak first.
- 2. While someone is speaking, do not signal that you wish to speak.
- 3. CNH is a bit more casual and often do raise hands and the Governor calls people in turn
- 4. Person who has not yet spoken has priority over person who has already spoken.

**V. Committees**

**A. Types of Committees**

**1. Standing Committees**

- a. Have a continuing existence and function; and
- b. Usually established by Bylaws or Policy requirements.

**2. Special Committees**

- a. Usually called Task Forces in our District.
- b. Established by the Governor for a particular purpose and ends when the purpose is completed.

**B. Chairman of a Committee**

- 1. Chairman of a committee may make and debate motions in committee meetings.
- 2. Committee can appoint subcommittees.