

# Members



**Member Can Do and Must Do  
Responsibilities**

# Rights of Members



 **Attend meetings**

 **Make motions**

 **Debate**

 **Vote**

 **Nominate**

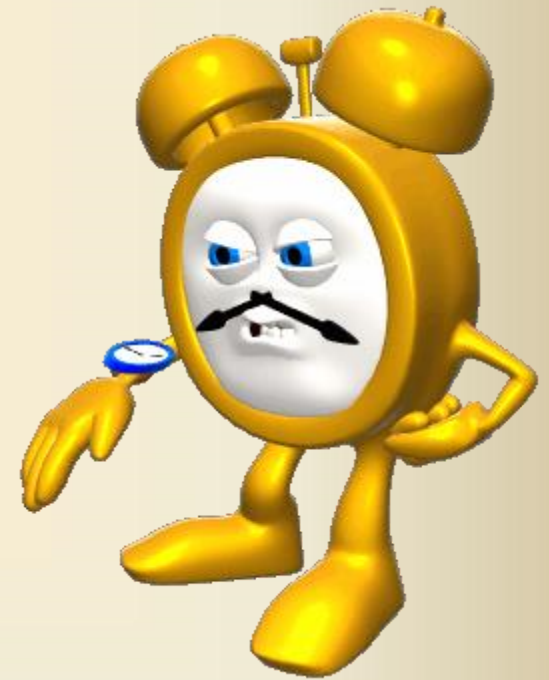
 **Hold office**



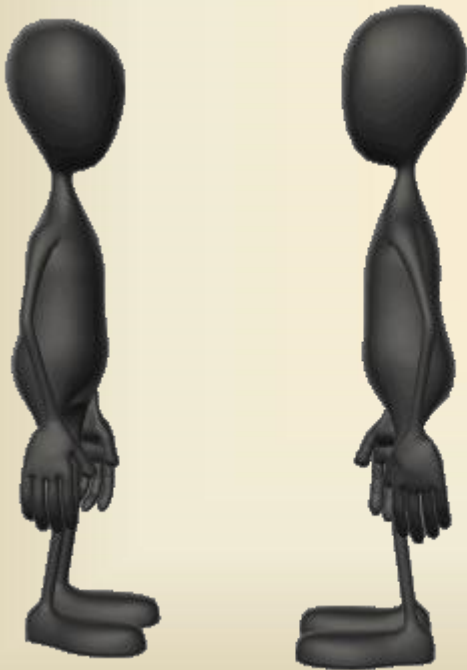
# **Member Responsibilities During Meetings**



- 🍌 **Be prompt so the meeting can begin on time**
- 🍌 **Pay attention; avoid side discussions**
- 🍌 **Sit near the front or near a microphone when you have a report to make**



# Members Should Advise the Chair When They Plan to...



- 👉 introduce new business in the meeting
- 👉 move to rescind or amend previous action
- 👉 give notice of business that requires previous notice

# Making Motions

**Before framing your motion ask the following questions:**

- 🍌 *Is the language of my motion clear and specific?*
- 🍌 *Is the motion stated briefly, concisely, and directly?*
- 🍌 *Can my intent be misinterpreted?*



# Decide Whether This is a Good Motion to Make

👉 *Is the motion stated affirmatively?*

👉 *Will the motion be in order?*

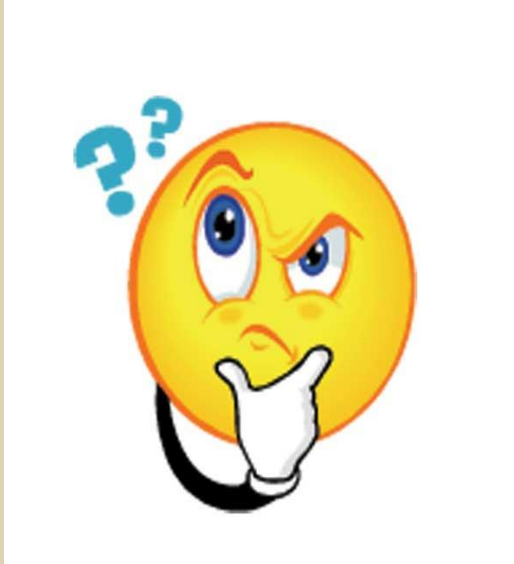
👉 *Does the motion call for action outside the object of the organization?*

👉 *Will the action conflict with rules of the organization or public law?*



# Motions Made from the Floor

👉 If the motion is long or complicated, put it in writing



👉 Begin the motion with the words, “*I move...*”

👉 Move the adoption of recommendations in your committee report, if action is required

# Speaking in Debate

- 👉 **Talk loud enough to be heard**
- 👉 **Be first to speak to a motion you've just made**
- 👉 **Discuss only the immediately pending question**





# Speaking in Debate (Continued)



- 🍌 **Address all remarks to or through the chair; don't talk directly to another member**
- 🍌 **Speak a second time only after all members have had an opportunity to speak the first time**

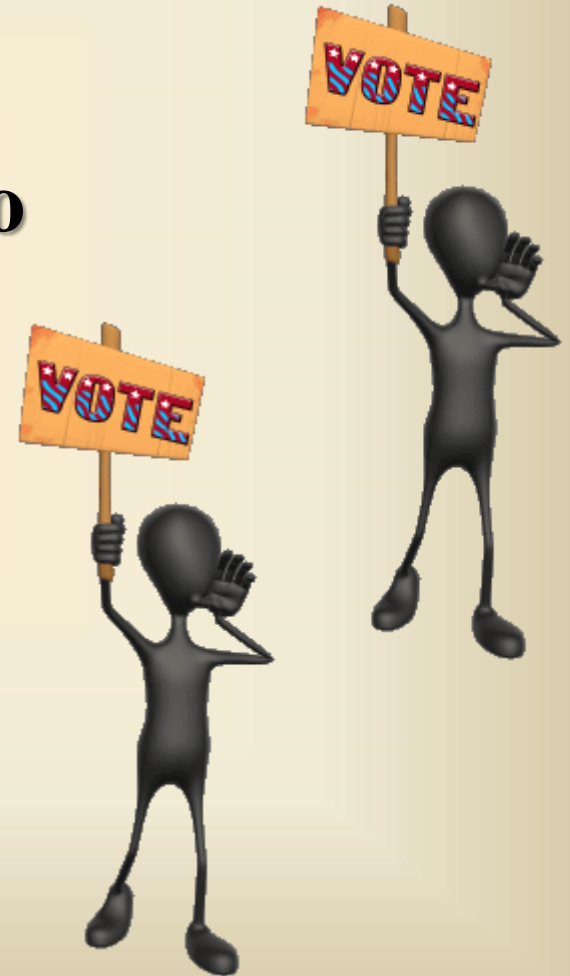
# What to do When it is Time to Vote

- 👉 For a voice vote, respond by saying “*aye*” or “*no*”
- 👉 For a rising vote, remain standing until the chair advises you to be seated
- 👉 For a counted rising vote, remain standing until you are counted



# What to do When it is Time to Vote (Continued)

- 🍌 For a vote by voters' cards, raise your card high enough to be seen and leave it up until advised to lower it
- 🍌 For unanimous consent, remain silent if you agree or say, "*I object*," if you disagree



# How to Make a Nomination



- 👉 **Consider who would be the best candidate for the office or position**
- 👉 **Seek permission from the person before placing their name in nomination**
- 👉 **When the chair asks for nominations, say “*I nominate...*”**

# How to Make a Nomination (Continued)

🍌 Recognition by the chair is not necessary



•  
🍌 No second is required, but a second indicates endorsement of the candidate

🍌 You may not nominate more persons than there are places to be filled

# If You Wish to Hold an Office

- 🍌 Before accepting nomination for an office, review the duties as outlined in the bylaws and procedures manual (This is Key)!
- 🍌 Make sure you have the time and talents necessary to fulfill the obligations of the office
- 🍌 Enjoy being a part of the leadership team!



# Members' Responsibilities

- 🍌 Familiarize yourself with the organization's governing documents (bylaws and standing rules)
- 🍌 Further the object of the organization
- 🍌 Insist on enforcement of the rules
- 🍌 Pay dues promptly
- 🍌 Fulfill assigned duties until properly excused
- 🍌 Credit other members with the best possible motives for their actions

# What One Member Can Do by Herself



- 🍌 **Call for the orders of the day**
- 🍌 **Call up a motion to reconsider**
- 🍌 **Ask for a division of the assembly**
- 🍌 **Make a nomination**



# What One Member Can Do (Continued)

- 🍄 **Object to the consideration of a question**
- 🍄 **Make a proposal to fill a blank**
- 🍄 **Parliamentary inquiry**
- 🍄 **Point of order**
- 🍄 **Raise a question of privilege**
- 🍄 **Request information**



# Know Your Organization

**The Essence of Any Organization lies in:**

- 🧩 **What it believes in**
- 🧩 **What it stands for**  
*and*
- 🧩 **What it values**

Vision  
Mission  
& Values