CONSTITUTION AND BYLAWS
OF
PRESTON TRAIL CHAPTER
TEXAS SOCIETY OF PROFESSIONAL ENGINEERS

PREAMBLE

The Preston Trail Chapter subscribes to the mission and purpose of the Texas Society of Professional Engineers, as set forth in the Constitution and Bylaws of the Society.

In order to further the advancement of the mission and purpose of the Society, the Preston Trail Chapter herewith sets forth its Constitution and Bylaws of which this Preamble is a part.

CONSTITUTION

Article I - Name

Section 1. This Chapter shall be known as the Preston Trail Chapter of the Texas Society of Professional Engineers.

Article II - Headquarters

Section 1. The principal office and the usual meeting place of the Chapter shall be located within the geographical area of the Chapter. This area shall be that contained within Collin County, Dallas County north of Interstate Highways 30 and 635, and Rockwall County north of Interstate Highway 30.

Section 2. Sites of the principal office and usual meeting place shall be selected by the Executive Board of the Chapter.

Article III - Membership

Section 1. Chapter membership qualifications, classes, obligations, rights, and privileges shall be as provided in the Constitution and Bylaws of the Texas Society.

Section 2. In general, members of the Chapter shall reside or be employed within Collin, Dallas, and Rockwall Counties.

Article IV - Officers, Directors, and Executive Board

Section 1. Officers - The officers of the Chapter shall consist of a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

Section 2. Directors - There shall be one State Director, one Alternate State Director, and four Chapter Directors elected by the Chapter.

Section 3. Executive Board - The Executive Board shall consist of the Chapter Officers, the Immediate Past President, the State Director, the Alternate State Director, and the Chapter Directors, with one vote each. The Chapter President shall act as Chairman of the Executive Board.

Article V - Committees

Section 1. Chapter Standing Committees shall be Finance, Membership, Engineer's Week, Scholarship, and MATHCOUNTS.

Section 2. Special Committees may be formed to address periodic Chapter concerns, as deemed necessary, or desirable, by the Executive Board.

Section 3. Standing Committees and Special Committees shall generally consist of a Chairman and a minimum of two additional Chapter members.

Section 4. Chairmen of Standing Committees, with the exception of the Engineer's Week Committee, and Special Committees shall be appointed by the Chapter President, with the advice and consent of a majority of the Executive Board, for the term of the Chapter officers or until discharged by the President. Appointments shall be made as early as practical after the installation of officers.

Section 5. Standing Committee and Special Committee members shall be selected by the individual committee chairmen from the Chapter membership, with the concurrence of the Executive Board.

Section 6. A Nominating Committee consisting of the President-Elect, as chairman, and at least two Chapter members named by the Chapter President shall be reported to the Executive Board at the March Chapter meeting. No member of the Executive Board shall be eligible to serve on this committee.

The Nominating Committee shall meet to select a slate of officers for consideration by the Chapter membership and submit a report of its nominees to the Executive Board and the Chapter membership at the April meeting. The Chapter President may attend Nominating Committee meetings, in ex-officio status, at the request of the committee chairman to provide any desired guidance to the committee.

Life, Retired, and Member class Chapter members in good standing shall be entitled to hold any Chapter office. Associate class members in good standing shall be entitled to hold any Chapter office except President, State Director, and Alternate State Director.

Section 7. An Audit Committee, consisting of a chairman and two Chapter members, shall be appointed each year by the in-coming President at the June meeting. The committee shall review the Chapter financial records and report its findings to the Executive Board at its August meeting.

Section 8. An Engineer's Week Committee, with the President-Elect as chairman, shall organize and coordinate all Chapter Engineer's Week activities, including the February meeting Chapter awards ceremonies. The Committee shall be responsible for forwarding the names of the Chapter's Engineer of the Year and Young Engineer of the Year awards recipients for consideration by the Texas Society for comparable State awards.

Section 9. The activities of all Standing Committees and Special Committees shall be reported to the Executive Board at each Board meeting, or as requested, for the Board's consideration and approval.

Article VI - Dues

Section 1. Chapter membership dues shall be as determined by the Executive Board in accordance with the Chapter Bylaws.

Article VII - Good Standing

Section 1. Rules and conditions of good standing shall be as provided in the Chapter Bylaws.

Articles VIII - Code of Ethics

Section 1. The Code of Ethics, as promulgated by the National Society of Professional Engineers and adopted by the Texas Society, shall be the Code of Ethics adopted by the Preston Trail Chapter unless amended by a two-thirds majority vote of the Chapter members present at a regularly scheduled meeting.

Section 2. The Code of Ethics shall not be amended so as to conflict with that of the National Society, as amended by the Texas Society.

Article IX - Elections

Section 1. All Chapter officers, except the President, shall be elected annually and shall hold office for one year, or until successors are installed. The President-Elect shall be elected one year prior to assumption of office and shall automatically succeed to the office of President at the beginning of the following administrative year. The term as President shall be for one year, or until a successor is installed.

Section 2. The State Director and Alternate State Director shall each be elected for a term of two years with their terms staggered. The Chapter Directors shall each be elected for a term of one year. All directors shall serve until successors are installed.

Section 3. At the time the Nominating Committee announces its selected slate of officers at the April Chapter meeting, the President shall request the names for additional candidates from the Chapter membership for consideration. Consent of each individual nominated from the floor must be obtained prior to the nominee's name being placed on the ballot.

Section 4. Election of Chapter officers and directors shall be by voice vote at the Annual Chapter meeting. The vote shall consider candidates named by the Nominating Committee and any additional candidates nominated by the Chapter membership.

Section 5. A plurality of all votes cast by voting Chapter members in good standing shall be necessary to elect to any Chapter office. In case of a tie vote, the tie shall be broken by casting lots.

Section 6. Upon the death, resignation, or removal of any Chapter officer or director, the Executive Board shall fill the vacancy for the unexpired term with an eligible member in good standing.

Section 7. Any Chapter officer or director may be removed from office, with or without cause, by a two-thirds majority vote of Chapter members in good standing present at a regularly scheduled Chapter meeting. Notice of the impending removal vote shall be published in the Chapter newsletter at least one week in advance of the meeting at which the vote is to be taken.

Article X - Meeting

Section 1. Regular Meetings. The Chapter shall regularly convene monthly on a day selected by the Executive Board. Notice of each meeting shall be mailed to the Chapter membership at least one week in advance of the meeting.

Section 2. Special Meetings. Special meetings may be called by the Chapter President upon his own volition, upon request by the Executive Board, or upon the written request of ten Chapter members in good standing.

The purpose of each such meeting shall be set forth in a notice to Chapter members, and said notice is to be mailed at least ten days in advance of the meeting date. No business other than that for which the meeting is called shall be transacted at a special meeting.

Section 3. Annual Meeting. The meeting held in May of each year shall be designated as the Annual Chapter Meeting.

Section 4. Meeting Quorum. For the purpose of transacting Chapter business, a quorum shall consist of ten-percent of the membership in good standing, but not less than fifteen members.

Section 5. Order of Business. The order of business for each Chapter meeting shall be at the discretion of the Chapter President, but shall generally be as follows:

Executive Board Meetings:

1. Approval of previous meeting minutes
2. Reading of communications
3. Reports of officers
4. Reports of committees
5. Unfinished business
6. New business
7. Adjournment

Chapter Meetings:

1. Welcome
2. Invocation
3. Introduction of attendees
4. Reports of Executive Board action
5. Announcements
6. Election of officers (April meeting and as required)
7. Installation of officers (Annual meeting)
8. Program
9. Adjournment

Article XI - Amendments

<u>Section 1.</u> This constitution may be amended by letter ballot, provided that such amendment shall first have been approved by a majority vote of the Chapter Executive Board and shall have been submitted to the Chapter membership at least four weeks prior to the date set for the closing of the ballots. Notice of such amendment, with a ballot, shall be mailed to all members in good standing. A two-thirds affirmative vote of those ballots returned to the Executive Board shall be required to amend this Constitution or any part thereof.

<u>Section 2.</u> When an amendment proposal is presented to the Chapter in writing and signed by ten-percent of the members in good standing, approval by the Executive Board

shall be unnecessary before submission to the Chapter membership in accordance with Section 1 of this Article.

Section 3. Amendments to this Constitution shall become effective only upon submission to, and approval by, the Texas Society Board of Directors verification of the vote by the Executive Board.

Article XII - Discipline of Members

Section 1. For the purposes of administration of this authority, a complaint presented against a Chapter member shall be processed in accordance with the requirements and procedures outlined in the Constitution of the Texas Society.

BYLAWS

Bylaw I - Fiscal and Administrative Years

Section 1. The Chapter Fiscal Year shall be from July 1 to June 30, inclusive.

Section 2. The Chapter Administrative Year shall begin with the first action by the newly installed Officers during the May meeting and close immediately prior thereto at the following May meeting.

Bylaw II - Duties of Officers

Section 1. President. It shall be the duty of the President to serve as official representative and spokesperson for the Chapter and as a channel of communication between the individual member, the Chapter, the Texas Society, and the National Society; to represent the Chapter in interactions with other organizations; and to preside at all meetings of the Chapter and the Executive Board. The President shall attend the

Texas Society Annual Meeting and represent the Chapter at the Annual Membership Meeting. He shall be, ex-officio, a member of all standing and special committees except Audit; Nominating, unless requested by the committee chairman; and any Grievance Committee convened to address disciplinary concerns. The President shall assist committee chairmen in appointing committee members, except as otherwise provided. The President shall, subject to the approval of the Executive Board, have general direction of the business of the Chapter.

Section 2. President-Elect. In the absence of the President, in the case of the inability of the President to act, or at the request of the President, it shall be the duty of the President-Elect to preside in the President's stead.

If the President-Elect is unable to preside for the President, when required, it shall be the duty of the Vice President to assume these responsibilities. In the absence of the President, President-Elect, and Vice President, one of the Chapter Directors shall preside. If none of the Chapter Officers are present, a standing committee chairman shall be agreed upon to preside from amongst those in attendance.

The President-Elect shall assist the President in leading the Chapter activities and shall be responsible for chairing Engineer's Week Committee.

Section 3. Vice President. The Vice President shall be responsible for acquiring quality, varied, and topical programs for each monthly Chapter meeting, except the February Engineer's Week meeting. Programs and speakers shall be of general interest to the membership as a whole and may pertain to any of the engineering disciplines, concerns of the engineering profession and its societies, or subjects of political, economic, or social interest to the membership.

Section 4. Secretary. The Secretary shall keep an accurate record of all proceedings of the Chapter and shall have custody of all official papers and records. The Secretary shall handle routine Chapter correspondence between meetings; submit written minutes of the previous month's Chapter activities at each Executive Board meeting and, when so requested, at Chapter meetings; keep up-to-date Chapter membership records; certify credentials of the delegate or delegation to the Texas Society Annual Meeting in accordance with Article XIV, Section 5 of the Texas Society Constitution; and, at the Chapter Annual Meeting, submit a written report covering the year's activities of the office and a statement concerning the Chapter membership.

Upon installation of new officers, the Secretary shall turn over to the successor Secretary all books, documents, and other property of the Chapter in the Secretary's custody, and shall receive a receipt therefor.

Section 5. Treasurer. The Treasurer shall keep an accurate record of all Chapter finances and shall have custody of, and shall care for, all Chapter monies. The Treasurer shall submit a written report of the previous months' Chapter financial activities at each Executive Board meeting and, upon request, at Chapter meetings. A written report covering the year's activities of the office, including a complete financial statement of all monies received and disbursed, shall be submitted at the Chapter Annual Meeting.

Upon installation of new officers, the Treasurer shall turn over to the successor Treasurer all financial books, documents, and other property of the Chapter in the Treasurer's custody, and shall receive a receipt therefor.

Upon request, the Treasurer shall transmit any and all documents required by the Audit Committee pursuant to its review of the Chapter financial records.

The Executive Board may require the Treasurer to be bonded and shall fix the amount of the bond. The bonding fee shall be paid out of funds of the Chapter.

Section 6. State Director. The State Director shall serve as the Chapter's representative on the State Society Board of Directors and shall represent the Chapter on all matters at the State Society. The State Director shall report to the Chapter on all actions of the State Society and its Board of Directors.

The Alternate State Director shall serve in the absence or inability of the State Director.

Bylaw III - Executive Board

Section 1. The Executive Board shall have general supervision of all matters pertaining to the Chapter and its activities. The Board shall make rules of procedure to be used in investigations, hearings, and trials relevant to unprofessional acts of Chapter members and act for the Chapter during these proceedings.

Section 2. The Executive Board shall have the power to act for the Chapter, subject to the approval of the membership. The Board shall see that all financial records are audited at least once a year.

The Board shall generally meet once a month, in advance of the Chapter meeting, at a time and place selected by the President. Special meetings shall be at the call of the President or upon written request of three members of the Board. A simple majority shall constitute a quorum at any Executive Board meeting. Actions of the Board shall be reported to the membership no later than the next regular Chapter meeting.

Bylaw IV - Committees

Section 1. Finance. At the earliest practicable date in the fiscal year, the Finance Committee shall prepare and present to the Executive Board, for approval, a budget for the control of Chapter expenditures for the ensuing year. The Committee shall continually review the Chapter expenditures and shall stand ready to offer its advice and counsel, as requested.

Section 2. Membership. The Membership Committee shall report on all applications for membership. It shall at all times strive to maintain current Chapter members and seek to expand the membership of the Chapter and the State and National Societies.

Section 3. Engineer's Week. The Engineer's Week Committee shall be responsible for Chapter observances of National Engineer's Week. Efforts shall include, but not be limited to, promotion of the engineering profession through the media and participation in area school Career Day activities, organization of the regular February Chapter meeting program and arrangements, and cooperation with the MATHCOUNTS Committee in regard to other Engineer's Week Chapter activities.

Section 4. Scholarship. The Scholarship Committee shall work with area high schools to determine those students deserving consideration for participation in National and Texas Society scholarship awards programs and shall report the results of these efforts to the Texas Society.

The Committee shall also prepare a list of deserving students for consideration by the Chapter to receive any scholarships deemed appropriate by the Executive Board. The Executive Board, with advices from the Scholarship and Finance Committees, shall determine the number and amounts of any Chapter scholarships to be awarded.

Section 5. MATHCOUNTS. The MATHCOUNTS Committee shall yearly organize and conduct a Chapter MATHCOUNTS competition, during the annual Engineer's Week observance, in conjunction with the Texas Society competition.

The Committee shall conduct the competition under the rules and practices within the guidelines of the National Society MATHCOUNTS criteria, with efforts coordinated with those of the Texas Society MATHCOUNTS Committee.

Section 6. Nominating Committee. The Nominating Committee shall be composed as and act when required by Article V, Section 6 of the Chapter Constitution. The

Committee shall nominate one or more Chapter members in good standing for each of the Officers and Directors positions to be filled, as determined by the Executive Board. The consent of each nominee must be obtained by the Committee prior to submittal of the slate of nominees to the Executive Board.

Section 7. Special Committees. Special Committees shall be formed and shall meet at the earliest possible date after appointment of the Committee chairman. They shall thoroughly study their special assignment and promptly report their findings.

Section 8. Quorum. A simple majority of any committee shall constitute a quorum thereof.

Section 9. Committee chairmen and members shall be guided in the execution of their duties by information provided in the Texas Society Reference Handbook, latest edition.

Bylaw V - Membership

Section 1. Applicants for membership in the Chapter shall be accepted upon notification from the Texas Society that educational and professional requirements of the National and Texas societies have been met and that all necessary dues and assessments have been paid.

Section 2. Any Chapter member whose conduct has violated the adopted Code of Ethics of the Texas Society may be censured, suspended, or expelled from the Chapter, subject to the procedure outlined in the Texas Society Constitution article entitled "Discipline of Members."

Bylaw VI - Dues and Assessments

Section 1. Annual Chapter dues shall be collected and disbursed by the National Society and shall be in an amount as set by the Texas Society, or a lesser amount established by the Chapter Executive Board.

Section 2. Assessments to be collected and retained by the Chapter for its use shall be entirely discretionary with the Chapter's members. Assessments may be proposed by the Executive Board or, in writing, by ten-percent of the members in good standing.

Details of assessments shall be determined at the time the matters are presented for consideration and shall be set forth in letter ballots. A two-thirds affirmative vote of those ballots returned to the Executive Board shall be required to authorize the levying of assessments.

Section 3. A Chapter member dropped from the rolls for nonpayment of dues shall be reinstated only in accordance with the Bylaws of the Texas Society.

Bylaw VII - Obligations

Section 1. No obligations, except normal Chapter operating expenses, shall be incurred and no continuing obligations entered into without a two-thirds affirmative vote at a regular Chapter meeting.

Section 2. Payment of all obligations shall be approved by the Executive Board and all checks and vouchers shall be signed by the Chapter Treasurer.

Bylaw VIII - Amendments

Section 1. These Bylaws may be amended, in part or in whole, at any regular Chapter meeting, provided notice of the proposed amendment(s) has been submitted to the

Chapter membership in the Chapter newsletter announcing the scheduled meeting. A two-thirds affirmative vote of the attending members in good standing shall be necessary to amend.

Section 2. A particular section of these Bylaws may be suspended for a single, stated purpose by a two-thirds affirmative vote of the members in good standing present at any regular Chapter meeting.

Section 3. Upon successful passage, as herein provided, amendment(s) to these Bylaws shall become effective only upon submission to, and approval by, the Texas Society Board of Directors.

Bylaw IX - Good Standing

Section 1. A Chapter member shall be considered in good standing if dues are paid in accordance with the Texas Society Bylaws.

Bylaw X - Parliamentary Procedure

Section 1. All questions arising at any meeting involving parliamentary rules, not provided for in these Bylaws, shall be governed by the most recent published edition of Robert's Rules of Order.

Appendix H

Roberts Rules of Order Overview

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.

4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
   a. Wait until the last speaker has finished.
   b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
   c. Wait until the Chairman recognizes you.
2. Make Your Motion
   a. Speak in a clear and concise manner.
   b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
   c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
   a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
   b. The membership then either debates your motion, or may move directly to a vote.
   c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion

   a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
   b. The mover is always allowed to speak first.
   c. All comments and debate must be directed to the chairman.
   d. Keep to the time limit for speaking that has been established.
   e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership
   a. The Chairman asks, "Are you ready to vote on the question?"
   b. If there is no more discussion, a vote is taken.
   c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.

2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
   Most importantly, *BE COURTEOUS*.

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

- Silence means consent!
- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. 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 can not 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. Remarks must be courteous in language and deportment - 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!

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 can not 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 include 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