

**ALBERTA ELKS ASSOCIATION  
OFFICER MANUAL**

**MAY 2023**

## OFFICER MANUAL TABLE OF CONTENTS

<b><i>Executive – General</i></b> .....	<b>1</b>
Bonding .....	1
Signing Authority .....	1
Executive Meetings .....	1
Confidentiality and In-Camera Sessions .....	1
Voting .....	1
Vacancies on the Executive .....	1
Reports .....	1
President .....	2
Immediate Past President .....	2
First Vice President (Incoming President) .....	2
Second and Third Vice Presidents .....	2
Esquire .....	3
Secretary-Treasurer .....	3
Appointment of Inner Guard & Chaplain .....	3
Inner Guard .....	3
Chaplain .....	3
<b><i>Provincial Conference</i></b> .....	<b>4</b>
Conference Committee .....	4
Conference Fees .....	4
Executive Pre-Conference .....	4
Executive Post-Conference .....	4
<b><i>Committees &amp; Committee Chairs</i></b> .....	<b>4</b>
Committee Expenses .....	5
<b><i>Standing Committees</i></b> .....	<b>5</b>

Judiciary Committee .....	5
Finance and Audit Committee .....	5
Membership Committee .....	6
Communications Committee .....	6
Walk for Children Committee .....	7
Other Committees (Ad Hoc) .....	7
<b><i>District Deputies</i></b> .....	<b>8</b>
Recommendations for Appointments .....	8
Appointments .....	8
Tenure .....	8
Duties .....	9
Visits .....	9
Reports .....	9
Meetings .....	9
Joint Meetings .....	9
Other .....	9
District Deputy Expenses .....	9
District Meeting Expenses .....	10
District Deputy Elect .....	10
Assistant to the District Deputy .....	10
District Deputy Liaison Officer & District Deputy Trainer .....	11
<b><i>Competitions, Committees and Awards</i></b> .....	<b>12</b>
Competitions .....	12
Award Certificates .....	12
Community Service Awards .....	12
Traveling Gavel Competition .....	12
Inter District Visitation Chair .....	13
Association Travel Award .....	13

Ritual and Patrol Team Committee .....	14
Patrol Team Inter-Lodge Visitations .....	14
Elks Expansion Award Rules .....	15
<b><i>Sports Championships</i></b> .....	<b>15</b>
Curling Championships .....	15
Darts Championships .....	15
<b><i>Reference Documents</i></b> .....	<b>16</b>
Travelling Gavel Form .....	17
Visitation Form.....	18
Mid-term Executive Meeting Agenda.....	18
Pre-Conference Executive Meeting Agenda .....	19
Alberta Elks Association Conference Agenda .....	20
President’s Dinner .....	23
Post-Conference Executive Meeting Agenda .....	24
Alberta Elks Association Past Provincial Presidents Association Terms of Reference .	25
An Overview of Parliamentary Procedures .....	26
The Control of Members – Preserving Decorum .....	27
Preserving Order .....	27
Conduct of Business – Rules of Procedure .....	28
Gaining the Floor .....	28
Motions .....	29
Moving a Motion .....	29
Voting on a Motion .....	29
Disposal of Motions .....	30
Order in Which Motions May be Considered .....	30
Note on Amendments .....	31
Special Circumstances .....	32
Chairmanship .....	33

Duties of the Presiding Officer .....	33
Don'ts for the Presiding Officer .....	34
Members – Duties and Rights of Members .....	34
Don'ts for Members .....	35
In Summary .....	35

## **Executive – General**

### **Bonding**

The minimum bond for the Association Officers and appointees shall be established by the Elks of Canada Constitution and Bylaws.

### **Signing Authority**

The Provincial President or other Officer as designated by motion at Post Conference meeting, along with the Secretary-Treasurer (or Treasurer if separate) shall be the signing officers of the Association and shall affix the seal.

### **Executive Meetings**

The Association Executive shall meet at the call of the President.

### **Confidentiality and In Camera Sessions**

Where appropriate to ensure the privacy of a member of lodge, the Executive may move a meeting “in camera” for discussions which shall not be recorded in the minutes of the meeting.

- Any decisions or actions to be taken arising out of in camera discussions, however, shall be captured in the minutes in such a way as to preserve privacy.
- Where directed by the Executive, information regarding persons or lodges may be shared as necessary to resolve matters.
- All in-camera discussions shall remain confidential and not be shared without the approval of the Executive

### **Voting**

The elected Officers of the Provincial Association Executive, Immediate Past President and Foundation Chair shall be authorized to move, second, move amendments and vote on all matters presented at the Association Executive meetings.

All members in attendance at such meetings may participate in the discussions of the proceedings.

### **Vacancies on the Executive**

Where an executive position on the Board becomes vacant by reason of resignation, the President in consultation with the Executive members, may appoint a member to fill the vacancy until the next Annual General Meeting.

### **Reports**

All Officers shall ensure that their required reports are submitted to the Secretary by May 1<sup>st</sup> of each year.

- Every Officer and Executive Member of the Board shall submit a report in writing to the Secretary Treasurer not later than May 1<sup>st</sup> of each year for presentation at Provincial Conference.
- All other required reports, with expense/receipts shall be submitted to the Secretary within 30 days of any visit or meeting.

## **President**

- It shall be the duty of the President to make such official visits to the Lodges of the Association as may be deemed proper in the interest of the Association and they shall perform such other duties as may be required.
- It is appropriate that each Lodge of the Association be visited by a President at least once every three (3) years wherever possible.
- The President shall have the power to direct any of the Vice-Presidents to make such visits when, in their discretion, it is deemed proper.
  - In the event the Vice-Presidents are not be available for such visits, any other Officer of the Association may be appointed to make such visits. Any person making visits under the direction of the President shall make a report in writing to the President and Secretary within 30 days of the visit.
  - If a request for the visit was made by the Lodge, expenses incurred by the President or other Officer visiting a Lodge, shall be paid by the Lodge so visited. A copy of the report shall be forwarded to the Lodge by the Secretary within 30 days of the visit.
  - The operation of this section shall not interfere with the duties or authority of District Deputies. However, the President is the point of contact if a Lodge has an issue; not the District Deputy.

## **Immediate Past President**

- Attend all executive meetings
- Act as a mentor to the President
- Chair the Finance and Audit Committee
- Chair the Past Presidents' Committee (See Appendix)

## **First Vice President (Incoming President)**

- Act for the President as required or requested
- Be responsible for coordinating the activities and reporting of all Committee Chairs
- Be appointed to the Foundation Board of Trustees during their term and be allowed voting privileges on the Foundation.
- Responsible for the Inter-District Competition

## **Second and Third Vice Presidents**

- Act as liaison members of a Board Committee as appointed, responsible for coordinating the activities and reporting of the Committee(s).
- 2nd Vice President responsible for Ritual Competition
- 3<sup>rd</sup> Vice President responsible for Community Service Competition

## **Esquire**

- Execute the orders of the President, assist to preserve order, act as marshal on public occasions.
- In case of closed sessions, assist the Inner Guard in examining the qualifications of all persons presenting themselves for admission.
- Select such deputies as may be needed to assist in the discharge of the duties
- Responsible for the Travelling Gavel competition

## **Secretary Treasurer**

- Deliver a sufficient bond in the amount required by the Association before entering upon the duties of the office
- Devote as much time to the office as is required to properly carry out the duties of the office, either personally or by those authorized to do so
- Receive an honorarium approved by the Association for proper performance of duties which shall be established annually at the Conference and payable monthly
- Present a printed, itemized financial report to each regular AGM showing all receipts and expenditures for the current year. It shall contain all such statistical information as may be essential for the guidance of the Association in its work. It shall be printed in sufficient numbers to furnish each delegate attending with a copy. A copy of the draft budget should be mailed to the Secretary of every Lodge of the Association 45 days prior to the AGM.
- Notify the members of all Committees and Commissions of their appointment and provide a copy of the Terms of Reference for their duties and responsibilities immediately following their appointment.
- Be responsible for the hiring of personnel or tendering for outside services for the purpose of carrying out the duties and responsibilities of their office and providing detailed reports when required to do so by the AGM, Association Executive or President.
- Furnish all reports, documents, papers, copies, recommendations or other matters to all units of the Order as may be required and further shall provide to each District Deputy of the Districts within the jurisdiction of the Association, a report on the standing of Lodges within each District prior to the Lodge Officers being installed.
- With the President, sit as the Executive representative on the Conference Committee as established each year.

## **Appointment of Inner Guard & Chaplain**

As per the Bylaws, the President, in consultation with the Conference Host Lodge will appoint an Inner Guard and Chaplain for each Annual Conference.

## **Inner Guard**

- Have charge of the inner door of the hall in which the meetings are held, examining the membership cards of all those entering the room
- Perform the duties usually incident to the office of the Inner Guard or as otherwise requested
- Without interrupting the proceedings of the Assembly, shall report all messages and information to a Vice President at a time during the session appropriate to the urgency of the matter



- Be the custodian of all regalia, jewels and other similar property of the Association during the session thereof

### **Chaplain**

- The Chaplain shall conduct the devotional exercises of the Association and shall perform such other duties as customarily pertaining to the office.

## **Provincial Conference**

### **Conference Committee**

As per the Bylaws, the Host Lodge shall establish a Conference Committee who along with the President and Secretary-Treasurer, shall plan the Provincial Conference as outline in the Provincial Conference Policy.

### **Conference Fees**

The Conference Fee will be set at the midterm Executive meeting immediately prior to the Conference. This fee will be set in consultation with the Site Selection Committee.

### **Executive Pre-Conference**

Prior to the opening at the site of the AGM, the Association Executive shall meet for the purpose of:

- Appointing the Secretary-Treasurer of the Association for the ensuing year •  
Transacting other business essential to proper conduct of the ensuing AGM.

### **Executive Post-Conference**

The Association Executive shall meet on the day following the conclusion of the AGM for the purpose of:

- Authorizing signing authority for cheques and other documents to the proper officers of the new Association Executive by motion
- Conducting other business arising from the AGM of the Association •      Setting the time and place for the midterm meeting(s) for the ensuing year.

## **Committees & Committee Chairs**

- All committees unless otherwise specified, shall be nominated by the Incoming President of the Association in consultation with the Executive and appointed by the Association Executive not later than the Spring midterm executive meeting, provided however, that at the discretion of the President, the Chair only shall be nominated by the President or the Association Executive and appointed by the Association Executive with power in the Committee Chair to appoint their own committee except where otherwise expressly provided.
- All committees shall hold office until their successors in office have been appointed provided however, that no committee shall hold office longer than eighteen (18) months, unless specifically to do so by their duties as designated in the Bylaws and Regulations.
- All committees shall maintain minutes of committee or sub-committee meetings which shall be forwarded to the Elks Secretary electronically within 15 days of said meeting.

- Each committee shall submit an annual report to the Secretary Treasurer not later than May 1<sup>st</sup> reporting on the activities of the Committee during the year.

### **Committee Expenses**

- Committee Chairs and Committee Members requested by the Provincial President to attend the Provincial Conference, special meetings and specific business of the Association shall have registration fees prepaid and incurred expenses reimbursed.
- Expenses of spouses are the responsibility of the Committee Chairs and Committee Members.

## **Standing Committees**

Standing Committees for this Association shall be, but are not limited to –

### **Judiciary Committee**

At least one member of the Judiciary Committee shall attend every Executive meeting. The Judiciary Committee shall –

- Consider and report on all matters properly referred to it including the interpretation, construction and amendment of the Association Bylaws, together with questions or parliamentary procedure
- Act as a resolutions committee to receive and bring forth before the meeting of the Association in proper form, all resolutions properly submitted to the Association
- Submit a report on the changes to the Regulations to the Secretary Treasurer to be included in the Association Proceedings booklet.

### **Finance & Audit Committee**

The Finance Committee shall –

- With the President and Secretary-Treasurer have control of the finances of the Association and recommend ways and means for raising funds to defray the expenses of the Association and set aside the same, when received, for payment of such demands as are properly chargeable to it, and shall report all its acts to the next AGM.
- Devise a system of financial accounting to safeguard, promote and protect the interests and welfare of the Association.
- Be responsible for assessing the validity of all bills of accounts that have been paid from the funds of the Association.
- Ensure that a satisfactory bond has been obtained on the Secretary Treasurer and other members handling the Association funds.
- Shall ensure that the books are properly submitted to the Chartered Accounting firm for the financial twelve-month period of April 1 to March 31 inclusive.
- Including two non-signing officers, shall conduct a financial review prior to the Midterm meeting and provide an interim report on the status of the Association financial affairs to the Association Executive at the Midterm meeting.

- Submit a report to the AGM of their activities during the term of office.

## **Membership Committee**

The Membership Committee shall –

- Develop an annual plan for the development of new Lodges and/or membership campaigns for the ensuing year, complete with a proposed budget request to the Executive by the first of August which should reflect:
  - Recommendations for new Lodge locations, and
  - Provisional plans for providing additional assistance to existing Lodges as directed by the Executive.
- Assist Lodges in the operation of their Lodge by advising, when necessary, of applicable Bylaws or Regulations, or upon any other matter if asked to do so by the Association, or any member Lodge
- Facilitate the use of the resources and materials as provided by Grand Lodge for use at all levels of Elkdom in order to maintain and increase membership; and to make recommendations for the enhancement of new materials and resources and programs for maintaining and increasing membership
- Meet at least annually prior to the AGM outlining its activities and recommendations, if any. The Chairman shall report to each executive meeting and to the annual Conference, on the years activities, proposed recommendations, and such other pertinent information as they deem fit.

## **Communications Committee**

The Communications Committee shall:

- promote publicity of the Order, internally and publicly
- Assist Lodges with promoting themselves
- In conjunction with the Host Lodge, promote publicity of Provincial Conference and/or Midterm meeting and arrange interviews and press statements at least six weeks prior to the event
- Design and distribute a monthly newsletter
- Provide updated website calendar and new information to be added to the website to the Executive for approval monthly
- Promote the contact line set up for Lodges or members to contact the committee to provide any information that they would like on the website and/or the newsletter
- Maintain a record of photos received by the Committee for Newsletters on an external hard-drive to be shown at the next Provincial Conference before, after and during breaks from sessions
- Be responsible for gathering the pictures from the Provincial Conference and Provincial President's visits to Lodges and special events collected during their term
- Provide copies of pictures to Lodges if they request them
- Make sure a copy of the hard drive is stored at the allocated storage facility.

## **Walk for Children Committee**

The committee shall be responsible for coordinating an annual Elks and Royal Purple Walk for Children in conjunction with representatives from the Elks and Royal Purple in four separate walks located in each existing Provincial Zones (North – Districts 1 & 2; North Central – Districts 4/5,6,7 & 8; South Central – Districts 9,10,11 & 12; South – Districts 13 & 14).

The net proceeds raised by the annual Elks and Royal Purple Walk for Children after expenses, shall be forwarded to the Elks and Royal Purple Fund for Children.

The funds raised by the Alberta Elks and Royal Purple Walk for Children shall be one of the following categories –

- A Lodge contribution or a tax-deductible contribution
- The Lodge contribution or tax-deductible contribution shall not be eligible for a prize draw.

## **Other Committees (Ad Hoc)**

The Executive may consider other committees for this Association, but not be limited to –

- Community Services committee
- Lodge Visitation committee
- Sports committee
- Ritual and Patrol Team committee
- Travelling Gavel committee

An Ad-hoc Committee shall be in place for no more than three years before being disbanded or deemed a Standing Committee.

## **District Deputies**

### **Recommendations for Appointment**

Each District shall, at a meeting held before the last Sunday of April each year, recommend a member of the district for nomination as District Deputy effective at the conclusion of the next AGM.

The Association Executive shall have the duty to ensure that the member recommended is capable of carrying out these duties. If, in the opinion of the Association Executive, such members are not capable, then the Association Executive shall have the authority not to appoint the member and consult with the Lodges of the District for an alternative member.

A member holding membership in more than one District shall be eligible for appointment as District Deputy in only one District in any one year.

### **Appointments**

The Association Executive shall consider the qualifications of the recommended candidate not later than May 7th of that year, and all recommended members shall be notified of their ratification before May 15th of that year. Upon approval by the Association Executive, the

candidates will attend the District Deputy Seminar, unless excused from doing so by the Association Executive. At the conclusion of their training and being duly installed, they shall assume office and receive a gold tassel.

## **Tenure**

### ➤ Duration

Each District Deputy shall hold office for a period of twelve months during the pleasure of the Alberta Elks Association. Upon the death, or permanent disability or revocation of their appointment, the Association, in consultation with the Lodges of the District, shall nominate and appoint a replacement. District Deputies shall serve no more than three consecutive terms (a term is defined as Conference to Conference).

### ➤ Removal

The Association Executive may, by a vote with three-fourths (3/4) majority, suspend and revoke the appointment of any District Deputy before the expiration of their Term of Office for conduct unbecoming of their office or dereliction of duties.

### ➤ Failure to recommend (elect)

Should a District fail to recommend (elect) a District Deputy, the Association shall appoint a person to fulfill the duties of the District Deputy. The appointed member is not required to belong to the District. This person shall be called the District Deputy.

### ➤ Transmission of recommendation

The name and address of the member recommended for the office of District Deputy shall be immediately forwarded to the Alberta Elks Association office and received no later than May 1st each year

## **Duties**

District Deputy duties shall include:

- Familiarization with all ritualistic work and to memorize such portions of the Ritual and the Book of Ceremonial as are required for their duties.
- To install or cause to be installed, the Officers of the Lodges within their District
- To ensure that the work of the Order is performed uniformly in all Lodges.
- To examine all records of the Lodges in their District and see that they are properly kept.
- The District Deputy shall work with the Provincial Membership Committee to investigate and implement the development of New Lodges in their District and provide motivation and assistance to the Lodge membership directors in conducting annual membership nights and other membership projects.
- To communicate the views and concerns of their District and its respective Lodges to other appropriate levels of the Order.

## **Visits:**

To visit all Lodges in their District when in regular session two (2) times in each Association year, one of which may be the Installation of Officers, and to file promptly their

reports on such meetings and on the Installation of the Lodge Officers. Any additional visits required to the lodge must be approved by the Association Executive prior to going if reimbursement is expected.

### **Reports:**

To file with the Provincial Association all reports within 30 days of the visit.

### **Meetings:**

To call a meeting of the membership of the Lodges in their District each spring at such time and place as the District Deputy finds convenient or as stipulated by District By-Law, provided that each Lodge in their District shall be advised in writing at least thirty (30) days in advance of such time and place. This meeting is to take place on or before the 4th Sunday in April. Other meetings may be held according to District By-Laws.

### **Joint Meetings:**

Districts are permitted to hold Joint District Meetings, but the Association Office shall be notified for their information.

### **Other:**

To perform such other duties as may be required of them by the Association Executive or the Provincial President.

### **District Deputy Expenses**

- The expenses of the District Deputy shall be paid by the Alberta Elks Association for a maximum of two (2) annual official visits to each Lodge in regular session, one of which may be to install the Officers of the Lodge.
- If any Lodge makes a special request for the District Deputy to visit it, that Lodge shall pay their travel expenses unless the District Deputy decides to pay their own expenses.
- They shall make an itemized statement of their allowable expenses and shall forthwith send it to the Association office along with their official report. Receipts for allowable expenses shall be submitted with the Expense Form.
- In the event they are required by the Association to make additional visits, the Association shall reimburse them.
- Expenses with receipts must be filed with the Association Secretary/Treasurer within 30 days of the Visit. Failure to submit the expenses with pertinent reports may result in expenses being refused.

### **District Meeting Expenses:**

The expenses of the District Deputy shall be paid by the Association for one district Meeting during their term, provided an official copy of the minutes of the District Meeting are submitted to the Association Office along with an itemized statement of their allowable expenses.

## **District Deputy Elect**

The District Deputy Elect shall be reimbursed for their expenses for their attendance at Provincial Conference, shall attend such educational activities as directed by the Association Executive, and shall be installed at the Provincial Conference by the Grand Exalted Ruler or the newly installed Provincial President.

## **Assistant to the District Deputy**

Districts have the ability in their District Bylaws to have a member named as “Assistant to the District Deputy”. Generally, this is perceived to be a person who may be interested in taking on the role of District Deputy in the future (a succession plan).

The role of the assistant is to assist the District Deputy, particularly in regard to duties such as Installation of Lodge Officers.

In some instances, it may be impossible due to emergencies that a District Deputy becomes unable to attend their scheduled Lodge Visitation. Where the visit cannot be rescheduled and if the District Deputy believes it appropriate, the Assistant may be asked to perform the visitation and bring the messages from the District Deputy and the Association. In this case, the District Deputy must contact the Association Secretary and request confirmation that the expenses of the Assistant will be paid as if the District Deputy had made the visit. Such requests should be made in writing (email) to the Elks Secretary not less than 48 hours prior to the visit. Where an emergency occurs, the District Deputy shall contact the Elks Secretary as soon as possible to advise of the change and the Association may approve the expenses to be reimbursed.

To be clear, Assistants are not installed District Deputies and are not to take on roles exclusive to installed District Deputies but to assist and perform as directed by their District Deputy.

## **District Deputy Liaison Officer & District Deputy Trainer**

One Liaison Officer may be appointed by the Executive at the post Conference meeting to work with the District Deputy Trainer and together they shall:

- Maintain / facilitate open communication between the Executive and District Deputies.
- Shall review District Deputy reports and report concerns and achievements to the Executive.
- As needed provide assistances/encouragement to the District Deputy to complete reports in a timely manner.
- Assist the Executive in addressing / resolving District or Lodge issues/concerns.
- Alert the Executive of District members who could serve on Association committees.
- Provide assistance and mentorship to the District Deputy
- Encourage District Deputies to become involved in the Association
- Review District Deputy training material and make suggestions regarding training needs
- Conduct a training seminar prior to the official opening of the Provincial Conference.  
Ensure training includes:
  - Overview of District Deputy Role
  - What forms are required to be filled out by DDs, where to find them and how to fill them out

- Overview of what should be included in a DD's message to lodges ○  
Outline of Roberts Rules of Order
- Ensure DDs know how to install officers of a Lodge ○ Review lines  
of communication should conflict arise ○ Conflict Resolution

## **Competitions, Committees and Awards**

### **Competitions**

- Competitions have a term of January 1 to December 31, excluding Traveling Gavel which shall be from May 1 to April 30
- Reports for all competitions shall be submitted to the Association Office before April 30<sup>th</sup>.

### **Award Certificates**

The Association Committee Chair, where applicable, shall be responsible for ensuring that all certificates that are pertinent to their committees be available at the Annual Conference for presentation to the award-winning Loges.

### **Community Service Awards**

- All Lodges are to complete the Community Service Report and present it at their Spring District meeting. The District Deputy is to forward all reports for their District to the Association office before April 30<sup>th</sup>.
- All forms must include the signature of both the Exalted Ruler and the Secretary or their designates.
- There shall be a Community Service Competition that shall fall into three categories –
  - All Lodges with a membership not exceeding 1 – 30 members
  - All Lodges with a membership of 31 – 60 members
  - All Lodges with a membership in excess of 61 members.
- These competitions are not judged on a dollar and cents basis only, but will take into consideration the total Lodge effort involved, including man hours, community impact, etc. •  
Community Service Chair will use the following formula to determine the winner:
  - Total Volunteer Hours x (government volunteer rate) + Dollars donated divided by number of members in the lodge

### **Traveling Gavel Competition**

- Each District Deputy, early during their term of office, shall set up a schedule of visitations of Lodges for this competition, and shall supply each Lodge within the District with a copy of such schedule. The competition year shall be May 1 to April 30.
- The Provincial Elks Association shall advise each lodge of the name, address and phone number of the Chairman of the Traveling Gavel competition.
- Official entry forms as supplied by the Alberta Elks Association, sample of which is included within the Officers Reference Manual, **only shall be utilized.**



- All forms must include the signatures of a host Lodge's Officer verified by the District Deputy.
- It is the responsibility of the District Deputy to review the forms for accuracy, and upon being satisfied that all forms are properly signed and completed, forward them to the Association office as soon as possible.
- In the event an entry form is received by the District Deputy that is not properly completed, it shall be returned to the submitting Lodge for correction and re-submission by the District Deputy.
- If after having gone through the individual Lodge and the District Deputy, an incorrectly completed form is received by the Committee Chairman, such entry shall be eliminated from further consideration without right of review.
- The visiting Lodge attaining the highest percentage of total members making the visitation within that District shall be declared the district winner.
- The Provincial winner shall be the Lodge with the highest percentage of resident members within the jurisdiction of the Alberta Elks Association who make the actual visitation.
- The Provincial winner from each of the following categories:
  - Lodges with less than 30 members;
  - Lodges with 31 to 60 members; and ➤ Lodges exceeding 61 members

shall be declared at the Annual Conference by the Traveling Gavel Chairman and shall be awarded the Provincial Traveling Gavel Certificate
- It shall be the responsibility of the Traveling Gavel Chairman to obtain all completed entry forms from the District Deputies and to check all calculations and other entries for accuracy, so as to name the Provincial winner.

### **Inter District Visitation Chair**

- Responsible to receive all forms
- Bring forth any recommended rules and regulation changes for the Inner District Visitation competition to the Pre-Conference meeting.
- Award the winners of the Inner District Visitation Competition at AGM

### **Association Travel Award**

- There will be one certificate for an annual award to known as the Alberta Elks Association Travel certificate.
- One or more members of a Lodge attending a meeting of a Lodge outside their home District, including Provincial Conferences and Grand Lodge Conventions, anywhere within Canada only will earn points for their Lodge, provided that an attendance certificate is properly completed and recorded.
- A certificate, sample of which is contained within these regulations, must be completed for each visit made, and must contain the following information:
  - a) Date of visit
  - b) Lodge credited with visit

- c) Number of visitors
  - d) Kilometres traveled both ways (i.e., return)
  - e) Total points to be credited = (c x d Lodge visited (or Conference, etc.))
- Completed certificates are to be mailed to the Provincial Secretary at the end of every month.
  - A certificate shall be presented annually at the Alberta Elks Association annual Conference.

## **Ritual and Patrol Team Committee**

- The committee shall promote patrol teamwork in the Lodges under the jurisdiction of the Association, and whenever possible, shall conduct the Senior or Novice patrol team competition, or both, at such times during the Annual Conference as are approved by the President. They shall recommend rules and regulations governing all competitions for any patrol team awards to the Executive.
- Review the Ritual of the Order and requests for change in the Ritual as requested by the member Lodges, reporting them to the President, making recommendations as to what the changes should be and preparing the necessary resolutions to be presented to the Annual Conference.
- The Chairman shall report to each Annual Conference of the previous year's activities, proposed changes and other pertinent information.

## **Patrol Team Inter-Lodge Visitations**

- The purposes of this competition are for the promotion of fellowship amongst the Patrol Teams within the province of Alberta.
- A certificate to the winning team will be awarded annually.
- A patrol team entering this competition shall consist of at least five marching members.
- A form shall be completed for each visit, and shall contain the following information:
  - a) Type of visit - Initiation, Installation, Institution, Parade, etc.
  - b) Date of visit.
  - c) Name of Lodge visited.
  - d) Total kilometres traveled (i.e., return)
  - e) Signature of the Patrol Captain.
  - f) Signature of the Exalted Ruler (or designate) of Lodge visited.
- Completed forms must be sent to the Provincial Chairman of Patrol competitions as soon as possible after the visit. A duplicate copy of the form to be retained by the visiting Patrol Team.
- It is not intended that these rules include any form of competition during visits, but simply partaking in whatever activity the host Lodge has planned for that particular visitation.
- Point awards shall be as follows:
  - Twenty-five (25) points for each visit up to 100 kilometres return.
  - One point for each additional 10 kilometres return thereafter (or portion thereof).

- Rules for this competition may be amended by the Patrol Team Committee from time to time as they see fit without the approval of the annual conference delegates. All proposed amendments shall be submitted to the Association Executive for approval. Any changes made will be forwarded to the Provincial Secretary-Treasurer.

## Elks' Expansion Award Rules

- The Certificate is to be presented annually at the Provincial Conference. The purpose of this award is to increase membership within the Subordinate Lodges and to promote and increase the number of Lodges within the jurisdiction of the Alberta Elks' Association.
- All Lodges, as members of the Alberta Elks' Association, will be entitled to compete for this award. The increase can be calculated from the Membership Fee Report, prepared by the Secretary, and included in the booklet with the other Reports. To be eligible, the Lodge must have paid its current membership fee before or on the deadline date of March 31st of any year. The President shall appoint the Expansion Award Committee when he makes his other appointments at the Conference. **Point System**

Each percent of increase ..... 1 point

Where a Lodge created the formation of a new Lodge ..... 15 points

When the newly instituted Lodge obtains its charter ..... 15 points

Where two or more Lodges are involved in creating the formation of a new Lodge the points will be equally split.

## Sport Championships

### Curling Championships

These competitions are sponsored by the Alberta Elks Association for the purpose of furthering good fellowship and sportsmanship for all Elks within the Association. Refer to Reference Manual for competition details.

There will be four (4) annual competitions:

1. The Alberta Elks Curling Championship (Alberta Elks Association Trophy)
2. The Alberta Elks Seniors Curling Championship (Dumontel Trophy)
3. The Alberta Elks Mixed Curling Championship (Delwood Windows Trophy)
4. The Alberta Elks Masters Curling Championship (Medallion Trophies & Gifts Trophy)

### Dart Championships

These competitions are sponsored by the Elks Association for the purpose of furthering good fellowship and sportsmanship for all Elk members within the boundaries of the Provincial Association jurisdiction. Refer to the Reference Manual for competition details.

# REFERENCE DOCUMENTS

The following Agendas are suggested formats and may be change or amended at the discretion of the Executive

**TRAVELLING GAVEL**  
**TERM – MAY 1 TO APRIL 30**

Date \_\_\_\_\_

Lodge Name & Number \_\_\_\_\_ District \_\_\_\_\_

Exalted Ruler \_\_\_\_\_ Secretary \_\_\_\_\_

Total Membership \_\_\_\_\_

Total Members on Trip \_\_\_\_\_

Percentage of Members on Trip \_\_\_\_\_

Visit to Lodge Name & Number \_\_\_\_\_ District \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Certified Correct (Host Lodge Signature) \_\_\_\_\_

Checked and Approved (Any Lodge Officer) \_\_\_\_\_

District Deputy \_\_\_\_\_

**ALBERTS ELKS ASSOCIATION**  
**VISITATION FORM**

- A. Lodge Credited: \_\_\_\_\_, NO. \_\_\_\_\_
- B. Date of the Visit: \_\_\_\_\_
- C. Lodge Visited: \_\_\_\_\_, NO. \_\_\_\_\_
- D. Number of Visitors: \_\_\_\_\_
- E. Kilometers Travel Both Ways: \_\_\_\_\_
- F. Total Points :D \_\_\_\_\_ . x E \_\_\_\_\_ = \_\_\_\_\_ points  
(Provincial Conferences and Grand Lodge Conventions are eligible)
- G. Signature of Visiting Lodge Officer: \_\_\_\_\_

**ALBERTS ELKS ASSOCIATION**  
**VISITATION FORM**

- A. Lodge Credited: \_\_\_\_\_, NO. \_\_\_\_\_
- B. Date of the Visit: \_\_\_\_\_
- C. Lodge Visited: \_\_\_\_\_, NO. \_\_\_\_\_
- D. Number of Visitors: \_\_\_\_\_
- E. Kilometers Travel Both Ways: \_\_\_\_\_
- F. Total Points :D \_\_\_\_\_ . x E \_\_\_\_\_ = \_\_\_\_\_ points  
(Provincial Conferences and Grand Lodge Conventions are eligible)
- G. Signature of Visiting Lodge Officer: \_\_\_\_\_

# MID-TERM EXECUTIVE MEETING AGENDA

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

## AGENDA

1. Roll Call
2. Introduction of Grand Lodge Officers and Committee Members
3. Introduction of Past Presidents
4. Memorium
5. Minutes of Executive Meeting
6. Financial Report
7. Correspondence
8. Officers Reports
  - President
  - Immediate Past President
  - 1st Vice President
  - 2nd Vice President
  - 3rd Vice President
  - Secretary-Treasurer
  - Esquire
9. Committee Reports
  - i. Membership
  - ii. Communications
  - iii. District Deputy Liaison
  - iv. Judiciary v. Others
10. Unfinished Business
11. New Business
12. Good of the Order
13. Adjournment

# PRE-CONFERENCE EXECUTIVE MEETING AGENDA

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

## AGENDA

1. Roll Call
2. Introduction of Grand Lodge Officers and Committee Members
3. Introduction of Past Presidents
4. Memoriam - Moment of silence for departed Members
5. Appointment of Secretary
6. Minutes of Executive Meeting
7. Financial Report
8. Correspondence.
9. Officers Reports (note any recommendations)
10. Committee Reports (note any recommendations)
11. Unfinished Business
12. New Business
13. District Deputy Approval
  - District #1      • District #9
  - District #2      • District #10
  - District #4/5    • District #11
  - District #6      • District #12 • District #7      • District #13
  - District #8      • District #14
14. Good of the Order
15. Review of Proposed Committee Chairs and Members
16. Adjournment

*Note - When do we decide if a DD should receive an award? Historically, when DD term was up, at post conference decision was made on who would get one and then they were just mailed out.*

*If this is to be done, there should be a standardized format for evaluation. Ie. All reports done on time, etc.*

---



# ALBERTA ELKS ASSOCIATION CONFERENCE AGENDA

THURSDAY, JUNE \_\_\_\_\_ 7:00 P.M.

1. Opening Ceremonies
2. Roll Call
3. Presentation of Colours
4. Reception and Introductions
  - Conference Chairman
  - Exalted Ruler
  - District Deputy
  - Past Provincial Presidents
  - Past Grand Exalted Rulers
  - Grand Exalted Ruler
5. Recognize and Introduce
  - Grand Lodge Committee Chairs
  - Grand Lodge Officers
6. Excuse the Visitors
7. Preliminary report of the Credential Committee (Establish Quorum)
8. Memorium
9. Introduction of Committees
10. Presentation of the Budget
11. Adoption of Minutes from the Last Conference as printed and distributed.
12. Correspondence
13. Reports from the Officers of the Alberta Elks Association - (move to receive)
  - President
  - 1st Vice President
  - 2nd Vice President
  - 3rd Vice President
  - Esquire
14. District Deputy Reports - (have one person move the reception of the reports as printed and distributed).

15. Committee Reports
- Judiciary
  - Finance & Audit
  - Membership
  - Communications
  - Walk For Children
  - Traveling Gavel
  - Others (see #20)

**June \_\_\_\_, Friday 08:30 A.M.**

16. Credential Committee Report
17. Resolutions
- a) Provincial Resolution Committee will proceed with the Resolutions (Chairman)
- b) Presentation from \_\_\_\_\_

**June \_\_\_\_, Friday 1:00 P.M.**

18. Credential Committee Report Election of Officers of the Alberta Elks Association for the 20\_\_\_\_ - 20\_\_\_\_ term. Conducted by the Provincial President
- President
- 1st Vice President      2nd Vice
- President
- 3rd Vice President
- Esquire
19. Selection of site for 20\_\_\_\_ Conference
20. Reports (continued) from the Standing Committee Chair (during election)
- Inter-District Visitation
- Community Service
21. Good of the Order (during elections)
- Grand Exalted Ruler's (or representative) address to the assembly
- Other Speakers
22. Confirmation of the next Conference Site 20\_\_\_\_

Presentation of Awards and Trophies

**June \_\_\_\_, Saturday 08:30 A.M.**

23. Budget - Continued
24. Past Presidents Report
25. Incoming President addresses the Assembly
26. Good of the Order (continued)
27. Miscellaneous Business

**June \_\_\_\_, Saturday 1:00 P.M.**

28. Installation of Officers
29. Resolutions of Thanks
30. Closing Ceremony

## **ALBERTA ELKS FOUNDATION ANNUAL GENERAL MEETING**

- In consultation with the Foundation, establish a period of time for their AGM  
*Historically, they have been doing their AGM the first evening, and where agreed, a 2<sup>nd</sup> period of time Friday Morning*

# PRESIDENT'S DINNER

## Suggested Head table Seating -

1. Grand Exalted Ruler – left side of Provincial President
2. Grand Exalted Ruler's Escort – left side of Provincial President
3. Elks Provincial President – centre of table
4. Elks Provincial President Escort – centre of table
5. Master of Ceremonies – left side of table
6. Master of Ceremonies' Escort – left side of table
7. Immediate Past Provincial President – right side of Provincial President
8. Immediate Past Provincial President's Escort – right side of Provincial President

NOTE: All other dignitaries and family of the President should be seated close to the head table.

## Suggested PRESIDENT'S DINNER SCHEDULE TIME SUBJECT TO CHANGE AT DISCRETION OF HOST LODGE

6:00 Officers arrive

6:40 Head Table is Marched in O'

Canada

Chaplain Gives Grace

Toast to the King (Toast to the King will be at the discretion of the Incoming President)

Words of welcome and instruction from M.C.

Dinner

- 7:45
- a) Thank servers/staff
  - b) Introduce Head table
  - c) Foundation Presentation of \$750. to organization named by the Host Lodge(s)
  - d) Provincial President

8:20 M.C. wrap-up

## Post-Conference Executive Meeting

Date and Time \_\_\_\_\_

Place \_\_\_\_\_

### Agenda

1. Roll Call.
2. Introduction of Elk Dignitaries.
  - Grand Lodge
  - Provincial
  - Others
3. Committee Chair Appointments and Reports.  
**Standing Committees:**
  - Judiciary
  - Finance & Audit
  - Membership
  - Communications
  - Walk for Children**Other Committees:**
  - Community Service
  - Foundation
  - Traveling Gavel
  - Inter District Visitation
  - Patrol and Ritual
  - Sports
  - Special Projects
  - Past Provincial Presidents' Association
4. Unfinished Business
5. New Business
6. Confirmation of Location and Date of next Provincial Conference.
7. Location of Fall Executive Meeting
8. Good of the Order
9. Adjournment

## **Alberta Elks Association Past Provincial Presidents Association Terms of Reference**

**The mandate of the Alberta Elks Past Provincial Presidents Association is to provide:**

- A forum for experience-sharing,
- Policy discussion and project/resource development on issues as requested by the Alberta Elks Association
- An opinion and/or input of Past Presidents if requested by the current Alberta Elks Association.

**The Immediate Past Provincial President will:**

- Act as a liaison between the Alberta Elks Association Executive, and the Past Presidents of the Association.

**The Past Provincial Presidents Association will:**

- When appropriate, lend their expertise to policy, project and resources development whether by consent of the PPP Association, or brought forward from the Alberta Elks Association Executive,
- Be available for consultation,
- To mediate Lodge issues if requested by the Alberta Elks Association as the first level of reconciliation, or be available to accept the role of Supervisor/Trustee where matters are referred to the Grand Lodge of the Elks of Canada. **Composition:**
- All Past Presidents of the Alberta Elks Association,
- The Chair shall be the Immediate Past President of the Alberta Elks Association whose role will be to coordinate Zoom meetings, update members, and act as the direct liaison to the current Alberta Elks Association,
- The Association will appoint a Deputy Chair, and Secretary/Treasurer to assist with coordination of Association functions, and to help out with any required tasks,
- Past Provincial President funds can be used for gestures of sympathy for deceased members, support for a worthy cause, project partnering with lodges or the Alberta Elks Association, donations to the Fund for Children, etc.

**Meetings:**

- The PPP Association will meet in person at each Provincial Conference of the Alberta Elks Association
- The PPP Association will hold two virtual meetings per year, two weeks prior to the annual Provincial Conference, and two weeks prior to the Mid Term Executive meeting and will maintain a virtual presence as a means of communication and education,
- Additional Zoom meetings will be scheduled by the Chair as deemed necessary.

## An Overview of Parliamentary Procedures

When men sought to govern themselves through public meetings of their representatives, experience soon taught them the need for rules. Those who were to govern others by law had first to control themselves while making the laws. So, there has developed a fairly general practice of recognized Parliamentary Law. In large assemblies, these rules are more elaborate than in smaller ones, but in ALL the fundamental purpose and principles are the same.

Their purpose is threefold:

- FIRST - to preserve DECORUM – to insure that debate is kept within the bounds of respect and propriety.
- SECOND- to preserve ORDER - to safeguard the rights of each member.
- THIRD - to maintain proper PROCEDURE - that the business of the meeting might be handled smoothly and speedily with clear purpose and direct method.

Parliamentary Law refers originally to the customs and rules of conducting business in the English Parliament; and thence to the customs and rules of our own legislative bodies. In England, these usages of Parliament form a part of the unwritten law of the land, and in our own legislative assemblies they are of authority in all cases where they do not conflict with existing rules or precedents.

Robert's Rules are based primarily on parliamentary procedure originally used in the British Parliament. These procedures were subsequently brought to the New World by the early colonists and introduced at the first New England Town Meetings. When Thomas Jefferson became President of the United States, he published the first American book on Parliamentary Procedure in 1801. This became one of the main sources for the rules in Congress and continued to be the foremost authority on parliamentary procedure until Cushing's Manual was published in 1844.

It remained for Henry Martin Robert, an engineer and general in the United States Army, to modify these rules to meet the needs of "ordinary societies". His first Robert's Rules of Order, published in 1876, soon became a handbook for organizations, clubs and schools all over the land. In a constructive way, it exposed the uselessness of attending meetings which began late and dragged on. It gave enlightenment and comfort to frustrated members who, without knowledge, were easily victimized by overbearing chair and ruthless small cliques. And it armed the general membership with the know-how to combat those seeking to push through controversial resolutions without proper consideration.

It is a waste of time for the ordinary citizen to attempt to master all the formal rules of procedure for conducting business in a group because the detailed rules are too numerous for the human mind to retain and use with pertinence just as learning to spell all the words in the dictionary is not worth while unless one is contesting for the National Spelling Championship. For most of us it is sufficient to have the dictionary handy so that we can spell correctly the words we actually use from day to day. The fact is that by the quick use of a dictionary the average man can readily out-spell the expert speller who does not have the use of a dictionary. In similar manner the average citizen may by using a reference such as "O. Garfield Jones; 'Parliamentary Procedure at a Glance'" can more readily and correctly decide points of parliamentary procedure than can the expert parliamentarian who has no such reference manual to use.

The manual "Parliamentary Procedure at a Glance" does not override nor replace Robert's Rules of Order but is instead a simplified reference manual and any further clarification is referred directly to Robert's Rules of Order.

### **A. The Control of Members - Preserving Decorum**

A business meeting is a device which has been developed in democratic society for shaping the mind and expressing the will of the majority. It is expected that different viewpoints will evolve and these should be welcomed and encouraged. Every aspect of a problem should be stated so that the members can devise a wise course, or intelligently vote upon the best solution of a situation under consideration. Growth develops through opposition and argument.

There is, however, the danger of arguments creating antagonisms between individuals, if the expression of their views becomes violent, abusive, or lacking in courtesy. Therefore, Rules of Decorum have developed to reduce the clash of personalities to a minimum and, at the same time, allow freedom for the antagonism of ideas.

These rules have been developed not only to protect the rights of the minority and halt antagonism but also protect the rights of the chairman. A chairman has the right to expect membership to remain on topic and keep personal comments out of debate. Any chairman by nature of his position has the right to have the respect of the membership. In general, a member should take care not to interrupt the proceedings by undue noise, whispering, rustling of papers or moving about the room.

Members should stand to address the Chair or to speak to a motion; in debate, he should never speak directly to any member other than the Chairman. He may ask a question of a member through the Chairman. In referring to another member, it is customary to substitute the member's name by the phrase "The last speaker," or "The member who said."

A speaker may not be interrupted except by one wishing to ask a question, or to make a correction or to ask the Chair to decide upon a "Point of Order."

### **B. Preserving Order**

Every member has the right to participate in and is responsible for the whole business of an organization.

No discussion is in order until a motion is before the meeting and speakers should confine their remarks to the particular motion under discussion.

No one should speak to any one motion more than once, unless the meeting grants special permission. The mover of the main motion, however, has the right of replying to questions raised during the debate and may summarize the points developed during discussion in a second speech just before the vote is taken. This closing speech, however, should not introduce any new argument.

The business immediately before a meeting should be settled before any other matter is introduced.

The Chairman is responsible for preserving order and it is usually sufficient for him to announce what is correct or incorrect in the conduct of the business or to point out to a member when he is "Out of Order" in his conduct, proposal or method of debate.

Each speaker is entitled to raise a Point of Order if he thinks the rules have been disregarded. The Chairman then decides whether the objection is a proper one and will then correct the proceedings. If in doubt as to the law governing the point raised, he may allow sufficient debate to make clear in his own mind what decision to give.



Should a member question the justice of the Chairman's decision concerning order he may rise and say "I appeal from the Chairman's ruling to the meeting (or assembly)." The Chairman, or the secretary of the meeting, then asks the members, with or without debate, to vote whether or not they support the Chairman's ruling.

### **C. Conduct of Business - Rules of Procedure**

Meetings which recur regularly may be conducted according to an established routine. This habitual procedure relieves, in part, the strain on the Chairman, and the members more easily follow the business.

A suggested Order of Business might be:

- a) Call to Order by the Chairman ("The meeting will come to Order")
- b) Roll Call (more necessary in large gatherings to determine who of those present have the right to debate and vote)
- c) The Minutes read, approved and signed
- d) Reports
  1. Officers
  2. Chair of Regular Committees
  3. Chair of Special Committees
- e) Unfinished Business
  1. Arising Out of the Minutes Read
  2. Other Unfinished Business
- f) New Business
  1. Election of Officers
  2. Correspondence
  3. Other New Business
- g) Adjournment

The Order of Business or Agenda is important to a useful and productive meeting. It is important to all members that care is given to listening to all proceedings not just the motions. Each item on the Agenda has its purpose for example:

- Minutes give a record of previous or historical workings of the assembly.
- Reports give information on topics for consideration during debates and subsequently voting on motions.

### **Gaining the Floor**

When one wishes to speak he rises and addresses the Chair. The commonly used form of address is "Mr. Chairman", "Mr. President", of "Madam Chairman", or as suitable to the circumstances. This address is a claim for attention; a bid for the right to speak. The speech should not be entered upon until the Chairman "recognizes" him. He does so by saying "Mr. A. has the floor", or by simply announcing the speaker's name. Having gained the floor, the speaker then proceeds to address the assembly.

No one may speak unless recognized by the Chair. If more than one rises and claims the floor, the Chairman recognizes the one he first hears or sees, or the one who has not yet spoken on the motion under consideration.

A speaker, once having obtained the floor, may talk for as long as he wishes, unless the meeting has first set a time limit upon speeches (exception - 'Point of Order').

### **Motions**

The Chairman may suggest the need of considering items of business but nothing can properly be considered or discussed which has not been placed before the meeting by a motion. This implies that some member or committee has given the matter sufficient thought, to move a course of action, which the meeting might take to dispose of it and by a motion seeks an expression of the will of the majority either in favour or rejection of the proposed action.

In practice it is more often the case that some business is advanced which no one has had time to think about. Then, there is an informal discussion, out of which grows a motion that some action be taken. This is a direct reversal of correct procedure and, more than anything else, tends to waste time and confuse the business. It can be avoided if members train themselves not to discuss without a motion. Those bringing business before the meeting should first think about moving a motion instead of making 'suggestion' and the Chairman ought to insist that a motion be moved before any one begins debate.

### **Moving a Motion**

Upon being 'recognized' the member says, "I move that ... (e.g. this meeting invite Mr. B. to address it)". This is a common form of motion, and the mover usually gives his reason for so moving immediately after the motion is seconded, although he may reserve his remarks until later in the debate.

Every motion, before it can be discussed, must be seconded. The seconder gains the floor, which the mover relinquishes for the moment, and says, "I second the motion". He, too, may give his reasons either after the mover's first speech or later in the debate. It is reasonable to require a seconding of a motion. If there is no seconder there should be no waste of time in discussing the matter and the Chair simply rules that the motion fails for the lack of seconding.

A mover may wish to speak to the motion without relinquishing the floor and has arranged for a seconder, in which case he says, "I move, and Mr. S. will second it, that ...". It is customary, then, to allow the mover to speak before it is actually seconded.

Contrary to popular belief a motion does not always have to be made in the positive. In Robert's Rules of Order it comments only that "The motion should be worded in the affirmative whenever possible."

It should be remembered that nominations do not require to be seconded, since they are not motions, although speeches in support of nominations are in order.

### **Voting on a Motion**

Whenever a motion is made and seconded it MUST be voted upon unless the mover withdraws the motion. After all have had the opportunity to debate it the Chairman calls upon the members to vote in this manner. He first "states" the motion: "The motion is that ..." He then "puts the question" - "The question is, are you in favour of the motion?" Having counted the votes in

favour, he asks those oppose to vote. Finally he declares "The motion is carried (is lost)". The vote is taken by voice, by show of hands, by a written ballot, or by calling the roll, as the meeting may decide.

Members should not decline to vote without good cause; those who do not vote are considered to have agreed to the decision of the majority.

### **Disposal of Motions**

- a. The motion may be adopted.
- b. The motion may be rejected.

If the meeting is not prepared to vote immediately upon the main motion it may be treated by means of subsidiary motions:

- c. It may be suppressed before a final vote (considered or not considered)
- d. The motion may be changed during the debate (amendment)
- e. It may be delayed in consideration (by adjournment of meeting; adjournment of debate; lay on the table; to postpone until a definite time; or, refer to a committee)
- f. It may be hastened in debate (to take immediate vote)
- g. The motion may be reconsidered (rescinded)

There are four types of motions; privileged, incidental, subsidiary and the main motion. In Parliamentary Procedure at a Glance these motions are arranged according to their rank or precedence. This ranking is absolute (with a few exceptions) so that any motion can be moved when a motion below it in rank is before the assembly. Conversely, no motion can be moved if a motion of higher rank is before the assembly.

### **Order In Which Motions May be Considered**

- a. Privileged Motions - Questions which concerns the whole body with its needs and/or its very existence (pages 1 to 4: O. Garfield Jones)\*
- b. Incidental Motion - To withdraw a motion; to divide a motion; to suspend the Rules (the latter must be by unanimous consent);  
(pages 5 to 11: O. Garfield Jones)\*
- c. Subsidiary Motions - Those which directly concern the Main Motion and relate to its progress in the debate, and its final disposition (see C-G above)  
(pages 12 to 17: O. Garfield Jones)\*
- d. The Main Motion - Introduces a subject to the meeting for consideration

---

\* O. Garfield Jones; Parliamentary Procedure at a Glance pg. XIV

\* O. Garfield Jones; Parliamentary Procedure at a Glance pg. XIV

\* O. Garfield Jones; Parliamentary Procedure at a Glance pg. XIV

An amendment is a subsidiary motion, but it is a special form of subsidiary motion that may be called an Appendage. An appendage motion is one that takes its rank from the motion to which it applies. Thus an amendment to the main motion takes precedence over the main motion but yields to all other motions.

However, amendments may be made to the motion to refer, to the motion to postpone to a certain day and to the motion to limit debate. Therefore, the motion "to amend the main motion" does not have precedence over the motion to refer. But the motion "to amend the motion to refer" does take precedence over the motion to refer, but not over the motion to postpone to a certain day. Similarly the motion "to amend the motion to postpone to a certain day" must take precedence over the motion "to postpone to a certain day" but not over the "motion to close debate".

Thus, the motion to amend is a special form of subsidiary motion called "appendage motion" because it has no absolute rank, but instead takes its rank from the motion to which it applies. The motion to amend may itself be amended, however these motions can not be amended:

To Adjourn (when unqualified)	For the Orders of the Day
All Incidental Questions	To Lay on the Table
For the Previous Question	An Amendment of an Amendment
To Postpone Indefinitely	To Reconsider

#### **NOTE ON AMENDMENTS**

A resolution is amended by altering the words of the resolution; an amended by altering the words of the amendment, that is, by altering the words to be inserted of to be stricken out. The form of the motion cannot be amended; that is, a motion to adopt a resolution cannot be amended so as to substitute a motion to reject the resolution, as this alters the form, not the words of the resolution; a motion to "strike out A" cannot be amended by adding "and insert B", so as to read, strike out A and insert B", which is another form of amendment, and is no an alteration of "A"; a motion to "inset B before the word C" in a resolution, cannot be amended by adding "and D before the word E", because the only thing that can be altered in the pending amendment is "B", the other words being those that are necessary to describe what it is proposed to do with "B".

If the pending amendment is to "insert A B C D before F", it is in order to apply any form of amendment to the "A B C D", and no amendment is in order that is not confined to simply altering those words, "A B C D".

When a member desires to move an amendment that is not in order at the time but affects the pending question, he should state his intention of offering his amendment if the pending amendment is voted down. In this way those who favour his amendment will vote in the negative, and if the succeed in killing it, then the new amendment can be offered.

The motion to reconsider is the other appendage motion. Because it is an appendage motion and also has special rules as to who can move it and as to when it may be moved, the motion to reconsider is the most complicated of all motions. This motion is not classified at all in most manuals because it applies to the "vote" on the motion and not to the motion itself. However, it is as pure an example of the appendage principle as is the motion to amend in that it takes its precedence (and in fact most other features of its status) from the motion to which it applies.

Motions are MADE in a certain order: They are VOTED upon in the REVERSE order. A Main Motion brings up a debatable subject and may be quickly followed by the Subsidiary Motions to amend, to refer; by the Incidental Motion to divide; by the Privileged Motion to adjourn; and finally, by a Point of Order. The last-named motion must be settled first; then, if the motion to adjourn is lost, the other motions of division, reference and amendment are put to the meeting in order. Only then may the Main Motion be voted upon.

Let us suppose the meeting is Called to Order; the Roll is Called and the Minutes Read. During these two items, Point of Order and even a motion to adjourn may arise. Privileged Motions take precedence over all other motions and may be offered even before a Main Motion is introduced.

When the Minutes are approved, anyone may bring business before the meeting by a Main Motion. In point of time for moving it, the Main Motion comes before Incidental and Subsidiary Motions - for without a Main Motion there could be no debate nor any need for these other types of motions.

After the Main Motion is made, and before it is voted upon, a whole series of Subsidiary and Incidental Motions may come up, which must be voted upon. Depending upon the result of such voting, the Main Motion is finally disposed of. It is the last order of precedence, although near the first in order of time.

### **Special circumstances**

The motion to reconsider is another appendage motion. Because it is an appendage motion but also has special rules as to who can move it and as to when it may be moved, the motion to reconsider is the most complicated of all motions. This motion is not classified at all in most manuals because it applies to the "vote" on the motion and not to the motion itself. However, it is as pure an example of the appendage principle as is the motion to amend in that it takes its precedence (and in fact most other features of its status) from the motion to which it applies.

The motion to rescind is in order when an assembly wishes to annul some action it has previously taken and it is too late to reconsider the vote. This motion has no privilege but stands on a footing with a new resolution. Any action of the body can be rescinded regardless of the time that has elapsed.

Elections (and nominations) must conform to the procedure prescribed by the Constitution and Bylaws. Nominations do not require a second. However, any number of persons may second a given nomination just to show their support of that nominee. The motion "to close nomination and instruct the secretary to cast a ballot for the nominee" (or a "slate" of nominees) is in order only when there is obviously no opposition for the office or offices and after ample opportunity has been given for nominations from the floor. This motion is a legal fiction by which an office is filled "by ballot" without an actual ballot vote by the members of the assembly. This motion requires a unanimous vote.

The motion "to close nominations" is not in order until the assembly is apparently ready to close nominations. When there are two or more nominees for the office the motion to close nomination requires a two-thirds vote. (This motion must be seconded.) A negative vote on the motion to close nominations is an obvious criticism of the chairman for putting this motion to a vote too soon. If the Chair recognizes a member and that member move "that nominations close" (and it is seconded) before ample opportunity has been given for nominations from the floor, the Chair should ignore this premature motion by simply asking, "Are there further nominations?" instead of stating the motion "to close nominations." If and when there are no further nominations the Chair may then put the motion "to close nominations" to a vote without waiting for it to be moved a second time.

### **Chairmanship**

A good chairman is one who inspires confidence by his assurance, and who keeps the assembly informed at all times as to what is before them for consideration and vote. The Chairman is particularly responsible for protecting the rights of the minority. If the Chair participates in any scheme to "put something over on the assembly", the Chair is guilty of breach of trust. A chairman is presumed to be honest, fair, and politically intelligent.

Being a good Chairman is a large undertaking and no chairman should neglect to use all the help he can find, because correctness is of first importance with a chairman, and correctness is a matter of fact not a matter of conceit.

### **Duties of the Presiding Officer**

- To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization.
- Always appear at the desk a few minutes before the meeting is scheduled to begin.
- To have on hand a list of committees for a guide in naming new appointments, or for reports to call for.
- To preside and maintain order.
- To explain and decide all question of order.
- To announce all business, unless otherwise stated in the organization's bylaws.
- To be informed on communications.
- To entertain only one main motion at a time and state all motions properly.
- To permit none to debate motions before they are seconded and stated; to encourage debate and assign the floor to those properly entitled to it. (No member may speak twice on the same question if there are others who wish to claim the floor.)
- To put all motions to vote and give result; to decide a tie vote or not to vote at all; to abstain from voting, if wiser.
- To stand while stating the question and taking the vote.
- To remain seated while discussion is taking place or reports are being given; unless otherwise stated in bylaws.
- To enforce the rules of decorum and discipline.
- To talk no more than necessary when presiding.
- To refrain from discussing a motion when presiding.

- To be absolutely fair and impartial.
- To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favours.
- To sign all items that are necessary as required by your organization.
- To be ex officio of all committees, except the nominating committee if so prescribed in bylaws.
- To show appreciation to officers and chair of committees for devoted service.
- To perform such other duties as are prescribed in the bylaws.

### **Don'ts for the Presiding Officer**

- DON'T fail to start the meeting on time (a quorum being present) - ten minutes grace may be allowed. If no quorum is present, start the meeting anyhow; the business will be held over until later when late arrivals will make up the quorum. The membership will take note that meetings start on time and will respond accordingly.
- DON'T stand during debate or while a report is being given, unless otherwise stipulated in bylaws of the organization.
- DON'T take part in debate while you are in the Chair. If you must speak, turn the chair over to the vice-president; do not return to the Chair until the vote has been taken.
- DON'T allow members to deal in personalities while debating.
- DON'T say "I think", "I appoint", "It's my opinion", etc., but say "The Chair thinks", "The Chair appoints", "It is the opinion of the Chair", etc.
- DON'T say "You are out of order", when you mean "The motion is out of order."
- DON'T strike with the gavel any harder than necessary to attract the attention of the members. Standing very quietly may accomplish surprising results.
- DON'T lose your calmness, objectivity, or impartiality.

### **Members - Duties and Rights of Members**

- To obtain the floor before speaking.
- To stand when speaking, if convenient.
- To avoid speaking upon any matter until it is properly brought before the assembly by a motion.
- To keep upon the question being discussed.
- To yield the floor to calls for order.
- To abstain from all personalities in debate.
- To avoid disturbing, in any way, speakers of the assembly.
- To offer any motion that is appropriate to the organization.

- To explain or discuss that motion, or any matter properly before the meeting.
- To call to order, if necessary. (A point of order can interrupt a speaker. It is raised to ensure orderly procedure, particularly when there is a breach or violation of rules or bylaws, or when a member is not speaking on the motion before the assembly.)
- To hold the floor, when legally obtained, until through speaking.
- To appeal from the decision of the Chair to that of the assembly.

### **Don'ts for Members**

- DON'T be late for the meeting. You may be needed to complete a quorum.
- DON'T sit in the rear. Leave the rear seats for the late ones.
- DON'T say "I move you". Omit the "you."
- DON'T say "I make a motion to," say "I move to"...
- DON'T wait to obtain the floor in order to second a motion.
- DON'T stand while another is speaking.
- DON'T fail to take part in the debate if you have a viewpoint to express, or want information or parliamentary assistance.
- DON'T claim the floor the second time if there are others who wish to speak the first time.
- DON'T be silent during the debate and then criticize after the meeting.
- DON'T speak on a motion while the vote is being counted or taken.
- DON'T address a woman chairman as "Chairlady" - say "Madam Chairman".
- DON'T carry on a conversation with your neighbour while someone is speaking.
- DON'T forget to notify the chairman of a committee of which you are a member if you cannot attend a committee meeting.
- DON'T delay paying your dues on time.
- DON'T accept an office unless you are willing to assume the responsibilities of the office.
- DON'T use your knowledge of parliamentary law to hinder business by constantly raising points of order, and insisting upon strict observance of every rule at a meeting in which the majority of the members have no knowledge of these rules.
- DON'T leave the meeting, unless necessary, until the president declares the meeting adjourned. You may be needed for the quorum, or something very important may come up at the last moment.

### **In Summary**

Group Leadership is an art that ANYONE CAN LEARN, first by learning the rules for group discussion and action called Parliamentary Procedure, second by practice in the art of leadership.



The Rules of Parliamentary Procedure are the basis of constitutional government. Democratic government is based absolutely upon the principle of majority rule. But majority rule requires that the minority abide by the will of the majority is, in turn, based upon the willingness of the majority to permit the minority to "have their say" before final action is taken.

As has been said so frequently, the chief purpose of parliamentary procedure is to protect the rights of the minority. The majority can usually take care of itself. By the use of Parliamentary Procedure meetings are conducted in an orderly manner and frustrations due to lack of direction and leadership are eliminated - in short - an orderly meeting is conducted.

For a group to be of maximum effectiveness it must have competent leadership and also a high degree of competence among its members. Among other things this implies that members know how to deliberate and how to crystallize these deliberations into group action. This also implies that the Chairman knows how to inspire and direct group discussion and how to facilitate the discussion into specific group action.

#### **References**

- 1) J. A. Knight; A DISTILLATION OF EXPERIENCE

A short discussion of the principle laws governing the conduct of public meetings. Paper by author

- 2) O. Garfield Jones; Parliamentary Procedure at a Glance

Hawthorn/Dutton New York 1971(reprint)

- 3) Henry Martin Robert; Robert's Rules of Order

The Berkley Publishing Group New York 1986(reprint)