

S T E A M
SEMINAR TO EDUCATE AND MOTIVATE

MEMBERSHIP

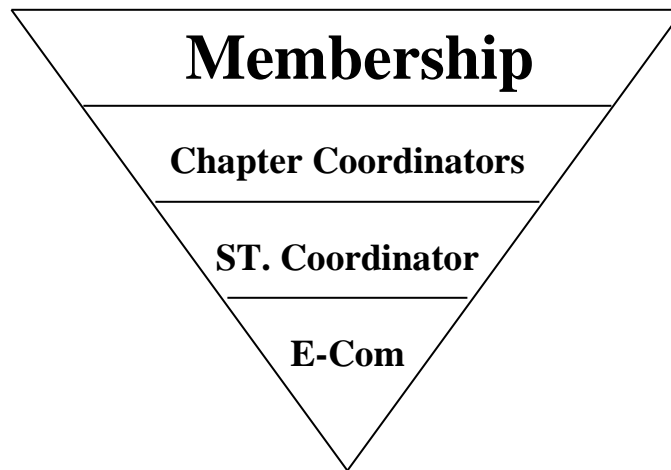
MANUAL

ABATE OF WASHINGTON

Updated October 2006

**ABATE of Washington
is a
membership driven organization**

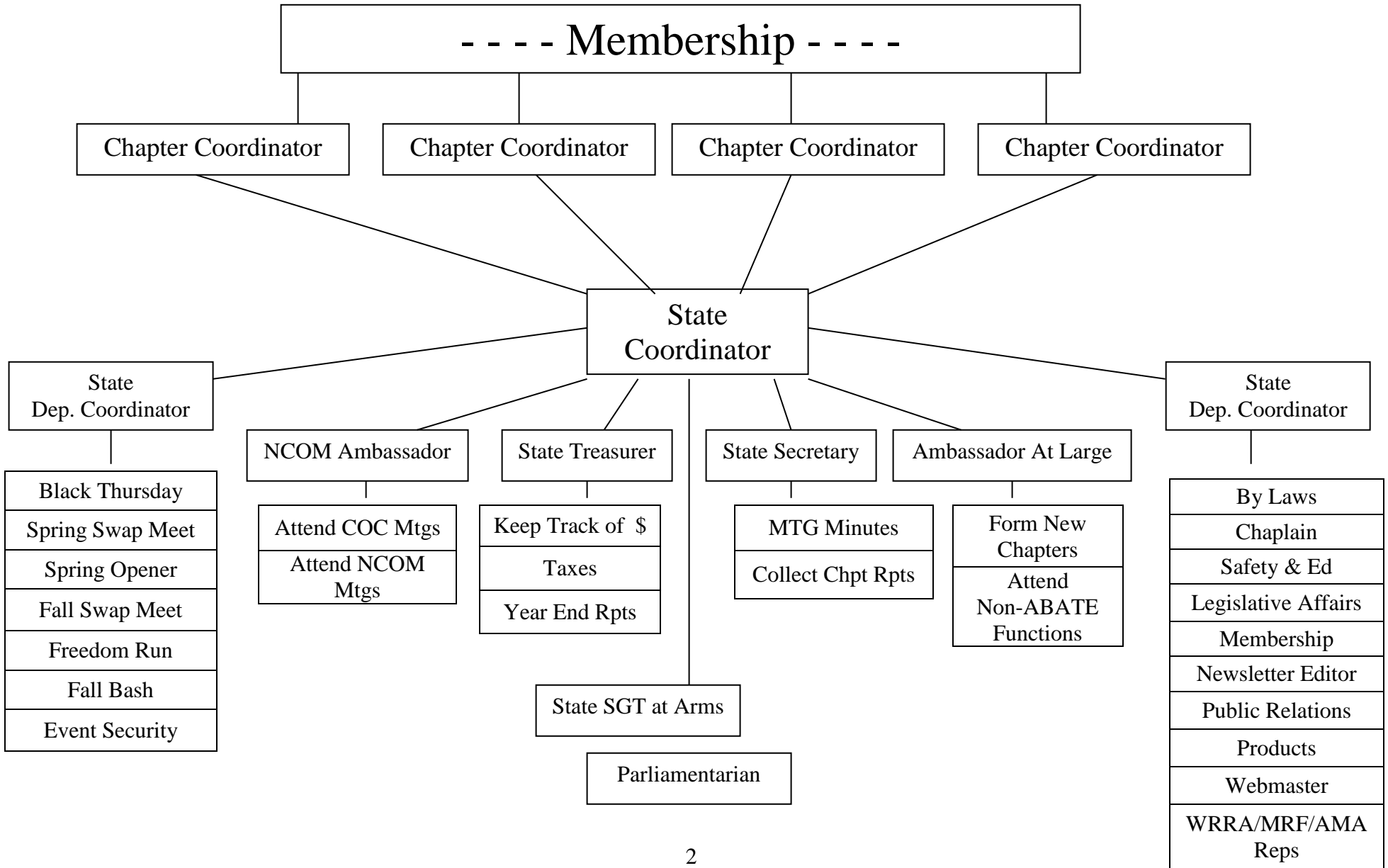
Up-side Down Pyramid



Where do you fit?

ABATE of Washington

Structure



RIGHTS OF MEMBERS

- ✓ To attend meetings
- ✓ To make motions and debate in accord with parliamentary procedures
- ✓ To vote
- ✓ To hold office
- ✓ To nominate

DUTIES OF MEMBERS

- ✓ To obey rules
- ✓ To further objectives of the organization
- ✓ To attend meetings
- ✓ To insist on enforcement of rules
- ✓ To fulfill assigned duties until properly excused

THE RESPONSIBILITY OF MEMBERSHIP

Belonging to an organization carries with it certain definite responsibilities, some which are:

- ✓ Loyalty to the objectives of the organization
- ✓ Payment of dues and other financial obligations

- ✓ Acceptance for some responsibility for the growth, progress, and accomplishments of the group
- ✓ Willingness to serve as chairman of a committee or to accept other office or responsibility when asked to do so
- ✓ Attendance at meetings as regularly as possible
- ✓ Participation in the meetings in the discussion of policies and problems
- ✓ Voting according to conscience on motions and at elections
- ✓ Abiding by the decisions of majority vote until and unless proper steps are taken to change the action taken
- ✓ Arrive before the meeting begins
- ✓ Refrain from whispering or causing other disturbance during the meeting
- ✓ Rise to address the chair when desiring to speak
- ✓ Express opinions in the meeting
- ✓ Making motions properly to bring matters before the group
- ✓ Second motions that are made. Motions must have a second in order to get discussion started. Just because you second a motion doesn't mean you agree or approve, you may even speak against the motion.
- ✓ Be seated when another has the floor. It is not only discourteous to remain standing, but it is out of order as well.
- ✓ Remain until the meeting is declared adjourned by the chair
- ✓ Refrain from criticism of speakers and those who have accepted responsibility. Before you criticize someone you should ask yourself "Could I do as well?" or "Am I willing to take on that responsibility?"
- ✓ Make your criticism, if any, constructive. You need not always approve and agree with policy or procedures, but wait to speak your option until the appropriate time, then give it objectively.

BE AN ACTIVE MEMBER – NOT JUST A JOINER !

OR DO YOU JUST BELONG?

Are you an active member, the kind that would be missed?

Or are you just content, that your name is on the list?

Do you attend the meetings and mingle with the members?

Or do you meet in private and criticize and Mock?

Do you take an active part to help the Chapter along?

Or are you satisfied to be the kind who just belongs?

Do you work on committees...to this there is a trick?

Or leave the work to just a few and talk about the clique?

So come to meetings often and take an active role.

Don't be just a member, come and participate.

Think this over members, you know what's right from wrong.

Are you an active member or do you just belong?

Guidelines for Using Robert's Rules of Order

Duties of the Members

- To obtain the floor before speaking
- To stand when speaking, & to identify yourself before speaking
- To avoid speaking upon any matter until it is properly brought before the assembly by a motion.
- To stay on the question then pending
- To yield the floor to calls for order (Points of Order)
- To abstain from all personalities in debate
- To avoid disturbing, in any way, speakers of the assembly

Rights of the Members

- To offer any motion that is germane 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 procedures, particularly when there is a breach or violation of rules or by-laws, or when a member is not speaking on the motion before the assembly.)
- To hold the floor, when legally obtained, until through speaking
- It is also the right of every member, who notices a breach of a rule, to insist upon its enforcement.

A GUIDE TO PARLIAMENTARY LAW

SPEAKING

To speak at a meeting the person who wishes to speak should be recognized by the chairperson of the meeting, rise and address the chairperson.

On issues or motions on the floor

1. The maker of the motion is always first to speak in order that he may explain the motion.
2. No one gets a second chance to speak until everyone has had a chance to speak once.
3. The chairperson should try to alternate speakers between both sides of an issue.

Speaking is not usually in order until the presiding officer has indicated who is entitled to speak; follows the making of a motion; is limited - - to give everyone an opportunity. Use Roberts Rules of Order as Revised for your guide.

THE MOTION

The motion is the means whereby the group takes action. It is a statement of what is to be done and how it will be accomplished. It should be carefully worded to prevent misunderstandings.

The motion is made by stating, "Mr. Chairperson, I move that..." The chair does not have to recognize a motion that begins, "I motion..."

Depending on the type of motion that's being stated, it usually requires a second. This means the seconding party believes the motion is important enough to be discussed by the members. The seconding party simply states, "I second the Motion." He may do so without rising.

Parliamentary law is designed to insure that the group considers only the motion on the floor and only one motion at a time. It also allows or assists the chairman in maintaining order and to help get through business quickly and orderly.

Confusion in the meeting will not occur if the presiding officer understands the basis of parliamentary law AND always keeps the group well informed on what is happening on the floor, and what will happen next.

MOTION AMENDMENTS

Amendments are not always necessary, but if someone wishes to change a motion, yet not totally do away with it, he/she may move the adoption of an amendment. This can be done at any time during the discussion on a motion.

A member, after being recognized by the chair, states, "I move we amend the motion to..." The amendment is seconded.

EXAMPLE:

"Mr. Chairperson, I move that the Forks ABATE Chapter hold its next regular membership meeting on the second Tuesday of the month at 7:30 PM."

"Mr. Chairperson, I second the motion." (discussion of the main motion)

"Mr. Chairperson, I move we amend the motion to change the time to 8:00 PM."

"Mr. Chairperson, I second the amendment."

(Discussion on the amendment only follows; then voting on the amendment only; if the amendment passes then the presiding officer must inform the group that they are now discussing the MAIN motion as amended; this is followed by a vote on the main motion as amended)

The Chairperson must state whether the motion passed or failed.

USING THE LAW

As stated earlier, parliamentary laws are vital to orderly and successfully conduct meetings. You don't have to be a whiz in the use of the law, but a general knowledge will be very helpful. It would be helpful if the chapter had a copy of Roberts Rules of Order to refer to should the presiding officer find it difficult to deal with a piece of business.

To present and dispose of a motion:

1. Member rises and addresses the chair
2. Member receives recognition by chair
3. Another member seconds the motion
4. Group discusses the motion
5. Chair calls for a vote on the motion
6. Chair announces results of vote
7. This simple procedure can alone make your meeting run smoother.