

## Selected Highlights of Roberts Rules of Order

### **The Basics of Robert's Rules of Order**

#### **General Order of Meetings**

1. Call to Order
2. Approval of Minutes
3. Officers Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

#### **Procedure to Make a Motion**

1. Member raises hand and stands after recognition from the presiding officer.
2. The member gives their name and states the motion. e.g. "I move that we \_\_\_\_\_."
3. Member may give a brief explanation for introducing the motion.
4. Another member must second the motion to continue.
5. Presiding officer restates motion and calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.
6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing their opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

#### **Procedure to Amend a Motion**

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and stands after recognition from the presiding officer.
2. Member states the amendment (e.g. striking and/or adding words/phrases).
3. Amendment must be seconded.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

#### **Referral to Committee**

During discussion, it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be

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referred to a committee. If the motion passes, the committee, if not existing, should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise.

1. A member makes a motion to refer the motion to committee.
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

### **Tabling a Motion**

Tabling a motion lays aside an item of business temporarily in order to attend other business. A tabled motion cannot be taken from the table until another item of business has been transacted since the tabling. If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

1. A member makes a motion to table the motion.
2. Motion must be seconded (No discussion).
3. Presiding officer calls for a vote, and states result of the vote and action taken.

### **Removing a Motion from the Table**

A member may move to remove a motion from the table during the Unfinished Business part of the meeting once all agenda Unfinished Business items are addressed.

1. A member makes a motion to remove a motion from the table.
2. Motion must be seconded.

At this point, the motion has been removed from the table and discussion of the motion proceeds as if the motion had never been tabled in the first place.

3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

### **Motion to Postpone**

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting.

A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

# **TRUMP LAKE PROTECTIVE ASSOCIATION**

## **CONSTITUTION**

### **ARTICLE 1**

This non-profit corporation shall be known as the Trump Lake Protective Association, Inc. (TLPA).

### **ARTICLE 2**

The purpose of this non-profit corporation is to protect the interest of property owners and address concerns regarding the lake and properties in general.

### **ARTICLE 3**

*Membership Eligibility:* All property owners on Trump Lake Road and surrounding roads including Birch Rd, Elm Lane, Maple Lane, Beach Road shall be eligible to membership.

*Voting:* A voting member of TLPA is both a TLPA member and property owner; one vote per property. A member must be present to vote. If unable to attend the annual meeting, a proxy could be requested through the President.

### **ARTICLE 4**

#### **BOARD OF DIRECTORS**

The Board of Directors shall consist of three directors as voting members, and the TLPA President as a non-voting member.

### **ARTICLE 5**

#### **OFFICERS**

The officers of this corporation shall be President, Vice-President, Secretary and Treasurer.

### **ARTICLE 6**

#### **MEETINGS AND QUORUM**

Section 1: At each annual meeting, the date and time of the next annual meeting shall be determined.

Section 2: Special meetings may be called by the President or by an application of seven members; the President shall call such meeting. If constitutional changes are suggested, the membership must be given a 30 day notice and a meeting to discuss the changes called, or, the suggested changes must be voted on by the membership at the annual meeting.

Section 3: Twelve members of the corporation in good standing shall constitute a quorum for the transaction of business.

Section 4: The Board of Directors shall meet at least once per year.

### **ARTICLE 7**

#### **AMENDMENTS**

This constitution may be amended at any meeting of the organization by a two-third vote; a quorum being present. If Constitutional changes are proposed, the membership must be given a 30 day notice of proposed changes to allow for discussion and voting at the annual meeting.

# **BY-LAWS**

## **ARTICLE 1**

Section 1: It shall be the duty of the President to preside at all meetings and perform all the duties pertaining to the office.

Section 2: In the absence or disability of the President, the Vice-President shall perform all the duties of the President.

Section 3: The Secretary shall keep the minutes of all proceedings and record the same. That officer shall give notice of all meetings and perform such other duties as that office may require. The Treasurer shall receive and safely keep all funds of the club and pay out of the funds, financial obligations of the corporation. The Treasurer shall also maintain a separate account (TLPA Walleye Fund) which consists of donations and fund raising proceeds that are to be used only for the purpose of ongoing fund raising and improving and maintaining the fishing quality, fish habitat quality, and lake water quality. Any payment over \$200 shall require the approval of the President. The Treasurer shall give an annual report of receipts and disbursements.

Section 4: The Board of Directors shall elect one of their voting members as chair. The Board will conduct an annual review to ensure the corporation is in compliance with the Constitution and the By-Laws. As needed, the Board shall audit the TLPA Treasury accounts. The Board shall provide a summary of its findings at each annual meeting.

## **ARTICLE 2**

### **ELECTION OF THE MEMBERS OF THE BOARD OF DIRECTORS**

The voting members of the Board of Directors shall be elected to three year terms. Their terms shall be staggered so that at least one director is elected each year at the annual meeting and shall assume office at the close of that meeting. Should a director resign, the President shall appoint a TLPA member to take the seat on the Board temporarily until the Annual election of directors.

## **ARTICLE 3**

### **ELECTION OF OFFICERS**

Section 1: All officers shall be elected at the Annual meeting and shall assume office at the close of that meeting. These officers are elected every two years.

Section 2: Should an officer resign, the President shall appoint a TLPA member to assume office temporarily until the Annual election of officers.

## **ARTICLE 4**

### **MEMBERSHIP**

Section 1: Same as Article 3 of Constitution.

## **ARTICLE 5**

### **DUES**

Section 1: The Annual dues shall be \$25.00. This amount is subject to change and requires a two-thirds vote of the membership at the annual meeting with a quorum being present

Section 2: Membership shall be from August 1st to August 1st. or from the date of the annual meeting to the next annual meeting. New membership shall begin upon receipt of the first year's dues.

Section 3: Other special assessments may be levied when the need arises by vote of the members.

**ARTICLE 6  
COMMITTEES**

Section 1: The President shall be empowered to appoint such special committees as he deems needful at any time or on majority vote of the members at any meeting. He shall appoint committees as they direct.

Section 2: At the Annual meeting, the President, as needed, shall appoint members to the following committees; a Nominating Committee to present a slate of candidates for upcoming elections for TLPA offices. Other committees may be appointed as deemed necessary by the President or a two-thirds vote of the membership.

Section 3: The President will appoint at least 5 members to a Lake Needs Committee to administer TLPA Walleye Fund expenditures and fund raising activities and present a report at the next Annual meeting.

**ARTICLE 7  
AMENDMENTS**

These By-Laws may be amended at any meeting by a two-thirds vote with a quorum being present.

**ARTICLE 8  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be the Parliamentary authority on all matters not covered by the Constitution and By-Laws.

**ARTICLE 9  
MEMORIAL FUND**

A sympathy card plus donation shall be sent to the families of deceased TLPA members. The amount is subject to the discretion of the treasury. It should not exceed the decided amount.

*Note: This version of the Constitution and By-Laws was approved by the membership during the 2016 Annual Meeting on May 28, 2016*

