

## Chapter Voting Policies & Procedures

(excerpt from Chapter Bylaws, Policies & Procedures Manual)

### Parliamentary Definitions

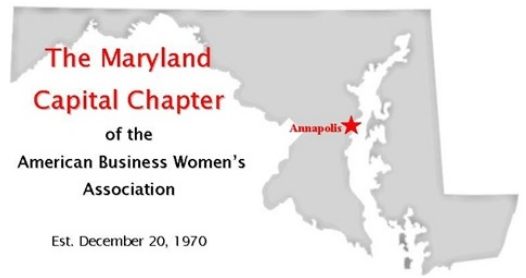
**Majority** - A majority of votes is more than one half of the votes cast by persons legally entitled to vote, *excluding* blanks or abstentions cast by persons legally entitled to vote at a regular or properly called meeting at which a quorum is present. For example, if 40 eligible members are present, and all of them voted, a majority would be 21 whereas, if only 35 votes are cast, a majority would be 18.

**Quorum** - A quorum of a Chapter shall be no fewer than one-third of the league's membership of record. A quorum must be present for the valid transaction of any league business.

**Member in Good Standing** - Is a member who is current with both her local league and National dues.

**Membership of Record** - The Chapter or Express Network membership (roster) is dynamic. The Executive Board must verify the eligibility of members and the quorum required before a Chapter business meeting. Local membership dues are maintained by the Executive Board whereas National membership status can be found by:

1. Logging into the ABWA website at [www.abwa.org](http://www.abwa.org).
2. Clicking on the All My Groups & Rosters link located on the navigational bar.
3. In the next screen, click on the name your League.
4. Scroll down to the title, **Committee Members** where your league's *active members are listed in alpha order*.



## Basic Parliamentary Procedure

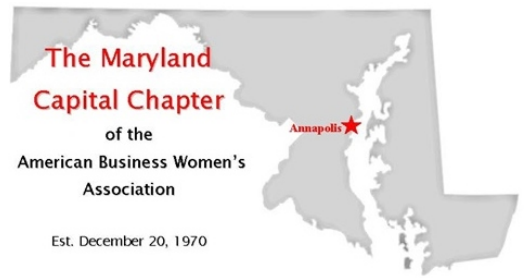
All members have the same privileges. Every league member in good standing may introduce business, participate in discussions and vote during a business meeting.

1. The right to vote is limited to members in good standing who are actually present at the time of the business meeting and at the time the vote is taken (Article VI, Section 5 in the Chapter Bylaws).
2. Only one motion or topic may be under consideration at one time.
3. Only one member may have the floor at any one time. Any member desiring to obtain the floor should first stand, address the chair, and be recognized before speaking to the league.
4. Silence gives consent. Members who do not vote when the vote is taken, by their silence, agrees with the decision of the majority of voting members.
5. A majority of approval of those present is necessary for the passage of any motion, however in some instances, a motion may require a two-thirds vote. Examples of motions requiring two-thirds votes are:
  - a. A motion to stop discussion or debate.
  - b. A motion to close nominations.
  - c. A motion to rescind or amend an action previously taken without giving members prior notice that the matter will be considered at that meeting.

## Processing a Motion

A motion is the means by which business is introduced to the Chapter. The term "motion" means a formal statement that certain action be taken. A motion should be made and seconded prior to discussion by the league. The eight steps to processing a motion are:

1. **Obtaining the floor:** A member rises and addresses the chair (presiding officer), "Madam President".
2. **Assigning the floor:** The chair recognizes the member and assigns her the floor by calling her name.
3. **Making the motion:** The member introduces the motion by saying, "I move that..."
4. **Seconding the motion:** Another member says, without rising, "I second the motion." It is not necessary to be recognized by the chair nor to obtain the floor to second a motion.

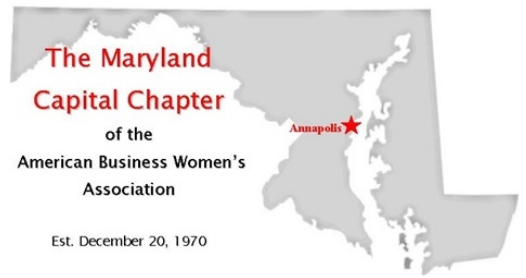


## Processing a Motion (continued)

5. **Stating the motion:** The chair states the motion, "It has been moved and seconded that..." (The chair can aid in the wording of the motion for clarity).
6. **Discussing or debating the motion:** The chair opens the discussion by saying,
  - "Are there any remarks?"
  - "Is there any discussion?" or,
  - "Are there any questions?"
7. **Putting the question to a vote:** When no other remarks are forthcoming, the chair states, "The yeases have it;" or the "noes have it" ... (repeating the content of the motion).
8. **Announcing the results:** The chair states, "The yeases have it; the motion is carried and (repeating the content of the motion)" OR "The noes, have it and...(repeating the content of the motion)."

## Rules of Debate

- All remarks are directed to the chair (the presiding officer).
- The chair does not participate in the debate as long as she occupies the chair. If the chair feels it necessary to participate in the debate, she asks the Vice President or the President-elect to preside, and takes her place in the audience. She then follows the same procedures as any other league member. *The presiding officer does not return to the chair until the issue has been decided.*
- The member who makes the motion should be allowed to be the first speaker for the adoption of the motion if she so desires. The maker of the motion may vote against it, but may not speak against her own motion.
- All members of the Executive Board and Committee Chairs may make motions and participate in the discussion.
- Debate must be confined to the merits of the motion; remarks must not involve personalities.
- No member may speak more than twice to the same question at the same meeting; the second time only after all others who wish to speak have done so.
- The time for debate is after the motion is stated by the chair.
- It is not necessary to follow formal rules of debate in Executive Board or Committee meetings or during a brainstorming session.



## Methods of Voting

**Open Voting by Ballot Method:** Many times a ballot vote will provide the league with a more representative opinion. The majority of Chapter business should be conducted using the open ballot method even in instances where every member votes affirmatively for something or someone. Tellers are appointed for all ballot votes and the exact number of votes for and against the motion are announced by the presiding officer or the chair of the tellers. The presiding officer/chair of the tellers declares the results of the ballot vote by stating, "By your votes, you've elected...OR "By your votes, you've decided...."

**Voting by Ballot Anonymously Method:** This method of voting is only recommended in instances where friction and/or ill will may surface between an individual voted on or not voted on (e.g., Top Ten Business Woman nominee, Woman of the Year recognition, an officer position where there are more than two candidates for the same position). Tellers are appointed for all ballot votes and the exact number of votes for and against are announced by the presiding officer or chair of the tellers by stating, "By your votes, you've elected...OR "By your votes, you've decided..."

**Viva Voice Vote:** The Viva Voice Vote is most commonly used to obtain the decision of the league on any issues or motions which requires a majority vote in an in-person event. This method of voting means that members vote by raising their hands to be counted and/or by saying "yay" or "nay" and, a member (teller) is assigned to count and record the results of the vote at the time of the vote.

**Voting Rights of the Chair:** The chair may vote any time there is a ballot vote, at the same time the other members are voting. The presiding officer does not vote unless it will affect the outcome; either make or break a tie. Any vote which ends in a tie is a lost vote. The proposition or motion is defeated. If a ballot vote for an office ends in a tie, the members re-ballot until one candidate receives a majority.

**Note:** *Votes should be recorded in exactly the same way for every meeting. If you choose to record names, record all the names. It should be clear to anyone reading the meeting minutes what the outcome was for every motion made.*