

Rules of Convention

- Each session shall start on time as designated in the printed program or as otherwise announced.
- Voting delegates shall be seated together in the meeting room in a section reserved for them.
- Immediately after the opening ceremony of the first business meeting, the Credentials Committee shall report the number of voting delegates present.
- When the roll call is taken, voting delegates not seated will relinquish their voting privilege.
- Only members of the voting body may introduce business or vote; however, both voting and nonvoting members shall be allowed to speak, precedence in speaking shall go to the voting delegates.
- A member wishing the floor shall go to the microphone, and when recognized by the chair, may speak, first giving her or his name and county.
- As soon as made, all original main motions and amendments shall be submitted to the presiding officer and secretary clearly written and signed by the maker and seconded.
- No member shall speak in debate longer than two (2) minutes. Ten (10) minutes shall be allowed for each question unless permission of the convention is granted by a two-thirds vote without debate. No member shall speak more than once on the same question until all have spoken who wish to do so.
- No voting delegate may leave the business meeting and return to vote.
- These convention rules shall be adopted, suspended, or rescinded by a two-thirds vote of the voting body.



Installation Ceremony for County or Clubs

Installing Officers

We will now install the new officers of the _____ Club. Will the newly elected officers please stand? May I present the newly elected officers of the club:

President _____

Vice President _____

Secretary - Treasurer _____

You have been chosen to serve as an officer of the _____ Club. Your fellow club members have faith in your ability to guide and direct the activities of the Community Educational Outreach Service. I know you will honor the trust they have placed upon you and will fulfill the obligations that are yours. In serving as an officer, you accept responsibility. Study and carry out this responsibility to the best of your ability.

Speaker I

_____, as presiding officer of the club, great responsibility will be yours. You will preside at all meetings and will be ever ready to render service in the best interests of the whole club. You must protect its good name, strive always to further its ideals and purposes, and see that the people of the club are acquainted with the work being done and the services being rendered.

Speaker II

_____, as Vice President, you are to be ready to act at any time in the absence of the President. You will strive in every way to aid in upholding the dignity of the club and in providing for its usefulness to all members and to the club.

Speaker III

_____, as Secretary, you will keep complete and accurate records of what takes place at each meeting. You will make reports and write official letters. You will keep such important information and papers as the organization may direct.

As Treasurer, you will be entrusted with the money for the organization and will keep an accurate record of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the finances whenever it is needed.

Installing Officer

As club officers you have been chosen to guide and direct your local club. I know that you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit of the Community Educational Outreach Service, for its progress, and for faithfulness to the principles and ideals of our program. It will be your responsibility to help the members of your club in every possible way to be worthy citizens. Please repeat after me, "I do solemnly pledge myself to perform faithfully, the duties of the office I am about to assume." Those of you who have just pledged yourselves to live up to the obligations and responsibilities which your office demands will be given whole-hearted cooperation from those who are present today. We realize that, more than at any other time in our world history, we should be aware of our heritage of free speech, a free press, and free religious choice. Democratic living is ours to enjoy, and it is our duty as homemakers to practice and preserve those principles in our homes and in our communities. We have faith that by so doing we will live in the good grace of God, useful and happy lives.

Retiring President

As we light our candles that signify our steadfast unity and light anew the spirit of cooperation for the coming year, let us all read the Club Collect in unison.

Keep us O Lord from pettiness; let us be large in thought, in word and deed.

Let us be done with fault-finding and leave off self-seeking.

May we put away all pretenses and meet each other face to face,
without self-pity and without prejudice.

May we never be hasty in judgment and always be generous.

Let us take time for all things: make us to grow calm, serene, and gentle.

Teach us to put into action our better impulses straightforward and unafraid.

Grant that we may realize it is the little things that
create differences; that in the big things of life we are as one.

And may we strive to touch and know the great common human heart
of us all, and O Lord God let us forget not to be kind.

– *Mary Stewart*



Suggested Installation Ceremony for New Members

To be conducted by the membership chairperson or other designated officer.

Introduce each new member to the group, asking each to step to the platform or front of the room as his or her name is announced. You may wish to include personal data of interest to the members. Keep it brief. Have everything written down. Rehearse the entire procedure in advance of the meeting to make sure arrangements and timing are well-organized.

When all new members have been brought before the group, read the official welcoming statement to them.

“We, the officers and members of the _____ Club, welcome you to active membership.

We charge you to be acceptable members because our organization will be known, in part, by what you do.

We charge you to be responsible. Learn what Community Educational Outreach Service goals and objectives are and how they can be accomplished. Strive to be an enthusiastic, active member.

We charge you to be encouraged. Members are friendly, anxious to fill your particular needs, as well as to use your special talents.

Will you please repeat the membership pledge?” (This can be typed or written out so the new members can read it together. Or, they can repeat after you.)

New Members

“I promise my club to prepare myself for each meeting to the best of my ability.

I am interested in learning and will participate in lesson programs with the help and encouragement of other members.

I will make an honest effort to be present at each meeting during the year and to help carry out all club activities.”

Now, addressing the members, say:

“Will all members please rise and join in an official welcome to these new members?”

As (*office held*) of the _____ Club, I charge the total membership to make a special effort to welcome each of these new members who have joined with us today. Let us strive to create a friendly atmosphere for the new members and help them find a meaningful learning experience with personal growth in the _____ Club.”

The officers and the membership committee chairperson then shake hands with each new member. This ceremony will take less than 5 minutes, including a brief introduction of new members. Candles could be used. This ceremony is only a suggested format and may be adapted in many ways.



Simple Parliamentary Procedure

Main Motion

“I move that . . .”

- Main Motion must be *seconded*

“I *second* the motion.”

Note: If there is no second to the motion, after a pause, the President will then say, “The motion is lost for want of a second.” Then this motion cannot be considered for further discussion.

- After the motion is seconded; there is *discussion*:
- If there is no further discussion, the President asks for a vote on the motion by restating the motion.
- The vote is taken by Yes or No or by other methods (see Methods of Voting).

Amendment to Motion

- Change the original motion, usually by adding to it or by striking out a phrase or word: The amendment must be seconded to amend the main motion.

“I move to *amend* the motion by . . .” “I second the amendment.”

- The president then reads the motion as amended to be voted on.

Action on the Motion

- May be given to a committee appointed by the President.

Tabling a Motion

- Needs more time than allowed because of discussion or information.

“I move to *table* the motion.”

- The motion must be seconded. Then the vote is taken.
- The motion may be taken up at the end of the meeting or within the next three months.

Methods of Voting

- Acclamation or voice – “Yes” or “No”
- Show of hands
- Rising
- Secret Ballot (used most for elections)
- Roll Call (member answer when name is called)

The President should vote only in case of a tie.



Parliamentary Procedure Aids

Everyone who is placed or may be placed in a position of leadership wants to be a good leader. It is hoped that through the proper use of parliamentary procedure, you will be able to participate more fully in meetings, activities, and other events. The following items are ones that are often misused.

The Gavel

Every leader needs a gavel. The gavel symbolizes the authority of the President. Do not overuse it or abuse its authority. One tap of the gavel: (a) closes business following the vote, (b) seats the group if standing; and (c) follows the announcement of the adjournment of the meeting. Two taps of the gavel: (a) brings a meeting to order or (b) maintains order during the meeting. Three taps of the gavel causes the group to stand up.

Obtaining the floor

Before a member attempts to move a motion or address a meeting, she or he should be “recognized” or “obtain the floor.” To obtain the floor, she or he should rise and address the president by his or her official title: Mr. President or Madam President. The chair recognizes the member by calling his or her name or by nodding at the person. This recognition usually assigns the floor to the person desiring to speak.

Assigning the floor

The presiding officer can use the following guidelines for assigning the floor to members when two or more stand at the same time seeking recognition:

- Give the member who moved the motion the right to speak first.
- Assign the floor to the first one to rise.
- Alternate debate between friends and foes of an issue.
- Call on those who have not spoken to the question.

Motions

A motion is a proposal that the group take certain action. There is no business without a main motion. All motions should be short and to the point. The *main motion* introduces or gets business before the group. One main motion is all that can be on the floor at one time. Example: “I move that the club purchase _____.” After a motion has been moved, it needs to be *seconded*. Example: “I second the motion.”

Then it is open for *discussion*. The President states the motion and opens the floor for discussion by saying, “Is there any discussion?” Discussion brings out the good and bad points of a motion. In discussion the following principles should be adhered to:

- Speakers should avoid personalities.
- The motives of those whose views are opposed should not be questioned.
- Reference to members by name should be avoided.



Sometimes it is necessary to *amend a motion*. An amendment is used to improve, clarify, or add details to a main motion. An amendment can be attached to the main motion and a second amendment can be attached to the first amendment. No more than two amendments are allowed on the floor at any one time. Voting takes place on the amendment to the amendment, then the amendment to the motion as amended, and finally, on the motion as amended. A motion may be amended by:

- Inserting or adding words.
- Striking out and adding words.
- Substituting words.
- Striking out words.

Amendments require seconds, can be debated, and can be amended. A majority vote is needed for passage.

At the close of debate, the President restates the motion and takes the Yes *and* No votes. (You must ask for both sides). Voice (oral), secret ballot, standing, or hand vote are all methods of voting on a motion. Following the vote, the President states the action on the motion. Example: “The motion carried.”

Closing the meeting

It is not necessary to have a motion to adjourn the meeting. The presiding officer can say, “Is there anything further to come before the group? If not, and there is no objection, we will adjourn.” One tap of the gavel adjourns the meeting.

Special considerations

- Good meetings take planning. Always operate from an agenda.
- In an election situation, when the presiding officer is on the ballot, she or he should ask someone else to preside while that section of business is being conducted.
- The Parliamentarian advises the President that she or he may not vote unless it is a ballot vote.
- A tie vote is lost. President can vote to break the tie.
- It is not necessary to list in the minutes the person who seconds a motion, but you need to list whether the motion was adopted or defeated.
- Bylaws guide an organization in how to get along.

Additional resources

Robert’s Rules of Order, Newly Revised. 1990.

Sample of WVCEOS Bylaws

Bylaws of the _____ Community Educational Outreach Service

Article I – Name

The name of this organization shall be the _____ Community Educational Outreach Service, hereinafter designated as CEOS.

Article II – Objective and Mission

Section 1. The objective and mission of the _____ CEOS is to strengthen families and develop a higher standard of living among the people of this area through:

- Leadership development
- Continuing education
- Community involvement

Section 2. We will work with West Virginia CEOS, Inc., and cooperate with the West Virginia University Extension Service.

Article III – Membership

Section 1. The membership of this organization shall consist of club members from the counties of _____.

Section 2. The _____ CEOS does not discriminate in its membership based on race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, or marital and family status.

Article IV – Officers and Executive Board

Section 1. The officers of this organization shall be an Area Representative, an Assistant Area Representative, and a Secretary.

Section 2. The Area Representative, Assistant Area Representative, and the Secretary shall constitute the Executive Committee.

Section 3. The Executive Board shall consist of the Area officers, Area members on the State Committees, Area members on the State Board, and County Presidents and Vice Presidents.

Section 4. All officers shall be elected by ballot (or by acclamation) at an annual meeting and shall take office on January 1 of the following year.

Section 5. Vacancies on the Executive Board shall be filled by appointment by the Area Representative with approval of the Executive Committee.



Section 6. Duties of the Officers.

- a. The Area Representative shall preside at all regular and special meetings of the organization and at all meetings of the Executive Board. He or she shall appoint special committees subject to approval of the Executive Board, appoint a Parliamentarian, and be an ex-officio member of all educational and special committees except the Nominating Committee. He or she shall attend State Board meetings and serve as liaison between counties and the State organization. He or she shall be responsible for the Area Report in the *Openline*.
- b. The Assistant Area Representative shall perform all the duties of the Area Representative in his or her absence or inability to serve. He or she will serve as an ex-officio member on all committees appointed by the Area Representative. He or she shall assist the Secretary in recording the action taken at the Board meetings and shall coordinate activities of the Educational Committees. He or she may or may not serve as Treasurer for the Area. As Treasurer, he or she will have charge of all funds of the organization and will deposit them in a local bank. He or she shall make at least one detailed report each year showing the true financial condition of the organization and shall be ready to report at any Executive Board meeting. The books of the Treasurer should be audited by competent persons whenever a new Treasurer takes office.
- c. The Secretary shall keep records of all meetings of the organization and perform other duties as directed by the Executive Board.

Section 7. When any elected or appointed _____ Board member is unable to perform the duties or does not carry out the functions or responsibilities of his or her office within a 90-day period, and after the Area Extension Agent Adviser has been consulted, the position shall be filled by the Executive Board until the next election. A written notification shall be sent to the individual involved by his or her Extension Agent.

Article V – Meetings

Section 1. The Annual Meeting of the _____ Area CEOS shall be held at the time and place decided upon by the host county.

Section 2. Two Area Council meetings shall be held each year. One meeting shall be held in March to finalize that year’s Spring Area Meeting and to entertain an invitation from a host county for the next year’s Spring Meeting. The second meeting shall be held at the Annual Conference.

Section 3. A special meeting of the voting delegates may be called at any time by the Area Representative or upon the request of 15 members, with the time and place of the meeting to be set by the Executive Board. A two-week advance notice shall be sent to all counties in the Area, giving the time, place, and purpose of the meeting.

Section 4. Meetings of the Executive Board may be called by the Area Representative or a majority of the Board at any time or place. A majority of the Executive Board shall constitute a quorum for the transaction of business. The Executive Committee shall transact the business of the organization arising between Annual Business Meetings.

Section 5. Meeting of the _____ CEOS shall be by an invitation from one of the eight Area counties. An invitation shall be issued at the Spring Meeting for the following spring.

Article VI – Quorum

A majority of the voting delegates at any annual or special meeting shall constitute a quorum. No delegate may vote by proxy.

Article VII – Nominations and Elections

Section 1. There shall be an election held at an Annual Business Meeting.

Section 2. The three officers (Area Representative, Assistant Area Representative, and Secretary) shall be elected for a term of two years.

Section 3. A Nominating Committee approved by the Executive Board shall be appointed by the Area Representative at least six months before the Annual Business Meeting.

Section 4. The Nominating Committee shall present a slate of up to two candidates for each position, with credentials of each candidate, to the Area Executive Board and County Council Presidents at least two months prior to the election. Nominations may be made from the floor by any voting delegate, providing proper credentials have been sent to the Nominating Committee by the designated deadline. Election shall be by ballot if there is more than one candidate for any office or by acclamation if there is only one candidate per office. A majority vote of the ballots cast shall constitute an election.

Section 5. The newly elected officers shall assume office on January 1 following the Annual Meeting at which they were elected.

Section 6. Qualifications for Election.

- a. A candidate for Area Office must have been a member of a CEOS Club for three years, must have attended at least two Annual Conferences, and must have served on the Executive Committee of a County Council or have served as a Club Officer in a county where there is no County Council.
- b. The Area Representative, Assistant Area Representative, and Secretary shall be from different counties.

Article VIII – Voting Delegates

Section 1. At the Area Business Meeting, the governing body of this organization shall be composed of delegates who shall be appointed annually by County CEOS Councils or by Clubs in the counties where there is no county organization.

Section 2. At the Area Business Meeting, each county shall have four (4) voting delegates.

Article IX – Committees

Section 1. The Area Representative shall appoint the members to serve on the State Educational Committees. All appointments shall be approved by the State Executive Board.

Section 2. The Area Representative shall appoint special committees considered necessary by the Executive Board.

Section 3. Any committee member who fails to discharge the duties assigned may be replaced by the Area Representative with the approval of the Executive Committee.



Article X – Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the proceedings of this organization.

Article XI – Amendments

Section 1. The Bylaws may be amended at any Annual or Special Meeting of the organization by a vote of two-thirds of the voting delegates in attendance.

Section 2. The proposed amendments to be voted on shall be sent to counties at least two months prior to the meeting.

Section 3. The Bylaws may be amended without two (2) months' notice by a unanimous vote of the voting delegates present, provided a recess be given so counties may discuss the proposed amendment.

Article XII – Dissolution

In case of dissolution of the _____ Community Educational Outreach Service, the Executive Board is directed to conduct an audit of the Treasurer's books and distribute the remaining funds evenly among the _____ counties.

Article XIII – Adoption

These Bylaws were adopted as revised in 1997.

These Bylaws were adopted as revised in 2003.

Items the Treasurer Submits for the Audit

- List of all accounts, assets and liabilities.
- Any financial rules set by the WVCEOS bylaws or policy; for example, all bills are paid by check rather than cash and supported by an invoice or receipt.
- All bank statements for the financial review.
- All checkbooks, ledgers, and CD and other investment information.
- All cancelled checks.
- All deposit tickets.
- A voucher file to show receipt or voucher for each check written.

How to Proceed with Review of Financial Books

- Audit committee and Board should set exact period of audit.
- Verify all checks are on file in numerical order per check register – voided checks should be included and not destroyed.
- Verify all checks to a voucher or receipt of payment.
- Verify all checks to checking are deposited into checking account.
- Verify all interest from CD (savings) is deposited in checking.
- Verify/re-do the last reconciliation of the bank statement for the audit period for each account.
- Verify deposit tickets to bank statement and identify purpose of deposit.
- Verify that all financial guidelines are adhered to.