

RUSTY'S RULES CHEAT SHEET

A. The meeting comes to order

- a. "The meeting will please come to order; I move that FW X act as Chair of this meeting".
- b. Someone else must respond, "I second the motion."
- c. The first person who called the meeting to order then says, "It has been moved and seconded that FW X act as Chair of this meeting, all those in favor will say 'aye';" once the vote is taken then the Chair will say, "those opposed say 'no'."
- d. If majority vote in the affirmative, Chair says, "The motion is carried, FW X will take the Chair."

B. Choose the Recording Secretary

- a. This is pretty much a formality since the recording secretary is generally chosen in the previous meeting. If that member is not available then another recording secretary can be chosen.
- b. The Chair will state, "At the December Branch meeting (or whichever was the previous meeting) FW Z was chosen as the January Branch meeting's (or whichever is the current meeting) Recording Secretary, this will pass by acclamation unless anyone is opposed. Anyone opposed please say 'no'. It has passed by acclamation that FW Z is the January Branch Meeting's Recording Secretary".

C. Card check report

- a. The Co-chair reports to the Chair the status of the card check of members.
- b. The Chair turns to the co-Chair and states, "FW Y, please stand give the Branch your card check report."
- c. The Co-Chair will stand and state, "FW X, there are 'x' members in good standing and 'y' guests in attendance."
 - c.i. Note: If there are guests in attendance, the Branch has to vote to allow them to attend. The Chair will simply state, "Anyone opposed to guests attending the meeting please say 'no'." If there

is no one opposed then the chair states, “The motion to allow guests to attend has passed by acclamation.”

D. Announcements

- a. Need to be brief. There should be no discussion here about announcements. If there are questions they should either be addressed outside of the Branch Meeting or should be moved to new business.

E. Reports

- a. Reports should be typed or handwritten and submitted to the Chair.
- b. The Chair will read the report out loud and then the rank and file can ask for clarification, but more detailed discussion about the report is to take place outside of the Branch Meeting or moved to new business as this is where a meeting can get bogged down.
- c. The Chair states, “X Committee, do you have anything to report?”
- d. A representative from X Committee stands and states, “FW X, I submit to you the X Committee’s monthly report.” The representative hands the report to the Chair and the Chair reads the report verbatim to the group.
- e. If a Committee has nothing to report, the Committee chair should stand and state, “Committee X: nothing to report.”

F. Motions

- a. All motions before the rank and file should be typed or handwritten before the member is to call to motion.
- b. The member will raise their hand and wait to be called on by the chair.
- c. The Chair will recognize the member and allow them to speak
- d. The member will rise out of their chair and state, “FW Y, IU 460.”
- e. FW Y then states, “I move the adoption of the following resolution...” which the member will read and then hand to the Chair.
- f. Someone else must second the motion.
- g. The Chair then says, “It has been moved and seconded that the following resolution be adopted.”
- h. The Chair then reads the resolution again and then states, “The question is on the adoption of the resolution just read.”

- i. The resolution is then discussed and debated, but before any member may discuss, they must obtain the floor as previously described.
- j. If no one rises to speak, or if the Chair thinks the debate is closed, the Chair asks, “Are you ready for the question?”
- k. If no one rises, then the Chair states, “The question is on the adoption of the resolution which you have heard read, those in favor of its adoption will say ‘aye’”.
- l. When the ‘ayes’ have voted, the Chair states, “Those opposed will say ‘no’.”
- m. The Chair then announces the result of the vote and stating whether the motion carries or is lost. “The motion is carried – the resolution is adopted;” or, “The ayes have it, - the resolution is adopted.”
- n. **NOTE ON MOTIONS:** Any time a motion is presented to the Branch, there should also be language included that describes the implementation process.
 - n.i. Example: FW Joe Hill M/S: That the Nebraska GMB spend \$100 for a Branch banner. Carried 9 Y; 2 N; 1 A. The Media Committee will be responsible for designing the banner and submit it to the Branch listserv for members to see and suggest changes. The Branch will vote on the Banner at February’s monthly Branch meeting.

G. Terminology

- a. Out of order : use this any time a member starts to discuss something that doesn’t pertain to the subject at hand. Be gentle and respectful, but if folks start going off on tangents, the meeting can last longer than it should and the meeting should remain tight and focused on the task at hand.
- b. Point of procedure or point of order: use this any time you would like clarification of the question at hand or clarification of the process. Use it to point out that the speaker is not addressing the business at hand, that the chair has overlooked some part of the process, that people can’t hear

what's going on, something directly related to what's going on, something directly related to the process, not the content, of the meeting.

- c. Call the question: a common point of order. This means that the discussion is going on too long, the ground has been covered, that people are repeating themselves, and let's vote on it now.
- d. To table: If discussion is going on too long and there needs to be more thought about the motion, use this to move that motion to another date or to add it to 'new business'. For instance, "move to table" something in new business that is taking a long time and members will need more time to clarify their thoughts or opinions. Also "move to table" to new business any discussion in Committee Reports or Announcements that require discussion.
- e. To refer: use this anytime you think it would be more effective to "refer" something to a specific committee or whatever.
- f. To adjourn: use this to end the meeting
- g. To recess: use this to take a break from the meeting
- h. To overrule the chair: if you disagree with a decision the Chair makes you can "move to overrule the chair". For instance, if you move to "call the question" for a motion being debated, and the Chair overrules you to allow for more discussion, you can move to "overrule the chair" and then the chair is required to take a vote whether to overrule the chair's decision. If majority votes to "overrule the chair", then the group "calls the question" and votes on the motion. If a majority votes 'no' on "overruling the chair", then the discussion on the motion continues.
- i. To replace the Chair: use this if you would like to vote on replacing the chair. This is rare, but can be used if the situation arises.
- j. To Censure: use this to tell an individual member their behavior in the meeting is unacceptable and will not be tolerated.
- k. To expel: use this to expel a member from the meeting, not the organization. This must be preceded by the motion to censure, except in cases of immediate danger.

1. To Call for a Straw Poll: use this to assess the feeling of the group; this is a non-binding vote.