



## **COMMON QUESTIONS**

### **Must a quorum be present throughout a meeting?**

- Yes. A quorum must always be present in order to transact business.
- Your by-laws should specify the quorum.
- If not, Robert's Rules of Order states that a quorum is a majority (more than half) of all the members. In this case where your Home & School may not have membership dues and therefore a certain number of members, it is all the more reason to set up a quorum in your by-laws.
- Try to keep the number you select as the majority of the average number of people who turn out to your meetings. i.e. 10 people usually then quorum would be set at 6.

### **Can the President vote?**

- In a ballot vote, the President can vote.
- In a roll call vote the President can vote but their name should be called last.
- In a regular show of hands vote, the President should not vote because his or her vote can influence the other members and how they vote. The President is to remain impartial. If there is a tie vote the President can then vote.
- If the President's vote in a roll call vote causes a tie vote, the motion is defeated. Robert's Rules allows a President to vote to make a tie vote or break a tie vote.
- Members can't force the President to vote if he or she wants to remain impartial.
- Remember, a tie vote is not a majority and is therefore defeated.

### **Does a President have the authority to refuse to let an issue come before the meeting?**

- No, a President does not have this authority unless your Home & school Association has a written rule that says otherwise.
- A President can rule a motion out of order if it conflicts with your by-laws.





**One of our members constantly causes problems because they do not like the President. What can we do to stop him/her?**

- Your President was voted in by a majority of the members or by acclamation and deserves everyone's support.
- The most diplomatic tactic is for you to talk with these people and try to persuade them to be cooperative and encourage them to work with the President. These members need to see how detrimental their actions are to the entire association.
- Sometimes a meeting of the Executive and problem members mediated by the School Administration may be necessary. These problems are often personality oriented and therefore difficult to resolve.
- Use good democratic process in your meetings and more often than not, this will control the troublesome member.

**Should each meeting have an agenda?**

- Yes, always.
- The agenda is designed to serve the entire association by bringing order to the meeting and helping members keep on track.

**Can members conduct business after a meeting is officially adjourned? One time after a certain member left the President reconvened the meeting.**

- No that would be unethical, undemocratic, and unkind.
- Any business transacted after the meeting adjourned is null and void.
- A group can't function harmoniously if members are purposely being left out of business and discussion.

**Does a Resolution need to have a second?**

- A resolution is a formal way of phrasing a main motion.



- If a single member proposes the resolution then it requires a second.
- If a committee votes to present a resolution, it does not need a second.

**If a motion has been rejected, can the same motion be brought before the membership to vote on it again?**

- Usually it can't be brought up again at the same meeting.
- However, if a member from the side who voted against the motion moves to reconsider the vote, or time or circumstance can be shown to change the motion then it can be reconsidered at the same meeting.
- The motion can be brought up again at another meeting though and this is called "Renewing a Motion".

**Which motions require a two-thirds vote?**

- Motions to amend the constitution, by-laws, and rules of order.
- To extend time for consideration of a pending motion.
- To limit or extend debate on a motion
- Emergency resolutions
- To expel someone from membership

**How are reports dealt with at the meetings?**

- The reporting member presents the report at the designated time in the agenda.
- A motion is not required to "receive" reports. The fact that it has been read shows that the assembly has already received it.
- Motions to "accept" a report can be a problem as well because if there are recommendations included in the report then you are actually passing them as well.



- If the Association wants to accept the recommendations or to adopt the entire report (which means that the Association agrees with everything in it), motions to that effect must be made.
- All that is generally necessary is for the President to announce that the report will be filed.

### **How do I make a proper motion and what steps are taken to deal with it?**

- The mover must first obtain the floor.
- The mover says, “I move that...”, or “I move the adoption of the following resolution...”
- If the motion is complicated make sure it is in writing.
- Another member seconds the motion, which means that another member agrees with it coming before the assembly – not that he/she supports it.
- The President then states the motion, putting it before the assembly for their consideration. “It was moved and seconded that...Is there any discussion?”
- Motions that are debatable can then be discussed.
- The mover has the right to speak first on the motion.

### **Are there limits to debating motions?**

- The mover/speaker must first obtain the floor or in other words be recognized by the President.
- Each member has the right to speak twice on the same question on the same day.
- Remarks must be addressed to the President and must remain in a courteous tone at all times.
- The President cannot stop debate until every member has exhausted his right to debate, except when a time limit has been decided by motion.
- If a motion to extend or limit debate comes to the floor it requires a two-thirds vote.



- When debate appears to be closed the President asks, “Are you ready for the question?” The President then reminds the members of the motion that is under consideration. If no one claims the floor, he puts the motion to a vote (usually by show of hands, or voice). The President calls for those in favour and then those opposed. The President then announces the result, for example: “The ayes have it and the motion is adopted” or “the No’s have it and the motion is defeated”.
- There is no proxy voting.
- The President, if a member of the assembly, may vote. However, to maintain his impartiality the President may choose to refrain from voting unless there is a tie or a vote by secret ballot.

#### **How do I amend a motion?**

- A motion to amend may be made when a member wishes to change the wording of the motion.
- To be in order, the motion to amend must be appropriate to and not change the whole intent of the main motion.
- Simple or acceptable amendments may be dealt with by general consent. Once the motion to amend is made, the President, if he senses that there is general approval may say “if there is no objection the words.... Will be inserted.”
- To amend a pending motion a member may, for example say: “I move to amend the motion by (adding, removing, changing words).”
- The motion to amend is dealt with in the same manner as other motions – moved, seconded, discussion, question and vote.
- The amendment must be voted upon first and then return to the main motion.