

Items in italics represent changes or additions since the previous draft.

DISTRICT OF SAN FRANCISCO
ASSEMBLY ON MISSION
RULES OF PROCEDURE
AS PROPOSED BY THE PREPARATORY COMMITTEE

1. The officers of the Assembly shall be the following:
 - a. Ex officio:
 - i. President, Brother Visitor
 - b. Approved by the Assembly
 - i. General Chairperson *or Chairpersons*
 - ii. Three Assembly Moderators
 - iii. General Secretary, Secretary of the Central Committee
 - c. Appointed
 - i. Six tellers.
2. Delegates will have voice and vote in Committee and General Assembly. Consultants may be invited to address the Assembly.
3. Any Delegate shall be limited to three minutes in any intervention in General Assembly. He/she may not speak again so long as any other Delegate who has not yet spoken demands the floor. When a delegate wishes to speak he or she shall raise his or her numbered placard and hold it up until the Moderator taking names of speakers acknowledges that his or her name is on the list.
4. The Central Committee establishes the agenda (orders of the day) for each meeting of the General Assembly, monitors and coordinates the work of the committees, receives and approves propositions from the committees for submission to the General Assembly, proposes any changes in the orders of the day to the General Assembly, receives reports from the committees for submission to the General Assembly, and presents propositions of its own making that it deems necessary or appropriate for the General Assembly to consider..

5. The procedure for bringing propositions before the General Assembly shall be:

A Committee shall present motions (propositions) for consideration in written form. The vote of the Committee to report and vote to recommend will be indicated.

The motion will be submitted to the Central Committee for review with regard to format and clarity and for placement on the agenda. Submission to the Central Committee will be through the member of the Central Committee who is liaison to the respective Committee.

A delegate shall submit a motion (proposition) for consideration in written form only. It shall be submitted to any member of the Central Committee for review and placement by the Committee on the agenda of the General Assembly.

- a. Copies of motions accepted by the Central Committee will be distributed to each Delegate by the General Secretary prior to the reading before the General Assembly.
- b. *With respect to a proposition from a committee, a reporter (usually the secretary) from the Committee shall be assigned to read the motion to the General Assembly. No more than five minutes will be allowed for the reading and questions of clarification. Questions of clarification may be asked about the proposition (main motion) only, not any preamble such as a series of "Whereas" statements.*

With respect to a proposition from an individual delegate, the delegate shall read the motion to the General Assembly. Otherwise, the same rules as for propositions from Committees shall apply to propositions from individual delegates.

- c. No action on a *a main motion (proposition)* may be taken by the General Assembly before the next meeting.
6. In lieu of propositions a Committee may present a report.
 - a. The report may be submitted to the Central Committee with a request for endorsement by the Assembly or for acknowledgement of receipt. If a report is submitted with a request for endorsement, the report should indicate the vote of the committee to report it to the General Assembly and the vote of the committee to request endorsement. *If the report is submitted for acknowledgement of receipt by the Assembly, the report should indicate the vote of the Committee to submit it.*

- b. The Central Committee may bring the report to General Assembly for endorsement or for acknowledgement of receipt.
 - c. Reports for endorsement by the Assembly when brought to the General Assembly *by the General Secretary*, are not read publicly but are presented for questions of clarification in the same manner propositions are. In a subsequent meeting of the General Assembly, the report may be endorsed or not following discussion within a Committee of the Whole in a time frame set by the Moderator and without amendment by the General Assembly. If the report fails to win endorsement, it will be acknowledged as received by the General Assembly.
 - d. Reports for acknowledgement of receipt by the Assembly, when brought to the General Assembly *by the General Secretary* are not read publicly but may be presented for questions of clarification in the same manner propositions are. At the conclusion of the questions of clarification, if any, the moderator declares the report received by the General Assembly.
7. Actions that delegates can undertake during General Assembly are of four types: main motions, questions of privilege, incidental motions and subsidiary motions.

a. Main Motions

The Central Committee will place *all* main motions on the Floor. Most main motions will be statements (propositions) presented to the Central Committee by the Committees. The main motion has the lowest precedence. If a delegate introduces a main motion other than a formal proposition from a Committee, the delegate *does so in the manner described in #5*.

b. Questions of Privilege

If a delegate is inconvenienced personally (e.g., can't hear a speaker, feels the room is too cold or hot, etc.) or perceives that the group will be inconvenienced, the delegate may rise to a question (point) of privilege. The delegate may interrupt current proceedings and say: "Mr./Br. Chairperson, a point of privilege." When recognized by the chair, the delegate states the point. The chair grants or refuses the request.

c. Incidental Motions

Incidental motions are: 1) to rise to a point of order and 2) to suspend the rules.

1) To Rise to a Point of Order

At any time a member may interrupt the proceedings by addressing the Chair to request clarification from the Chair on a point of order or

procedure. It takes the form: "Chair, I rise to a point of order." The Chair will acknowledge the speaker by saying: "State your point." The member may not address the motion on the floor but only speak to the process taking place or about to take place. The Chair, with advice from the Parliamentary Board, if the Chair wishes it, makes the clarification or the judgment, if one is asked for. The Chair's decision is final. To rise to a point of order takes precedence over all pending motions.

2) To Suspend the Rules

The motion to suspend the rules takes precedence over a main motion and all subsidiary motions. The person making this motion wishes to halt current proceedings because they do not allow for something which he or she feels must be acted upon. The motion should be stated thus: "I move to suspend the rules which interfere with"

May apply to these motions	Main motion, all subsidiary motions
Requires a second	Yes
Debatable	No
Vote required	2/3 Majority
May be renewed	No, except by unanimous consent
Motions that apply to it	None

d. Subsidiary Motions

Subsidiary motions are: 1) to amend, 2) to recommit to committee, 3) to close debate. A Delegate making a subsidiary motion must be recognized by the Moderator in the regular course of debate. When a subsidiary motion is made and seconded, this motion is now on the floor and speakers may only address this motion until it is disposed of. Then debate returns to any pending motions.

1) To Amend

The motion to amend applies to the motion on the floor. It takes the form "I move that we add, (or insert, strike out, strike out and insert, substitute, or divide)..."

May apply to these motions	Main motion, Recommit
Requires a second	Yes
Debatable	Yes
Vote required	Majority
May be renewed	No
Motions that apply to it	Amend, Close debate

A delegate may offer a **friendly amendment** to a main motion or motion to amend. A friendly amendment would change the main motion or motion to amend in a minor way, requires no second, no debate, and no formal vote. The moderator simply ascertains from the delegate offering

the main motion or formal motion to amend whether or not he or she will accept the friendly amendment.

2) To Recommit to Committee

The motion to recommit to committee applies only to a main motion and has precedence over the main motion and the motion to amend.

May apply to these motions	Main motion
Requires a second	Yes
Debatable	Yes, both to advisability to recommit and to instructions to the Committee.
Vote required	Majority
May be renewed	After progress
Motions that apply to it	Amend, Close debate

3) To Close Debate

The motion to close debate applies only to the motion on the floor. It takes precedence over the main motion, motion to amend, and motion to recommit.

May apply to these motions	Main motion, amend, recommit
Requires a second	Yes
Debatable	No
Vote required	2/3 majority
May be renewed	After progress
Motions that apply to it	None

8. A simple majority of votes cast, required for all motions except those which require two-thirds majority, shall be one more than half the votes cast. An abstention is not to be considered a vote cast.
9. The ascending order of voting methods is: (a) voice; (b) hand count; (c) *roll call*; (d) secret ballot.
10. The Central Committee may designate a meeting of the General Assembly a Committee of the Whole to discuss an issue.
11. The General Chairperson(s) and the Assembly Moderators will constitute a parliamentary board. This board will base its rulings on these Rules of Procedure and on *those found in O. Garfield Jones' Parliamentary Procedure At a Glance.*
12. *The Opening Procedures at the first meeting of the General Assembly will consist in the approval, in the following order, of 1) these Rules of Procedure, 2) the appointment of the Officers of the Assembly, and 3) the approval of*

both the names and the membership of the Committees as proposed by the Preparatory Committee. These Rules of Procedure, even before official approval by the Assembly, will serve as provisional Rules of Procedure.

Until the Moderators are approved by the Assembly, the Chairperson of the Preparatory Committee will serve as Moderator of the General Assembly.

The Propositions from the Preparatory Committee for approval of the Rules of Procedure, the appointment of the Officers of the Assembly, and the establishment and membership of the Committees will be read, discussed for clarification, debated on, and voted on in the same meeting of the General Assembly.

DEFINITION OF TERMS AND DUTIES OF OFFICERS

ASSEMBLY MODERATORS: Three Delegates proposed by the Preparatory Committee and approved by the General Assembly to lead in rotation the business of the Assembly. At times deemed appropriate, they will recess a meeting for the purpose of reflection and prayer.

CENTRAL COMMITTEE: Five *or six* Delegates (the General Chairperson(s), the General Secretary, and the three Assembly Moderators) proposed by the Preparatory Committee and approved by the General Assembly. They carry out duties and obligations delineated in the Rules of Procedure. Each member of the Central Committee will act as liaison to one or two Committees.

COMMITTEE: A group of delegates considering a specific topic pertinent to the Lasallian educational mission. The group is proposed by the Preparatory Committee and approved by the General Assembly. The Committees conduct their business less formally than the General Assembly and propose propositions in the form of motions for the General Assembly and/or prepare Committee reports.

COMMITTEE CHAIRPERSON: A delegate who heads a Committee, organizing its agenda and presiding over its meetings. The chairperson of each Committee is proposed by the Preparatory Committee for approval by the respective Committee. The chairperson is a liaison from the Committee to a designated member of the Central Committee.

COMMITTEE OF THE WHOLE: A meeting of the General Assembly declared as such by the Central Committee or presiding Moderator in which the ordinary rules of debate are suspended, and discussion can be carried on more informally. Delegates who wish to speak in Committee of the Whole, however, must still seek recognition from the Moderator to do so and are limited to three minutes in each intervention.

COMMITTEE REPORT: A statement from a Committee submitted to the Central Committee for endorsement or receipt by the General Assembly. The report may take whatever form the Committee desires. A Committee submitting a report should ask for either receipt or endorsement by the General Assembly.

COMMITTEE SECRETARY: A delegate, proposed by the Preparatory Committee and accepted by a Committee who records the business of the Committee.

CONSULTANT: A non-delegate who is an advisor to the General Assembly and/or Committee(s). Consultants have neither voice nor vote but may address the Assembly when invited by the Central Committee or the General Assembly.

DELEGATE: A member of the District Assembly with the right of voice and vote both in Committee and in General Assembly.

ENDORSEMENT: An action by the General Assembly with respect to a report submitted to it by a Committee which indicates overall approval of the report but not necessarily agreement with all specifics in the report.

GENERAL ASSEMBLY: The gathering of the Delegates to the District Assembly for business. The deliberations of General Assembly are divided into meetings – the daily divisions of any session of the Assembly.

GENERAL CHAIRPERSON(S): Delegate(s) proposed by the Preparatory Committee and approved by the General Assembly to organize the total program of the Assembly while it is in session. He/she or they do this in conjunction with the Central Committee whose head he/she or they become after his/her or their approval.

GENERAL SECRETARY: The Delegate proposed by the Preparatory Committee and approved by the General Assembly will see to the appointment of Tellers and oversee the work of the Secretariat. It is his/her task to see that the Delegates are supplied with copies of the minutes, the motions, and reports to be considered from the Committees.

MINUTES: Records of actions in Committee or General Assembly especially of motions, principal points of debate regarding them, and the outcome of voting.

OBSERVER: A non-delegate who has neither voice nor vote in General Assembly or Committee.

ORDERS OF THE DAY: *The schedule of the day and the agenda for the meetings of the General Assembly as established by the Central Committee for a given day.*

PARLIAMENTARY BOARD: The General Chairperson and the three Assembly Moderators who together decide questions raised about points of procedure.

PRESIDENT: Chief officer of the District Assembly. He opens the first meeting of the Assembly. He opens each meeting with a prayer. He may address himself to the General Assembly on any issue having both voice and vote. The Brother Visitor is ex officio the President.

PROPOSITION: A proposal from a Committee arranged in a format approved by the Central Committee (see attached Style Sheet) and presented to the General Assembly as a Main Motion through the Central Committee.

RECEIPT: An action by the General Assembly with respect to a report submitted to it by a Committee. Receipt simply acknowledges the report as part of the acts of the

Assembly on Mission but indicates neither approval nor disapproval by the General Assembly.

SECRETARIAT: The body of people who are non-delegates of the District Assembly who are organized to assist the General Secretary in his/her duties.

TELLERS: Six members of the District Assembly appointed by the General Secretary to perform those duties associated with voting procedures.

VOICE: The right to speak on an issue in Committee and/or in the General Assembly.

VOTE: The right to cast a ballot to decide an issue in Committee and/or in the General Assembly.

Revised 07/01/02

Filename: Assembly Rules of Procedure.7
Directory: C:\Documents and Settings\Tom Brady\Desktop
Template: C:\Documents and Settings\Tom Brady\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: sdickson
Keywords:
Comments:
Creation Date: 7/3/2002 4:19 PM
Change Number: 2
Last Saved On: 7/3/2002 4:19 PM
Last Saved By: jloughma
Total Editing Time: 0 Minutes
Last Printed On: 7/11/2002 11:06 AM
As of Last Complete Printing
Number of Pages: 9
Number of Words: 2,334 (approx.)
Number of Characters: 13,308 (approx.)