

**City of Sanford/Lee County Youth Council**  
**Bylaws and Procedural Guidelines**  
**Established July 2007, as amended**

*Table of Contents*

I. Nature of the Organization.....	3
A. Name.....	3
B. Purpose.....	3
C. Membership.....	3
D. Obligations and Requirements.....	4
E. Meetings.....	4
II. Positions of Responsibility.....	5
A. Elections.....	5
B. Officers.....	5
1. Chairman.....	6
2. Vice-Chairman.....	6
3. Secretary.....	6
C. Representatives.....	7
D. Appointments.....	7
E. Standing Committees.....	8
1. Committee on Budget and Finance.....	8
2. Committee on Public Awareness.....	8
3. Committee on Government Relations.....	8
III. Procedure.....	9
A. Source.....	9
B. Main Motions.....	9
C. Subsidiary Motions.....	9
1. Amendments.....	9
2. Referring a Motion to a Committee.....	10
3. Postponing Debate or Action.....	11
4. Closing Debate.....	11
5. Laying an Item on the Table.....	12
D. Incidental Motions.....	12
1. Points of Order.....	12
2. Points of Information.....	13
3. Points of Parliamentary Inquiry.....	13
4. Division of the Assembly.....	13
5. Nominations.....	14
6. Objections to Consideration.....	14
7. Dividing a Motion.....	15
E. Motions to Bring an Item Back Before the Council.....	15
1. Reconsidering Motions.....	15
2. Rescinding Action.....	16

3. Remove a Motion from the Table.....	16
F. Privileged Motions.....	17
1. Points of Personal Privilege.....	17
2. Recess.....	17
3. Adjournment.....	18
G. Voting.....	18
1. The Presiding Chairman.....	18
2. Voice Voting.....	18
3. Counted Vote.....	19
H. Personal Privileges and Responsibilities.....	19
1. Recognition.....	19
2. Seconding.....	19
3. Debate.....	20
4. Parliamentary Rights.....	20
I. Order of Precedence of Motions and Points.....	20
J. Role of the Presiding Chairman.....	21
1. The Agenda.....	21
2. Order.....	22
3. Presiding.....	22
4. Impartiality.....	22
K. Minutes and the Secretary.....	22
L. Committee and Representative Reports.....	23
IV. Ratification and Amendment.....	23
A. Ratification.....	23
B. Amendment.....	23

## **I. Nature of the Organization**

### ***A. Name***

The official title of the organization herein described shall be City of Sanford/Lee County Youth Council.

### ***B. Purpose***

The City of Sanford/Lee County Youth Council is a body whose mission is to represent the views and needs of Sanford and Lee County's youth to local decision makers.

### ***C. Membership***

There is hereby created and established the City of Sanford/Lee County Youth Council, composed of no more than twenty-five (25) members.

1. Appointment
  - a. Students in Grades 9-12 interested in serving will submit an application (application provided by the Council) to the Youth Council and will participate in an interview process. The Council will then nominate prospective members to the City of Sanford/Lee County Youth Council.
  - b. The Youth Council will make final appointments in September of each year.
  - c. Youth Council members may be reappointed to the Youth Council for an unlimited number of one year terms until graduation from the above listed schools, provided that they meet all of the requirements for membership.
  - d. The membership of the Youth Council should be reflective of the City of Sanford and Lee County's diverse population.
2. Expectations
  - a. Council members are expected to fully represent the honor and duty that they possess as such.
  - b. Their behavior should be respectful and fully in keeping with the spirit of the organization.
  - c. Should a conflict of interest arise, a member should abstain from voting and should not debate or offer motions regarding the subject.
  - d. Members are expected to maintain at least a GPA of 2.3.
  - e. Members shall be residents of Lee County or a student attending a school within Lee County.
3. The City of Sanford and Lee County will provide at least one staff member as the liaison and support personnel of the Council.

4. In the event that any member shall move his/her residence from the City of Sanford or Lee County or is not attending a school within Lee County, that member shall forfeit his or her membership. His or her seat on the Council shall remain vacant until such a time that the Council fills it.

**D. *Obligations and Requirements***

1. The Council shall operate under and abide by the laws of the City of Sanford, the County of Lee County, the State of North Carolina, and the United States of America.
2. The Council shall inform its members and keep permanent records of its happenings.
3. The Council shall function as a public body as that term applies under the various directions of the aforementioned governments.
4. The Council shall be fiscally responsible, and as such, shall prepare and follow a budget each year.
5. The Council shall maintain regular contact with the City Council and the County Commissioners through its staff liaison and/or its members and designees.
6. The Council shall conduct itself fully under all of the provisions and directions contained in its bylaws and operating procedures.
7. Within one year, members are allowed to miss no more than three (3) unexcused absences. Unexcused absences are defined as not notifying an officer or adviser within 24 hours of the meeting, if possible. The Secretary will maintain a list of attendees and unexcused absences for inclusion in the meeting minutes. When 3 unexcused absences have occurred, a formal letter will be sent to the Youth Council member notifying them or their termination as a member. Should the member wish to remain on the council, the Officers will discuss and decide if a written vote may be presented to the Youth Council at the next regularly scheduled meeting.
8. Youth Council members may not list their membership in the Youth Council as part of college and career applications unless they have fully participated in council activities and fundraisers.

## ***E. Meetings***

1. Frequency
  - a. The Council shall hold meetings the second (2<sup>nd</sup>) Monday at 4:00 p.m. of each month unless otherwise noted.
  - b. Meetings may be held more often if so agreed upon by a majority of the members of the Council.
2. Each meeting of the Council shall be conducted under the proper quorum of a majority of the members.
3. Meetings shall be public and will occur under proper advertisement.
4. Meetings of the Council shall take place under conditions such that they may proceed under the procedure described below and in an environment conducive to the full involvement of each member.
5. Committee Meetings
  - a. Meetings of committees, boards, or other bodies formed by the Council shall take place without a quorum of the members.
  - b. Each of these bodies shall report their findings and proceedings to the Council at the times determined by the Council.

## **II. Positions of Responsibility**

### ***A. Elections***

1. The Council elects officers and representatives at its first meeting following the annual appointment of members by the City of Sanford/Lee County Youth Council.
2. Candidates for each office must be nominated by members other than themselves.
3. Each candidate for a position shall be provided with the opportunity to address the Council prior to the election for that particular position.
4. Voting in Elections
  - a. The candidate who receives a majority of the votes of all members fills each office.
  - b. In the event of a tie vote, the presiding chairman chooses the winner, provided that he/she him/herself is not a part of the tie.
  - c. In the event that no candidate receives a majority of the votes of the members or that a tie exists between the presiding chairman and other members, then a runoff election is held between the two candidates who

received the most votes or between all the candidates who are tied.

4. Each member may fill only one elected position of responsibility.
5. A member may decline nomination if he/she is so inclined.
6. All elected officers and representatives may be impeached.

## **B. Officers**

Before being elected to Office, members must serve at least one year on the City of Sanford/Lee County Youth Council, participate in a Youth Council Project and be a Junior or Senior in High School.

1. Chairman
  - a. The chairman presides at all meetings at which he/she is present.
  - b. Members refrain from using the chairman's name during meetings, addressing him or her as Mr. or Madam Chairman.
  - c. The chairman has no right to vote except to break a tie or in an election.
  - d. The chairman has no right to make main motions, subsidiary motions, incidental motions other than points of information, or motions to bring a previously considered item before the Council.
  - e. The chairman has no right to second motions.
  - f. The chairman has the exclusive right to recognize members, to open and close debate, to call for a vote, to resolve points of personal privilege and points of information, to bring the Council to order, to declare recess or adjournment, to rule a member out of order, to answer points of parliamentary inquiry, to appoint the members of a committee, to preside at meetings (create and follow order of business according to rules of parliamentary procedure), to restate/rephrase or instruct to restate/rephrase items, and to represent the Council or designate a member to represent the Council (except for elected representatives to other boards and commissions). This list is not exclusive.
  - g. The chairman may offer debate only after all other members have finished debating.
  - h. The chairman may not base his/her actions on any form of bias or presupposition.
  - i. The Vice Chairman assumes the title, rights, responsibilities, and limitations of the Chairman in the event that the later is not present.
2. Vice Chairman
  - a. The Vice Chairman assumes the title, rights, responsibilities, and limitations of the Chairman in the event that the later is not present.
  - b. When the Chairman is present, the Vice Chairman assumes the title, rights, responsibilities, and limitations of a normal member.

3. Secretary
  - a. The secretary is solely responsible for recording, storing, and making available to the public all of the essential documents of the Council, including minutes, propositions, “handouts,” committee and representative reports, and these bylaws and procedural documents.
  - b. The secretary may procure assistance from others in performing his/her duties.
  - c. Upon direction of the Chairman, the Secretary is to produce, recite, or perform some other action regarding the essential documents of the Council.
  - d. When performing the duties of his/her office, or when being directed to do so, the Secretary is addressed as Mr. or Madam Secretary. This title is applicable at no other times.
  - e. Other than in his/her role in managing Council documents, the Secretary has no special title, rights, responsibilities, or limitations.

### ***C. Representatives***

1. The Council may elect members to serve as liaisons to the Historic Preservation Commission of Sanford, Joint Planning Commission, Lee County Board of Health, Library Board of Trustees, and the Parks and Recreation Commission.
2. Representative’s voting rights on the Boards and Commissions to which they are appointed will be determined by the Boards and Commissions they represent.
3. In functioning as representatives of the Council, Representatives heed the advice and follow the direction of that body. Their participation in the boards and commissions to which they are appointed reflects the general sentiment of the Council.
4. Each representative reports to the Council at each meeting at which he/she is present.

### ***D. Appointments***

1. The Chairman makes appointments to the various standing committees. The presiding chairman at the meeting at which the committee is formed makes appointments to any temporary committees of unspecified membership.
2. Nominations may be made regarding committee appointments. The Chairman or presiding chairman is encouraged to consider them in making committee appointments, but is not obligated to appoint nominated members.

3. No member may be appointed to more than two committees until such a time that all members have been appointed to one committee. The same rule applies to all subsequent committee appointments: no one may be appointed to four until everyone has been appointed to three or to five until everyone has been appointed to four. No member may be appointed to more than one standing committee.
4. Standing committee appointments are to be made at the first meeting of the Council following the annual appointment of members by the City of Sanford/Lee County Youth Council.
5. A member may decline appointment to a committee if he/she so inclined.

**E. *Standing Committees***

Standing committees should meet at least once a month, as planned by the committee members, to implement the respective activities.

1. Committee on Budget and Finance
  - a. The Committee on Budget and Finance consists of up to three members.
  - b. The Committee on Budget and Finance is responsible for the finances of the Council and all activities related thereto, including the preparation of an annual budget to be submitted at the first Council meeting of each new year and an annual summary regarding Council finances to be presented to the Council each May or June.
  - c. The Committee on Budget and Finance is only able to submit propositions and findings to the Council and to carry out the orders of the Council.
  - d. The Committee on Budget and Finance must report to the Council at every meeting on the fiscal status thereof.
2. Committee on Public Awareness
  - a. The Committee on Public Awareness consists of up to three members.
  - b. The Committee on Public Awareness is responsible for informing the public of Council goals and objectives, as well as for accepting any Council projects directly related to public information. Additionally, the Committee on Public Awareness directs and coordinates public appearances and activities.
  - c. The Committee on Public Awareness is only able to submit propositions and findings to the Council and to carry out the orders of the Council.
  - d. The Committee on Public Awareness must report to the Council when assigned an item by that body, or from time to time to inform the Council of ongoing projects and other matters.

3. Committee on Government Relations
  - a. The Committee on Government Relations consists of up to two elected members of the Council, the Chairman, and possibly one other member.
  - b. The Committee on Government Relations is responsible for coordinating communications with other councils and boards, the City of Sanford Council, the Lee County Board of Commissioners and with the City of Sanford/Lee County Youth Council itself. This body represents the Youth Council to the City of Sanford Council and the Lee County Board of Commissioners and is responsible for forwarding items to it.
  - c. The Committee on Government Relations is only able to submit propositions and findings to the Council and to carry out the orders of the Council.
  - d. The Committee on Government Relations must report to the Council when assigned an item by that body, or from time to time to inform the Council of ongoing projects and other matters.

### **III. Procedure**

#### **A. *Source***

1. Unless it is specifically contradicted by these Bylaws and Procedural Guidelines, the official source of procedure for the Council is Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition).

#### **B. *Main Motions***

1. A main motion is a suggestion by a member that the Council perform some action.
2. Only one main motion can be on the floor at one time, thus only one subject can be dealt with at a time.
3. Main motions are generally introduced when the presiding chairman asks if there is any new business.
4. A new main motion that is similar to a previously considered main motion may not be made until such a time that the outcome and nature of the motion has been significantly altered by external events or conditions.
5. Steps in making a main motion:
  - a. Obtain recognition.
  - b. State the Motion. – “I move that/to . . .”
  - c. The motion occupies the floor if it receives a second. If not, it dies.
  - d. Council debates the motion.
  - e. Council votes on the motion.
  - f. The presiding chairman announces the result of the vote.

5. Main motions require recognition to be made, a second to occupy the floor, and a majority vote to pass.

### ***C. Subsidiary Motions***

1. Amendments
  - a. A main motion may be changed by making an amendment to it.
  - b. While a main motion is being debated, a member may move to amend a main motion by adding something to the motion, by striking something out of the motion, or by striking something out and inserting something in its place.
  - c. If a member attempts to change the main idea of a motion, the presiding chairman will rule him out of order.
  - d. Only two amendments may be on the floor at one time. One amendment to a main motion and one amendment to that amendment.
  - e. Steps in making an amendment:
    - 1) During the debate of a main motion or of an amendment to a main motion, obtain recognition.
    - 2) State the amendment. – “I move to amend the main motion/amendment by . . .”
    - 3) The amendment occupies the floor if it receives a second. If not, it dies.
    - 4) Council debates the amendment.
    - 5) Council votes on the amendment.
    - 6) The presiding chairman announces the result of the vote.
    - 7) Council returns to debate of the main motion.
  - f. Amendments require recognition to be made, a second to occupy the floor, and a majority vote to pass.
2. Referring a Motion to a Committee
  - a. Many motions require the gathering of additional information or more time to study. In such cases a member may move to refer the main motion to a committee.
  - b. Only main motions may be referred to a committee.
  - c. If the main motion is referred to a committee, the main motion is removed from the floor and placed in the hands of the committee.
  - d. All committees must report to the Council at some specified time.
  - e. Only one motion to refer an item to a committee may occupy the floor at one time.
  - f. Steps in referring a motion to a committee:
    - 1) During the discussion of a main motion or an amendment to a main motion, obtain recognition.
    - 2) State the motion – “I move to refer this motion to a committee consisting of . . .” or “I move to refer this motion to the [name of a standing committee].”

- 3) Temporary committee referrals may be specified by
  - a) Number of members – “. . . a committee consisting of [number of members].” The presiding chairman appoints the members and the chairman of the committee.
  - b) Specific members – “. . . a committee consisting of [names of members, first member mentioned is the chairman of the committee].”
  - c) Specific constitution of members – “. . . a committee consisting of [description of each of the members needed, for example, one male and two female members].” The presiding chairman appoints the members and the chairman of the committee.
- 4) The referral occupies the floor if it receives a second. If not, it dies.
- 5) Council debates the motion.
- 6) Council votes on the motion.
- 7) The presiding chairman announces the result of the vote.
- 8) The presiding chairman gives the committee its instructions for reporting and assigns its members and chairman (if applicable).
- g. Motions to refer an item to a committee require recognition to be made, a second to occupy the floor, and a majority vote to pass.

### 3. Postponing Debate or Action

- a. Situations may arise in which the members feel it best to delay debate or action on an item to a later date. Reasons might be to gather more information, allow another body to make a decision, or to wait for a more appropriate time. In such a situation, a member could motion to postpone debate or action.
- b. When motioning to postpone debate or action, the entire main motion and its attached motions, points, and calls is considered. A member may not, for instance, postpone debate on a particular amendment.
- c. Only one main motion may be postponed at a time.
- d. Only one motion to postpone debate or action may occupy the floor at any time.
- e. Steps in motioning to postpone debate or action:
  - 1) During the debate of a main motion, an amendment to a main motion, an amendment to an amendment, or a motion to refer an item to a committee, obtain recognition.
  - 2) State the motion – “I move to postpone debate until [specific date, like November 1<sup>st</sup>, 2007, or unspecified date, like the next meeting].” or “I move to postpone action until [specific date, like November 1<sup>st</sup>, 2007, or unspecified date, like the next meeting].”
  - 3) If the motion is seconded, it occupies the floor. If not, it dies.
  - 4) Council debates the motion.
  - 5) Council votes on the motion.
  - 6) The presiding chairman announces the result of the vote.
  - 7) If the motion passes, then all debate or action regarding the present main motion ends and the floor is cleared.

- f. Motions to postpone debate or action require recognition to be made, a second to be considered, and a majority vote to pass.
4. Closing Debate
- a. Debates often become long, tedious, and off-topic. Such a situation often calls for a motion to close debate.
  - b. Debate may be closed on the previous item (that is, the item being discussed) or on all previous items (that is, the current main motion).
  - c. Because it is a motion to abridge the right to debate of the members, a motion to close debate requires the consent of two thirds of the members.
  - d. Motions to close debate may not be debated.
  - e. Only one motion to close debate may occupy the floor at one time.
  - f. Steps in motioning to close debate:
    - 1) During the discussion of a main motion, an amendment to a main motion, an amendment to an amendment, a motion to refer an item to a committee, or a motion to postpone debate or action, obtain recognition.
    - 2) State the motion – “I move to close debate on the previous item.” or “I move to close debate on all previous items.”
    - 3) If the motion is seconded, then it occupies the floor. If not, it dies.
    - 4) Council votes on the motion.
    - 5) The presiding chairman announces the result of the vote.
    - 6) If the motion to close debate passes, then final votes are taken on the previous item, or on all previous items.
  - g. Motions to close debate require recognition to be made, a second to be considered, and a two thirds vote to pass.
5. Laying an Item on the Table
- a. Laying an item on the table is similar to closing debate; however, no voting, and therefore, no action may occur regarding a tabled item.
  - b. A tabled item, or another similar item, may not be considered until a motion to remove the item from the table has passed.
  - c. Only one item may be laid on the table at a time.
  - d. Because it is a motion to abridge the right to debate an action of the members, a motion to lay an item on the table requires the consent of two thirds of the members.
  - e. Motions to lay an item on the table may not be debated.
  - f. Only one motion to lay an item on the table may occupy the floor at one time.
  - g. Steps in motioning to lay an item on the table:
    - 1) During the debate of a main motion, an amendment to a main motion, an amendment to an amendment, a motion to refer an item to a committee, a motion to postpone debate or action, or a motion to close debate, obtain recognition.
    - 2) Make the motion – “I move to lay the previous item on the table.”
    - 3) If the motion is seconded, it occupies the floor. If not, it dies.

- 4) Council votes on the motion.
- 5) The presiding chairman announces the result of the vote.
- 6) If the motion to lay an item on the table passes, then debate of the item ends and the item is neither voted on nor considered until a motion to remove the item from the table passes.
- h. Motions to lay an item on the table require recognition to be made, a second to be considered, and a two thirds vote to pass.

#### ***D. Incidental Motions***

1. Points of Order
  - a. A point of order may be made by a member if that member recognizes that proper procedure has not been followed.
  - b. A point of order is an incidental motion and is therefore dealt with immediately.
  - c. A point of order is not debatable and requires no second and no vote.
  - d. Steps in making a point of order:
    - 1) At any time, without recognition, rise and say loudly "I rise to a point of order."
    - 2) The presiding chairman stops all action on the floor.
    - 3) The presiding chairman asks that the point be stated.
    - 4) Clearly explain the point in question.
    - 5) The presiding chairman rules on the point of order.
  - e. Points of order require no recognition, no second, and no vote.
2. Points of Information
  - a. If a member has a question about any motion, point, or piece of debate, he/she may rise to a point of information.
  - b. A point of information is an incidental motion and is therefore dealt with immediately.
  - c. A point of information is not debatable and requires no second and no vote.
  - d. Steps in making a point of information:
    - 1) At any time, without recognition, rise and say loudly "I rise to a point of information."
    - 2) The presiding chairman stops all action on the floor.
    - 3) The presiding chairman asks that the point be stated.
    - 4) Clearly ask the question.
    - 5) The member to whom the point is referred answers the question. If that member cannot answer the question, then the presiding chairman is responsible for determining the answer.
  - e. Points of information require no recognition, no second, and no vote.
3. Points of Parliamentary Inquiry
  - a. If a member has a question regarding the procedure of the Council, he/she may rise to a point of parliamentary inquiry.

- b. A point of parliamentary inquiry is an incidental motion and is therefore dealt with immediately.
  - c. A point of parliamentary inquiry is not debatable and requires no second and no vote.
  - d. Steps in making a point of parliamentary inquiry:
    - 1) At any time, without recognition, rise and say loudly “I rise to a point of parliamentary inquiry.”
    - 2) The presiding chairman stops all action on the floor.
    - 3) The presiding chairman asks that the point be stated.
    - 4) Clearly ask the question.
    - 5) The presiding chairman answers the question. If he/she does not know the answer, then he/she must consult the authoritative source.
  - e. Points of Parliamentary Inquiry require no recognition, no second, and no vote.
4. Division of the Assembly
- a. If a member disagrees with the decision of the presiding chairman concerning the result of a voice vote, then he/she may call for a division of the assembly.
  - b. A division of the assembly is an incidental motion and is therefore dealt with immediately.
  - c. A call for the division of the assembly is not debatable and requires no second and no vote.
  - d. Steps in calling for a division of the assembly:
    - 1) Immediately after the presiding chairman announces the result of a questionable voice vote, rise and say loudly “I call for a division of the assembly.”
    - 2) The presiding chairman stops all action and announces that a division has been called.
    - 3) The presiding chairman conducts a standing vote.
    - 4) The presiding chairman announces the result of the vote.
  - e. Calling for a division of the assembly requires no recognition and no second.
5. Nominations
- a. If a member would desire that the presiding chairman especially consider another member for a committee assignment, or if he/she would like another member to be a candidate for an elected position of responsibility, he/she may nominate that member.
  - b. A nomination is an incidental motion and is therefore dealt with immediately.
  - c. A nomination is not debatable and requires no second and no vote.
  - d. Steps in making a nomination:
    - 1) Immediately after a vote to refer an item to a committee has passed, or after the presiding chairman has opened the floor to nominations for an elected position of responsibility, rise and say loudly “I call for

nominations.” This action applies only after a motion to refer a motion to a committee passes.

- 2) The presiding chairman stops all action and announces that nominations have been called for. This action applies only after step one.
  - 3) The presiding chairman asks the Council for any nominations.
  - 4) The members should clearly state any nominations that they may have.
  - 5) The presiding chairman closes the floor to nominations and continues with elections or moves to the next order of business.
- e. Nominations require no recognition, no second, and no vote.
6. Objections to Consideration
- a. If a member believes that a particular motion is a waste of time, or if he/she dislikes the nature of a motion, he/she may object to the consideration of the motion.
  - b. Objections only apply to main motions and subsidiary motions.
  - c. An objection to consideration is an incidental motion and is therefore dealt with immediately.
  - h. Because it is a motion to abridge the right to debate an action of the members, an objection to consideration requires the consent of two thirds of the members.
  - d. An objection to a motion is not debatable and requires no second.
  - e. Steps in objecting to the consideration of a motion:
    - 1) Immediately after a main motion or a subsidiary motion is made, stand and say “I object to the consideration of the motion.”
    - 2) The presiding chairman will stop all action and ask for the objection.
    - 3) Clearly explain the objection to consideration.
    - 4) The Council votes on the objection.
    - 5) The presiding chairman announces the result of the vote.
    - 6) If the objection passes, then the original motion dies.
  - f. Objections to consideration require no recognition and no second, but do require a two thirds vote.
7. Dividing a Motion
- a. If a member feels that a motion could be more properly dealt with as two motions, or if he/she believes that one part of a motion could pass while another might fail, he/she may call for the division of the motion.
  - b. Only main motions and subsidiary motions may be divided.
  - c. A call for the division of a motion is an incidental motion and is therefore dealt with immediately.
  - d. A call to divide a motion is not debatable and requires no second.
  - e. Steps in calling for the division of a motion.
    - 1) At any time during the debate of a main motion or of a subsidiary motion, stand and say “I call for the division of the motion.”
    - 2) The presiding chairman will stop all action and ask for an explanation of the division.

- 3) Clearly explain how and why the motion should be divided.
  - 4) The Council votes on the division.
  - 5) The presiding chairman announces the result of the vote.
  - 6) If the division passes, then the motion is divided.
- f. The division of a motion requires no recognition and no second, but it does require a majority vote.

### ***E. Motions that Bring an Item Back Before the Council***

#### 1. Reconsidering Motions

- a. If a member feels that a previously decided motion should be revisited, then he/she may move to reconsider the motion.
- b. Motions may be reconsidered only once, and the member who moves for reconsideration must have voted in the majority when the original motion was decided.
- c. Only motions on which no action has been taken may be reconsidered.
- d. A motion to reconsider is similar to a main motion: it appears as a source of further debate and discussion and may not be introduced during the debate of another motion.
- e. Only one motion to reconsider may occupy the floor at one time.
- f. Motions to reconsider are subject to all subsidiary motions, incidental motions, and privileged motions except for amendment.
- g. Steps in moving to reconsider:
  - 1) Obtain recognition.
  - 2) State the Motion. – “I move to reconsider the motion to . . .”
  - 3) The motion occupies the floor if it receives a second. If not, it dies.
  - 4) Council debates the motion.
  - 5) Council votes on the motion.
  - 6) The presiding chairman announces the result of the vote.
- h. Motions to reconsider require recognition to be made, a second to be considered, and a majority vote to pass.

#### 2. Rescinding Action

- a. If a member desires to cancel previously taken or ongoing actions, he/she may move to rescind action.
- b. A motion to rescind action is similar to a main motion: it appears as a source of further debate and discussion and may not be introduced during the debate of another motion.
- c. Only one motion to rescind action may occupy the floor at one time.
- d. Motions to rescind action are subject to all subsidiary motions, incidental motions, and privileged motions.
- e. Because it will abridge the rights of the member to undertake action, a motion to rescind action requires the consent of two thirds of the members or of the majority of the members if notice is given in the agenda.
- f. Steps in moving to rescind:
  - 1) Obtain recognition.

- 2) State the Motion. – “I move to rescind the action . . .”
  - 3) The motion occupies the floor if it receives a second. If not, it dies.
  - 4) Council debates the motion.
  - 5) Council votes on the motion.
  - 7) The presiding chairman announces the result of the vote.
  - g. Motions to rescind action require recognition to be made, a second to be considered, and a two thirds or majority vote to pass (see Rescinding Action e.).
3. Removing a Motion from the Table
    - a. If a member desires to continue the debate of a previously tabled motion, he/she may move to remove the motion from the table.
    - b. Removing an item from the table is the only manner in which the Council may consider a previously tabled motion or motions similar to it.
    - c. Motions to remove an item from the table may not be debated or amended and must be introduced while no other items occupy the floor.
    - d. Steps in removing an item from the table:
      - 1) Obtain Recognition.
      - 2) State the motion – “I move to remove the motion to/that [identify motion] from the table because [clearly explain reason].”
      - 3) If motion is seconded, it occupies the floor. If not, it dies.
      - 4) Council votes on the motion.
      - 5) The presiding chairman announces the result of the vote.
      - 6) If the motion passes, then Council begins to debate the motion that was removed from the table.
    - e. Motions to remove an item from the table require recognition to be made, a second to be considered and a majority vote to pass.

## ***F. Privileged Motions***

1. Points of Personal Privilege
  - a. If a member would like to register a complaint or request that action be taken regarding the parliamentary rights of him/herself or of other members, he/she may rise to a point of personal privilege.
  - b. Points of personal privilege must be resolved by the presiding chairman for the meeting to continue.
  - c. Any obstruction to the parliamentary rights of the members is grounds for rising to a point of personal privilege.
  - d. A point of personal privilege supersedes all other items and must be dealt with immediately.
  - e. Steps in rising to a point of personal privilege:
    - 1) At any time, without recognition, stand and say loudly “I rise to a point of personal privilege.”
    - 2) The presiding chairman stops all action and asks for that the point be stated.
    - 3) Clearly explain the obstruction to parliamentary rights.

- 4) The presiding chairman resolves the problem.
  - f. Points of personal privilege require no recognition, no second, and no vote.
2. Recess
    - a. If a member desires a break in the meeting for any reason, he/she may call for recess.
    - b. A call for recess may be made during the debate of any motion or whenever the floor is clear.
    - c. Motions for recess are not debatable, but may be amended.
    - d. Steps in calling for recess:
      - 1) Obtain recognition.
      - 2) Clearly state the point and explain – “I move that we recess until [state time] so that/because [explain].” or “I move that we recess for [length of time] so that/because [explain].”
      - 3) If motion is seconded, it occupies the floor. If not, it dies.
      - 4) Council votes on motion.
      - 5) The presiding chairman announces the result of the vote and takes appropriate action.
    - e. Calls for recess require recognition to be made, a second to occupy the floor, and a majority vote to pass.
  3. Adjournment
    - a. If a member desires to end a meeting, he/she may call for adjournment.
    - b. A call for adjournment may be made during the debate of any motion or whenever the floor is clear.
    - c. If the Council adjourns, all items on the floor appear under unfinished business at the next meeting.
    - d. Motions for adjournment may not be debated or amended.
    - e. Steps in call for adjournment.
      - 1) Obtain recognition.
      - 2) Clearly state the point – “I move that we adjourn.”
      - 3) If the motion is seconded, it occupies the floor. If not, it dies.
      - 4) Council votes on the motion.
      - 5) The presiding chairman announces the result of the vote and takes appropriate action.
    - f. Calls for adjournment require recognition to be made, a second to occupy the floor, and a majority vote to pass.

## **G. Voting**

1. The Presiding Chairman
  - a. Because he/she presides at the meeting, the presiding chairman should be as unbiased as possible and therefore may not vote except to break a tie or in elections.

- b. The presiding chairman is responsible for clearly stating the motion at hand before a vote, for calling a vote fairly, and for restating the motion and whether or not it passed or failed following a vote.
  - c. The presiding chairman must ensure that the secretary has recorded the result of a vote.
  - d. The presiding chairman must call votes fairly.
2. Voice Voting
- a. Voice voting is the standard method of voting for the Council.
  - b. In voice voting a member may choose to vote for an item by saying yea, to vote against an item by saying nay, or to abstain from voting by remaining silent.
  - c. Members should abstain from voting if they have an unclear stance on an item or if a conflict of interest exists.
  - d. Steps in voice voting.
    - 1) The presiding chairman asks for any further debate.
    - 2) If no further debate is offered, the presiding chairman restates the current item.
    - 3) The presiding chairman calls for those for the item and for those against the item. Members for the item respond yea, and those opposed respond nay when so called for.
    - 4) The presiding chairman calls the vote, clearly stating the item and whether or not it passed.
    - 5) The secretary records the results of the vote.
3. Counted Vote
- a. When the Council is clearly divided over an item, or when a division is called, the Council votes by counting.
  - b. In a counted vote a member may choose to vote for or against an item by standing at the appropriate time, or to abstain by remaining seated.
  - c. Members should abstain from voting if they have an unclear stance on an item or if a conflict of interest exists.
  - d. Steps in a counted vote.
    - 1) The presiding chairman asks for any further debate.
    - 2) If no further debate is offered, the presiding chairman restates the current item.
    - 3) The presiding chairman asks that all members for an item stand and then that all members against an item stand. Members stand at the appropriate time for their position.
    - 4) The presiding chairman calls the vote, clearly stating the item and whether or not it passed.
    - 5) The secretary records the results of the vote, including the number for and against.

## **H. *Personal Privileges and Responsibilities***

1. Recognition
  - a. In order to make some motions, and to offer debate, a member must be recognized.
  - b. To be recognized a member must rise and say loudly “Mr. Chairman” or “Madam Chairman.” The member should stand silently until recognized.
  - c. The chairman recognizes a member by indicating that member and saying “You are recognized.”
  - d. All members have the right to recognition and bias in recognizing members is a direct violation of the presiding chairman’s responsibilities.
2. Seconding
  - a. Many motions require a second to occupy the floor.
  - b. Any member may second a motion, without recognition and without standing, by saying “second” after a motion is proposed.
  - c. Only one second is required for a motion to occupy the floor.
  - d. The chairman has no right to second motions.
3. Debate
  - a. A member may offer any statement, whether fact or opinion, through debate.
  - b. Debate should directly relate to the item under consideration.
  - c. The chairman may not offer debate until all other members have finished doing so.
  - d. The presiding chairman is responsible for opening the floor to debate after an item has been made or seconded, as appropriate, and is responsible for closing the floor to debate after all debate has been offered. Only one piece of debate may occupy the floor at a time.
  - e. Steps in offering debate:
    - 1) After the presiding chairman has opened the floor to debate, obtain recognition.
    - 2) Say either “I support the motion.” or “I oppose the motion.”
    - 3) Clearly state your debate, be it fact or opinion.
  - f. Debate requires recognition, but does not require a second or a vote.
4. Parliamentary Rights
  - a. Each member has the right to clearly hear everything said by the other members.
  - b. Each member has the right to be comfortable in the meeting environment.
  - c. Each member has the right to see the other members and all visual information presented to the Council.
  - d. Each member has the right to review the Council’s essential documents.
  - e. Each member has the right to offer motions and debate.
  - f. Each member has the right to call for recess and adjournment.

- g. Each member has the right to vote in Council decisions and in elections.
- h. Each member has the right to call for a division of the assembly.
- i. Each member has the right to fill a position of responsibility.
- j. Each member has the right to rise to the various points.
- k. Each member has the right to call for a vote of no confidence in any officer or representative.
- l. Each member has the right to equal standing on the Council.
- m. Certain portions of this list do not apply to the presiding chairman.
- n. This list is not exclusive.

**I. *Order of Precedence of Motions and Points***

1. Motions have rank in relation to each other.
2. In order to ensure a logical handling of motions that may be introduced, there must be an order of precedence that specifies which motions can be made, debated, and voted on while another motion is on the floor and which motion will be considered before moving on to the next motion.
3. An abridged order of precedence is contained below, with motions ranked 1 being of lowest precedence and motions ranked 10 being of highest precedence.
 

a. Main Motions	1
b. Subsidiary Motions	
1) Amendments	2
2) Referring a Motion to a Committee	3
3) Closing Debate	4
4) Laying an Item on the Table	5
5) Postponing Debate or Action	6
c. Incidental Motions	
1) Points of Order	7
2) Points of Information	7
3) Points of Parliamentary Inquiry	7
4) Division of the Assembly	7
5) Nominations	7
6) Objections to Consideration	7
7) Dividing a Motion	7
d. Motions to Bring an Item Back Before the Council	
1) Reconsidering Motions	1
2) Rescinding Actions	1
3) Removing an Item from the Table	1
e. Privileged Motions	
1) Points of Personal Privilege	8
2) Recess	9
3) Adjournment	10

## **J. *Role of the Presiding Chairman***

1. The Agenda
  - a. The agenda for a meeting summarizes the order of business for that meeting, and is critical because it guides the Council through an orderly, fair, and proper process.
  - b. The Chairman is responsible for ensuring that an agenda is prepared and distributed to the members prior to a meeting.
  - c. An agenda should include each broad area of the order of business as well as any known sub-areas, such as individual committee reports, items of new business, and description of the program.
  - d. The Council must follow the agenda in conducting its meetings.
  - e. Items on the agenda should include:
    - 1) Call to Order.
    - 2) Invocation (optional).
    - 3) Reading and Approval of the Minutes of the Previous Meeting.
    - 4) Financial Report.
    - 5) Committee and Representative Reports.
    - 6) Unfinished Business (items left unsettled and adjournment of previous meeting).
    - 7) New Business.
    - 8) Program (optional).
    - 9) Adjournment.
2. Order
  - a. When the meeting is in order, all members should be respectful of proper procedure.
  - b. The presiding chairman calls each meeting into and out of order.
  - c. The presiding chairman must rule members who violate proper procedure out of order and must stop action regarding their motions and debate.
  - d. Motions and debate that is offered out of order is inadmissible and is stricken from the minutes.
3. Presiding
  - a. The presiding chairman shall conduct all meetings according to proper procedure.
4. Impartiality
  - a. The presiding chairman, in order to ensure impartiality, shall abstain from voting (except to break a tie and in elections), from making motions, and from offering debate until other members have finished. Furthermore, the presiding chairman shall base none of his/her decisions on any form of bias.

### ***K. Minutes and the Secretary***

1. The secretary, or his/her designee, retains copies of all essential documents, including, but not limited to
  - a. The Bylaws and Operating Procedures.
  - b. Minutes.
  - c. Committee and Representative Reports.
  - d. Financial Reports.
  - e. Explanatory Documents.
  - f. Council Resolutions and Policies.
  
2. Minutes must include the following information
  - a. The name of the Council.
  - b. The date and time of the meeting.
  - c. The location (room, building, city, state) of the meeting.
  - d. Name of the presiding chairman and person recording the minutes.
  - e. Indication whether the Chairman and Secretary are present.
  - f. Information regarding committee and representative reports
    - 1) Name of committee.
    - 2) Name of person giving report.
    - 3) Conclusion or committee or representative and action desired.
  - g. Summary of items of unfinished business.
  - h. Name of member that makes a motion and description of the motion made.
  - i. Outcome of any voting.
  - j. Time that the meeting adjourns.

### ***L. Committee and Representative Reports***

1. Committees report to the Council at the appointed time, or whenever a significant resolution has been reached. Representatives report monthly.
  
2. Committee and representative reports should conclude with any suggested action by the Council. Suggested action will be treated as main motions and will be debated and voted on.
  
3. Committee and representative reports should include
  - a. The name of the Committee or the title of the representative.
  - b. Name of the committee members and chairman or name of the representative.
  - c. Date(s) that the committee or represented council, commission, or board met.
  - d. Summary of the committee's or representative's actions and deliberations.
  - e. Any suggested actions for the Council to take.

#### **IV. Ratification and Amendment**

##### ***A. Ratification***

1. These bylaws and procedural guidelines may be ratified at any regular meeting of the Council by a unanimous vote of the members present, provided that the ratification was stated in the call for the meeting.

##### ***B. Amendment***

1. These bylaws and procedural guidelines may be amended at any regular meeting of the Council by a unanimous vote of the members present, provided that the amendment was stated in the call for the meeting.

## AMENDMENTS TO BYLAWS

September, 2009

1. Section I. C. 2e. Membership Expectations:

Bylaws amended to add wording about students attending a Lee County School in case their residency was outside of Lee County

2. Section I. E. 1a. Meetings:

Bylaws amended to change meetings from twice a month to once a month-  
Second Monday at 4:00 pm.

March, 2011

1. Section I. D. 7 and 8 Obligations and Requirements

Bylaws amended to define unexcused absences, requirement for the Secretary to maintain a list of excused and unexcused absences and the consequences for members after 3 unexcused absences have occurred. Language added to encourage members not to join the Youth Council only to place their membership on college and career applications vs. active participation.

2. Section II. E. Standing Committees

Bylaws amended to specify requirement for monthly committee meetings.