



# Local Meeting Basics

SMART Constitution - Article 21B, section 5 states, "A Local shall hold at least one regular meeting each month at the time and place specified in its bylaws."

- Post notices, where able, to notify all Local members of the regular meeting date, time and location
- If the Local President or an officer cannot be present for the meeting, follow the Constitution's chain of command – DO NOT change the date, time or location of the regular meeting
- At least five (5) members in good standing must be present to constitute a quorum for the transaction of business (Article 21B, Section 55).
- Members in e-49 status count toward the quorum.

## Special Meeting Requirements

- May be called by the Local President stating the purpose of the meeting
- May be called by the Local President upon the written request of five (5) members in good standing stating the purpose for the meeting.
- Reasonable notice (a minimum of 5 days) must be given to all members and must state the reason
- ONLY business related to the purpose of the special meeting may be transacted.

## At the Local Meeting, Members in e-49 Status:

### CAN

- Attend union meetings and enjoy certain other privileges of membership
- Be nominated for elective office and hold office if elected

### CANNOT

- Vote in elections (although they must be notified of elections) or on any other subject involving grievance, hours or mileage limitation, or other methods of work distribution, unless allowed to vote by virtue of Local bylaws in Local matters only.
- Self-nominate or nominate others for elective office

## Parliamentary Procedure

SMART TD Locals use Parliamentary Procedure to run all meetings.

Rev. 12/11/20

## **What is Parliamentary Procedure?**

It is the rules for conduct at meetings, which allow everyone to be heard and to make decisions without confusion.

## **Why is Parliamentary Procedure Important?**

It is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. *Robert's Rules of Order, Newly Revised* is the basic handbook for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. *Robert's Rules* will help your group have smoother meetings.

Note: Rules set forth by the SMART Constitution take precedent over guidance issued in Robert's Rules of Order.

## **Order of Business**

Organizations using parliamentary procedure usually follow a fixed order of business. Below is the order of business as outlined in SMART Constitution, Article 21 B, Section 77 – Conduct of Local Meetings:

### **Call the Meeting to Order**

- The meeting shall be opened by the Local President, Vice President, Past President, or in their absence any other officer or member, who shall serve as the Chairperson of the meeting, with the following statement: *"I now declare this meeting of SMART Local No. \_\_\_\_ open for the transaction of such business as may properly come before it."* (Article 21B, Section 77).
- At least five (5) members in good standing must be present to constitute a quorum for the transaction of business (Article 21B, Section 55).

### **1. Roll Call of Officers**

- The Chair shall call upon each Local officer in attendance, who shall respond in the affirmative and make their presence known to the membership.

### **2. Announce or Display**

- This Meeting is an environment free of discrimination and harassment.

### **3. Reading Minutes of the Previous Meeting**

- The Secretary, another officer, or designated member of the Local must read aloud the meeting minutes from the previous month's meeting, and the Chair shall open the floor for discussion to give members the opportunity to make corrections or seek clarification as necessary.
- At the close of discussion, the Chair shall conduct a vote of the membership to adopt the previous month's minutes.

### **4. Admission of New Members**

- The Treasurer shall report all admissions and readmissions of members occurring subsequent to the last meeting of the Local (Article 21B, Section 41). This includes the transfer of members into the Local from another SMART-TD Local.
- Visiting members of SMART shall be admitted to Local meetings upon presentation of an official receipt for dues, a traveling card, or a life membership card (Article 21B, Section 43 and Section 46).

### **5. Treasurer's Report**

Pursuant to Article 21B, Section 64 of the SMART Constitution and policies of the International, the Treasurer's report must include:

- Complete bank statements from the current and previous months.
- Itemized list of receipts and disbursements from the Local's account, including cancelled checks.
- Statement of accounts as shown in WinStabs, indicating the balance in the Local fund and the LCA fund(s).
- Listing of pending liabilities or checks that might affect the Local's finances.
- Listing of tasks/reports completed since the last meeting
- Roster of members qualifying for e-49 stats.

#### **6. Reports of Officers and Committees**

- The Chairperson, Vice Chairperson, or authorized representative of each Local Committee of Adjustment (LCA) in attendance shall present his or her members with a report on the handling of all grievances and claims, including those where time has not been claimed or where claims were incorrectly and/or improperly filed (Article 21B, Section 81).
- The Legislative Representative or Alternate Legislative Representative shall report to their Local regarding the handling of all alleged unsafe or unsanitary working conditions found to exist, or reported to them, within their jurisdiction. They shall urge all SMART-TD members to vote in all elections and give a report of their efforts to protect their members' legislative interests (Article 21B, Sections 66 and 93).
- The designated representatives of each committee appointed by the President and Vice President shall report on their findings or developments as necessary.

#### **7. Communications**

- The President or Vice President of the Local shall report on the receipt or status of his or her handling of inquiries from the International (Article 21B, Sections 59 and 60).
- The Secretary shall report on the receipt and handling of any communications not covered by this or any previous order of business.

#### **8. Unfinished Business**

The Chair shall address pending or unfinished business before the Local, such as:

- Items from the previous month's meeting that were tabled, referred, or placed in committee.
- Pending consideration of matters covered under the second meeting of the two-meeting process described by Article 21B, Section 48, such as proposed dues adjustments, increases or decreases in salaries, special assessments, and/or bylaws amendments.

#### **9. New Business**

The Chair shall open the floor for the introduction of new business, such as:

- Proposition(s) to adjust dues, increase or decrease salaries, special assessments, and/or bylaws amendments.

## 11. Bills of Allowance

The Chair shall open the floor for any member or officer of the Local to submit a bill of allowance for consideration. Bills-of-allowance votes are not secret and may be done by a show of hands.

- All disbursements from the Local not covered in its bylaws must meet with the approval of a majority of the affected members and recorded into the meeting's minutes.
- Claims for reimbursement or lost time submitted by Local Committee of Adjustment officers (Local Chairperson, Vice Local Chairperson(s), and LCA Secretary) must only be voted on by members of that LCA in good standing.
- Claims for reimbursement of expenses must be accompanied by original receipts and odometer readings, if applicable, and voted on by the affected members.
- Claims for lost time must be accompanied by supporting documentation and/or a written statement describing the events to justify the claimant's submission.
- Each individual officer or member's claim must be presented, and voted on, separately. It is not permissible to 'lump' multiple officers' claims together and approve them with one vote.
- The membership's majority vote is final and binding.

## 12. Nomination of officers and committeepersons

For information pertaining to the nomination of officers and committeepersons, please refer to the SMART Constitution's Article 21B, Section 57, and obtain copies of our 'How to Hold Elections' and 'Special Circular' publications by contacting the SMART Transportation Division headquarters or by visiting the following link: <https://smart-union.org/td/secretary-and-treasurer-tools/secretary-treasurer-forms/>

## 13. Election and Installation of Officers

For information pertaining to the election of officers, please refer to the SMART Constitution's Article 21B, Section 57, and obtain copies of our 'How to Hold Elections' and 'Special Circular' publications by visiting the following link:

<https://smart-union.org/td/secretary-and-treasurer-tools/secretary-treasurer-forms/>

- As soon as possible following their election, the Local President, Vice President, Secretary and Treasurer, Board of three (3) Trustees, and appointees enumerated by Article 21B, Section 56, must be sworn into office pursuant to the provisions of Article 21B, Section 58.

## 14. Safety First

- Members may state their concerns or ideas to improve safety and benefit the SMART-TD.
- If the suggested action pertains to a violation of the collective bargaining agreement in effect on the property, the matter should be forwarded to the Local Chairperson or General Chairperson having jurisdiction over such matters.
- If the suggested action does not pertain to a contractual violation, it should be forwarded to the Legislative Representative and/or State Legislative Director having jurisdiction over such matters.

## 15. Way and Means of Improving SMART

Members at this time may offer suggestions for the improvement of the organization.

## 16. Closing

- Any member may propose a motion to adjourn the meeting. As with any motion, it must be seconded, the Chair must open the floor for discussion, and the motion must be adopted by majority vote of the members. A motion to adjourn shall always be in order, except: (1) when a member has the floor or (2) when members are voting, or (3) when it has been decided to take the previous question.

## Motions

The parliamentary method used by members to express themselves during the meeting is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Make or amend a motion
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedures concerning other motions and must be considered before the other motion.

## Parliamentary Procedure: Motions at A Glance

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
<b>Privileged Motions</b>	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	No	Yes	No
	Call for Order of Day	No	No	Yes	No
<b>Incidental Motions</b>	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
<b>Subsidiary Motions</b>	Lay on the Table	No	No	Yes	No
	The Previous Questions (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
<b>Main Motion</b>	Main or Procedural Motion	Yes	Yes	Yes	No

### Presenting Motions

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairperson by saying, "Mr. Chairperson, or Mr. President."
  - c. Wait until the Chairperson recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairperson will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairperson States Your Motion
  - a. The Chairperson will say, "it has been moved and seconded that we ..." thus, placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is now, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the Chairperson.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.
  - f. Amendments may be proposed at this time.

### **Amendments Illustrated**

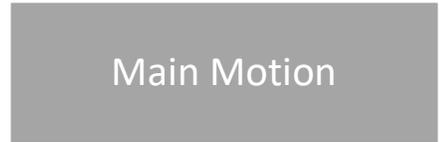
Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words

3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

“I move that...”



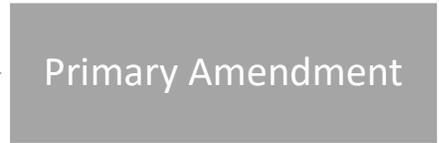
Another member seconds the motion.

The Chair repeats the motion and says, “Is there any discussion?”

To improve the motion, the member rises, receives recognition and says, “I move to amend the motion by...”



Must be germane to the main motion.



Another member seconds the amendment.

The Chair repeats the amendment and says, “Is there any discussion on the amendment?”

Another member seconds the amendment.



Must be germane to the primary amendment.



The Chair repeats the amendment to the amendment and says, “Is there any discussion on the amendment to the amendment?”

- When discussion ceases, the Chair states, “Those in favor of the amendment to the amendment say ‘Aye.’ Those opposed say ‘No.’”
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, “Is there any discussion on the amended amendment?”
- If there is no discussion, a vote is taken on the amended amendment. If the vote is in the affirmative, the amendment is included in the main motion. The Chair then asks, “Is there any discussion on the amended motion?”
- At this point, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

A motion may be amended, but an amendment to an amendment to a motion may not be.

## Voting

Once all discussion/debate on a motion is complete, the question will be put to the membership to vote on. The method of vote on any motion depends on the situation and the bylaws of policy of your organization.

There are five methods to vote:

1. By Voice -- The Chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairperson states, "If there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chairperson so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Secrecy **is required** when voting on any of the following items at a regular or special meeting of the Local:

- Salaries established for Local officers and Committeepersons
- Dues adjustments
- Bylaws amendments (both meetings under Article 21B, Section 48)
- Special assessments
- Elections held at Local meetings or by walk-in methods.
- Charitable and social spending under \$1,200.00

Secrecy **is not required** when voting on any of the following items at a regular or special meeting of the Local:

- Claims for reimbursement of Local or LCA expenses (receipts must be present)
- Claims for lost time (supporting documentation/proof must be provided)
- Salaries submitted on a monthly basis (stewards/sergeant-at-arms/appointive offices)
- Consideration of prior month's meeting minutes
- Temporary changes to meeting location or election methods (extenuating circumstances must exist, and proper notice must be posted advising of such changes)
- Other less-formal matters not tied to spending or bylaws

**Secret mail referendum** is required when voting on the following items:

- Elections held by mail
- Charitable and social spending over \$1,200.00

**Mail referendum is required** (but not required to be secret) when voting on the following items:

- Contract ratification

## **Voting on a Motion**

1. The Chairperson asks, "Are you ready to vote on the question?"
  - a. If there is no more discussion, a vote is taken.
  - b. On a motion to move the previous question may be adapted.
2. The Chairperson states, "the question is on the adoption of the motion that..."
  - a. Chairperson repeats the motion word-for-word
3. The Chairperson provides voting instructions

4. The membership casts their vote in the instructed manner
5. The Chairperson announces the result of the vote
  - a. “The ‘Ayes’ have it, the motion is adopted” or
  - b. “The ‘Nos’ have it, the motion is lost”
6. The result is recorded in the meeting minutes.

### **Local President Role in Voting Motions**

Per Article Twenty-One B (21B) SECTION 59 – DUTIES OF THE LOCAL PRESIDENT

*The President may speak on any subject before the Local but he/she may not vote except, in case of a tie vote, on a matter upon which he/she is otherwise eligible to vote shall cast the deciding ballot.*

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly. Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS.*

## In the Meeting

### To Introduce a Motion

Stand when no one else has the floor. Address the Chair by the proper title. Wait until the Chair recognizes you.

- Now that you have the floor and can proceed with your motion. Start "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time."
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion) . . . is there any discussion?"

### Debate or Discussing the Motion

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.
- Local members, regardless of their status, may participate in the debate of a motion
- Address comments to the President and not another member (do not directly engage in debate with another member).

### Voting on a Motion

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion) ... say "Aye." Those opposed say "No." Wait, then say, "The motion is carried," or "The motion is lost."
- Only members in good standing can vote on a motion.
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing.
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- The Local President cannot vote except, in case of a tie vote, on a matter upon which he/she is otherwise eligible to vote shall cast the deciding ballot.

## Tips on Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, *stand and address the chair*.
- If you approve the motion as is, *vote for it*.
- If you disapprove the motion, *vote against it*.
- If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it*.
- If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back*.
- If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act*.
- If you feel that the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table*.
- If you want time to think the motion over, *move that consideration be deferred to a certain time*.
- If you think that further discussion is unnecessary, *move the previous question*.
- If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled*.
- If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered*.
- If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly*.
- If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised*.
- If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches*.
- If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion*.

### **Parliamentary Procedure: How Tos**

TO DO THIS	SAY THIS	INTERRUPT THE	MUST YOU BE	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
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<b>*Not Amendable</b>		<b>SPEAKER</b>	<b>SECONDED</b>		
<b>Adjourn meeting*</b>	I move that we adjourn	No	Yes	No	Majority
<b>Recess meeting</b>	I move we recess until...	No	Yes	No	Majority
<b>Complain about noise, room temperature, etc.*</b>	Point of privilege	Yes	No	No	No Vote
<b>Suspend further consideration of something</b>	I move that we table it	No	Yes	No	Majority
<b>End debate</b>	I move the previous question	No	Yes	No	2/3 Vote
<b>Postpone consideration of something</b>	I move we postpone this matter until...	No	Yes	Yes	Majority
<b>Have something studied further</b>	I move we refer this matter to committee	No	Yes	Yes	Majority
<b>Amend a motion</b>	I move this motion be amended by...	No	Yes	Yes	Majority
<b>Introduce business (a primary motion)</b>	I move that...	No	Yes	Yes	Majority
<b>Object to procedure or personal affront*</b>	Point of order	Yes	No	No	No Vote - Chair decides
<b>Request information</b>	Point of information	Yes	No	No	No Vote
<b>Ask for actual count to verify voice vote</b>	I call for a division of the house	No	No	No	No Vote
<b>Object consideration of undiplomatic vote*</b>	I object to consideration of this question	Yes	No	No	2/3 Vote
<b>Take up a matter previously tabled*</b>	I move to take this from the table...	No	Yes	No	Majority
<b>Reconsider something already disposed of*</b>	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
<b>Consider something already out of its schedule*</b>	I move we suspend the rules and consider	No	Yes	No	2/3 Vote
<b>Vote on a ruling by the Chair</b>	I appeal the Chair's decision	Yes	Yes	No	Majority

## **Documenting the Meeting with Minutes**

Meeting Minutes:

Parliamentary Procedure for Meetings

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- Serve as an historical record of the Local’s decisions and actions.
- Are a reminder of who was given what assignments.
- Provide proof of authorization for bills of allowance for financial records.
- Allow others to be involved, even when unable to attend.
- Must be made available for any member to review but are not appropriate for widespread distribution. Do not make copies or post meeting minutes publicly!

Minutes Must:

- Be taken anytime there is a transaction of business within a Local or LCA.
- Be kept by the Local **forever.**
- Be accessible to all Local/LCA members.
- Be taken seriously and written carefully.

When taking minutes:

- Listen carefully.
  - You will have to differentiate between what is actual Local action and random verbiage.
  - A comment may be intriguing or have potential, but if it has no effect on the business at hand, it should not be recorded.
- Be exact.
  - There should be no ambiguity.
  - Avoid words like etcetera, miscellaneous.
  - Motions for bills of allowance/disbursements must be detailed and itemized.
  - One itemized motion per bill of allowance.
- Keep it clear and simple.
  - Minutes should be easily understood by those members not in attendance.

Bills of Allowance Example:

Incorrect:

“Motion to pay all bills of allowance by Stephen Noyes. Seconded by Bobby Brantley. Motion carried.”

Correct:

“Motion by member Noyes to pay S&T Araujo travel expenses of up to 4 per diem days, and auto miles to and from Kansas City, MO to attend the S&T workshop on Feb 26-27. Also, to pay him up to 4 committee days in lieu of time lost to attend the workshop, second by member Brantley. Motion Carried.”

**There should be minutes for every regular and special meeting – even meetings without a quorum must have minutes!**

## Monthly Meeting Minute Guide

Have all attendees sign themselves in on the register  
(Date)

Local \_\_\_\_\_

Open Meeting: (Time)  
Roll Call of Officers: President  
Vice President  
Secretary/Treasurer  
Trustees  
Legislative Representative  
All Local Chairpersons

If the President is absent, indicate who acted on his/her behalf.

Quorum Present: Yes or No

Reading of  
Previous Minutes: Any additions or corrections if relevant

If applicable, motion to dispense with the reading of the minutes by member, seconded by member.

Motion must be approved by majority vote.

Admission of  
New Members:

Treasurer's Report: Read/Submitted by: \_\_\_\_\_

Reports of Officers  
And Committees: (List reports and by whom the reports are given) Enclose reports with minutes or list topics covered

Communications: Record communications presented and the presenter, enclose a copy of the communication if possible

Unfinished Business: Record unfinished business and any action taken, if any, by motion maker, seconder, vote taken, and any other action that may apply

New Business: Record any new business by motion maker, seconder, vote taken, and any other action that may apply

Bills of Allowance: Record all bills of allowance submitted, record motion to approve/disapprove, second, and any other action that may apply (a quorum must be present, and an LCA quorum must be present for LC bills of allowance)

Nominations of  
Officers: Record all members properly nominated when applicable

Election and  
Installation of  
Officers: Record all members properly elected when applicable. Record when and by whom the installation was performed

**Note: An election committee should be formed in accordance with the Constitution. Record the designated committee when appropriate.**

Safety First: Record the points of reports/comments given and by whom they were made

Ways and Means of Improving SMART Local \_\_\_\_\_ Record the points of what was stated and by whom the statement(s) was(were) made.

Motion to Adjourn: Brother/Sister \_\_\_\_\_

Second: Brother/Sister \_\_\_\_\_

Meeting Closed: (time)

Minutes approved on (date)

(Approved by the members when read at the next regular meeting)

Note: All motions must be recorded, as well as who seconded, amended, etc., and the results of any/all associated votes. Minutes must be kept on file permanently.