Meeting Dynamics
A Basic Guide to Parliamentary Procedure

Prepared for
New York State Association of Counties
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Caveat

When reading this material please bear in mind that the various legislative boards in the counties of New York State have adopted their own rules, and that all counties do not use the same parliamentary authority.

Without access to the rules adopted by all of the counties it was impossible to cover every possible situation which may arise.

Any questions or problems of a legal nature should be referred to your attorney.
Procedures in Small Board Meetings

In small board meetings where there are not more than about a dozen members present, some of the formality that is necessary in large board meetings would hinder business. The rules governing such meetings are different from the rules used in larger assemblies. In small board meetings:

1. A legislator who wishes to obtain the floor to speak does not have to stand to seek recognition by the Chair. He may remain seated and simply raise his hand.
2. A legislator may also remain seated when making motions or speaking in debate.
3. Motions do not need to be seconded.
4. Informal discussion of a subject is permitted while no motion is pending.
5. See your county’s rules for the number of times a legislator may speak to a debatable question.

In most organizations, special rules are adopted to limit to the number of times a member can speak to a debatable question.

6. If there is an appeal from the decision of the Chair, each member can speak only once in debate. However, the Chair may speak twice. The first time the Chair speaks in debate on the appeal, he is entitled to preference over other members seeking recognition. He can answer arguments against the decision or give additional reasons by speaking a second time at the close of the debate. He may announce his intention to speak in rebuttal and ask if there are others who wish to speak first. Even when the appeal is not debatable, the Chair can, when stating the question on it, give the reasons for his decision without leaving the chair.
7. When a proposal is perfectly clear to all present, a vote can be taken without the necessity of introducing a motion.
8. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands.
9. The Chair need not stand while putting questions to a vote.
10. If the presiding officer is a member, he may, without relinquishing the chair, speak in informal discussions and in debate, and vote on all questions.
11. Informal discussion may be initiated by the Chair, which, in effect, enables the Chair to submit his own proposals without formally making a motion (although he has the right to make a motion if he wishes).
12. If a subject is not strongly contested—brief informal consultation or discussion of a subject may assist a legislator in framing a proper motion. If the Chair permits such discussion, he generally should not allow it to continue for more than a few minutes or longer than is reasonably necessary to arrive at a motion embodying the legislator’s ideas.
13. In general, for a legislator to speak when no question is pending, without promptly leading to a motion, implies an unusual circumstance and requires permission of the assembly. But occasionally, in very small bodies, a legislator who has obtained the floor at such a time may state that, if there is no objection, he would like to give an explanation dealing with a specified subject and to conclude by offering a motion on that subject. If no one objects, the legislator can then proceed; and the Chair, knowing the subject, can hold him to it as he would in debate on a motion.

Regardless of the size of a board, business can only be transacted in a regular or properly called meeting of which every board member has been notified—or at an adjournment of one of these meetings and at which a quorum is present.
Conduct in Debate

All remarks must be addressed to the Chairman (referred to as the “Chair” when presiding) and they must be confined to the merits of the pending question.

A legislator’s motives must not be attacked. When a question is pending, the nature or likely consequences of the proposed measure can be condemned in strong terms, but any comments must avoid personalities and cannot attack or question the motives of another legislator. The debate is about the question and not the legislator speaking to the question.

If a legislator disagrees with a statement by another legislator, he cannot state in debate that the other legislator’s statement is false, but he can state there may be evidence that he is mistaken.

The Chair is responsible for calling a legislator to order if the individual accuses another member of lying or fraud.

If a legislator becomes unruly, the Chair (or another legislator) can call that legislator to order. The Chair would state, “The legislator is out of order and will be seated.”

If a legislator calls another legislator to order, he does so by stating: “Mr. Chairman, I call the legislator to order.” He then resumes his seat. If the offender has the floor, then the Chair should clearly state the breach involved and put the question to the assembly. “Shall the legislator be allowed to continue speaking?” This question is not debatable.

The use of another legislator’s name in debate must be avoided.

Individuals should refrain from speaking adversely on a prior action, which is not pending. An individual cannot reflect adversely on any prior act of the society that is not then pending, unless a motion to reconsider, rescind, or amend is pending, or unless he intends to conclude his remarks by making or giving notice of one of these motions.

If an individual member wishes to read (or have the secretary read) from any paper or book as part of his speech, he must obtain the permission of the assembly. Legislators are permitted to do so as long as they do not abuse the privilege.
Steps to be Used in Processing a Motion

To make a motion, request recognition from the Chair.

- The Chair recognizes the individual by name or affiliation:

  The Chair recognizes Mr. Green.
  The Chair recognizes the legislator from the_____ district.

- The individual identifies himself and makes the motion:

  I move that _____. – Or – I move to_____.

- Another individual seconds the motion:

  I second the motion. – Or – Second.

NOTE: Seconding a motion does not require recognition from the Chair. (If no one seconds the motion, the Chair states that the motion is not before the meeting.)

- The Chair then states the motion. This places the motion before the assembly for consideration:

  It is moved and seconded that _____/to _____. Are you ready for the question?
  (Less formal language can be used by saying: Is there any debate?)

- The motion is now open for debate (assuming that it is a debatable motion).

- The Chair puts the motion to a vote when there is no further debate:

  Are you ready for the question? The question before you is that _____. Those in favor, say aye. Those opposed, say no.

- The Chair announces the result of the vote and the action to be taken.

  Majority Vote (Taken Via Voice Vote)

  The ayes have it and the motion is adopted.
  The noes have it and the motion is lost.

  Rising or Show of Hands Vote (Uncounted)

  The affirmative has it and the motion is adopted.
  The negative has it and the motion is lost.
Rising or Show of Hands Vote on Which a Count is Ordered

There are 32 in the affirmative and 30 in the negative. The affirmative has it and the motion is adopted.

There are 29 in the affirmative and 33 in the negative. The negative has it and the motion is lost.

Two-Thirds Vote Required (Uncounted)

There are two thirds in the affirmative and the motion is adopted.
There are less than two thirds in the affirmative and the motion is lost.

Two-Thirds Vote Required (Counted)

There are 51 in the affirmative and 23 in the negative. There are two thirds in the affirmative and the motion is adopted.

There are 48 in the affirmative and 26 in the negative. There are less than two thirds in the affirmative and the motion is lost.

When the Chair Votes Where His Vote Will Affect the Result

There are 35 in the affirmative and 35 in the negative. The Chair votes in the affirmative, making 36 in the affirmative and 35 in the negative, so that the affirmative has it and the motion is adopted.

There are 39 in the affirmative and 38 in the negative. The Chair votes in the negative, making 39 in the affirmative and 39 in the negative, so that there is less than a majority in the affirmative and the motion is lost.

When the Chair Votes Where His Vote Will Affect the Result on a Motion Requiring a Two-Thirds Vote

There are 59 in the affirmative and 30 in the negative. The Chair votes in the affirmative, making 60 in the affirmative and 30 in the negative, so that there are two thirds in the affirmative and the motion is adopted.

There are 60 in the affirmative and 30 in the negative. The Chair votes in the negative, making 60 in the affirmative and 31 in the negative, so that there are less than two thirds in the affirmative and the motion is lost.
What Motion to Use When

There are over 80 motions listed in the tinted pages chart of Robert’s Rules of Order Newly Revised, 11th Edition. Each of these motions has standard characteristics that govern when it is in order, whether it can interrupt a legislator who is speaking, whether it is debatable or amendable, the vote required for adoption, and whether or not it can be reconsidered.

The most basic motions, and how to make them, are as follows:

**A MAIN MOTION** introduces a new (substantive) subject to the assembly for discussion and decision.

* I move that ______. – Or – I move to ______.

**POSTPONE INDEFINITELY** kills a main motion for the duration of a session. *(Sturgis does not have this motion by uses the motion to Table.)*

* I move that the pending motion be postponed indefinitely.

**AMEND** changes a pending main motion to make it more acceptable to the assembly. The amendment must pertain (be germane) to the pending main motion.

* I move to amend by inserting the word _____ before the word _________.
* I move to amend by striking out the word _______ after the word ______.
* I move to amend by striking out the word ______ and inserting _________.
* I move to amend by adding _________________.
* I move to substitute the following for the pending motion.

Each main motion may have two pending amendments made to it. The primary amendment must relate to the main motion. When a primary amendment is pending, debate is limited to the primary amendment and does not go into the main motion. A secondary amendment must relate to the pending primary amendment. When a secondary amendment is pending, debate is limited to the secondary amendment and does not go into the primary amendment.

* I move to amend by adding at a cost not to exceed $100. (Primary)
* I move to amend by striking $100 and inserting $200. (Secondary)

**NOTE:** It is possible for a proposed amendment to be hostile (negative) to the pending motion and still be in order.

* I move that we commend Senator White for the action he took on ______
* I move to amend by striking the word “commend” after “we” and before “Senator” and inserting the word “denounce” *(This would be in order as a hostile amendment.)*

**COMMIT/REFER** is used to send the pending main motion (and any pending amendments) to a committee for further investigation and report to the assembly at a specified meeting.
I move to refer the pending motion to a committee of five to be appointed by the Chairman and to report to the assembly at the March 20 meeting.

POSTPONE TO A CERTAIN TIME (OR DEFINITELY) postpones the consideration of the pending motion to a more advantageous time, or to give the assembly more time to decide how to proceed.

I move to Postpone the pending motion to next month’s meeting.

LIMIT OR EXTEND LIMITS OF DEBATE is used to limit or extend time limits. If a particular motion is not controversial in nature and most members agree, use Limit Debate to save time. If it is advisable to allow more time for consideration of a controversial issue, use Extend Debate.

I move to limit debate on the pending question to ten minutes.

I move to extend each member’s debate time from two minutes to three minutes for each speech on the pending motion.

I move to extend Mr. Brown’s time to debate to ten minutes.

PREVIOUS QUESTION is used to close debate immediately and take the vote on the pending question. (Sturgis uses the term “Close to Debate.”)

I move the previous question. (If the motion is adopted it closes debate only on the immediately pending question.)

I move the previous question on all pending matters.

LAY ON THE TABLE is used if it is necessary to postpone a motion temporarily to take up an urgent matter. This motion cannot be used to kill a motion without debate.

I move to lay on the table the pending motion, to allow our guest speaker to make his presentation as he must make his flight at 6:00 p.m.

CALL FOR THE ORDERS OF THE DAY is used to get the assembly back on track when it has deviated from following the agenda. It can also be used to take up a special order (a matter that has been set to be handled at a specific time — such as an election).

I Call for the Orders of the Day.

RAISE A QUESTION OF PRIVILEGE pertains to the personal comfort of the assembly when the room is too hot or cold, or members are making too much noise and others cannot hear the debate.

I rise to raise a question of privilege. Could we have the thermostat lowered as it is too hot and some members are falling asleep?

RECESS is used to call for a brief interruption in the meeting to allow members to discuss a pending complex matter with other members before casting a vote.

I move to recess for ten minutes to allow the members to caucus before voting.
ADJOURN is used if the assembly wishes to conclude the meeting.

I move that we adjourn.

FIX THE TIME TO WHICH TO ADJOURN is used to continue the business of the current meeting to an adjourned meeting. If the meeting is running very late and members wish to continue the business later, this allows for an adjourned meeting to finish business which cannot be completed at the current meeting. An adjourned meeting must be held before the next regularly scheduled meeting. (Sturgis does not use this motion but uses the motion to Adjourn [to a continued meeting].)

I move that when we adjourn we adjourn to meet again on Monday, March 20 at 7:00 p.m.

PARLIAMENTARY INQUIRY is used to request assistance from the Chair on how to introduce a motion or to seek other advice on parliamentary procedure issues. (Sturgis uses “Inquiry.”)

Mr. Chairman, I rise to make a Parliamentary Inquiry. What is the proper wording to adjourn the meeting and schedule another meeting before our next regular meeting to continue our unfinished business?

REQUEST FOR INFORMATION is used to obtain information from the Chair or from another member, through the Chair, on non-parliamentary procedure matters.

Mr. Chairman, I rise to request information. If we vote to pay the Chairman’s expenses to the international convention, how much will we have remaining in our treasury?

POINT OF ORDER is used if a member believes that a rule or procedure of the assembly may have been violated. It must be made immediately upon notice that a violation has taken place. It is decided by the Chair. (It is never too late to call a Point of Order if the violation pertains to the bylaws or standing rules).

Point of Order! I believe that member Smith has already spoken twice on this motion.

APPEAL is used to challenge a ruling made by the Chair. A member must move to Appeal immediately after the ruling is made. It requires a second. A majority vote in the affirmative sustains the decision of the Chair.

Mr. Chairman, I appeal the decision of the Chair.

DIVISION OF THE ASSEMBLY is used when a member believes the result of a voice vote is inconclusive. When a division is called for, a rising vote is taken. If the votes are to be counted, a motion must be adopted to do so.

Division! (Does not require recognition by the Chair and one member can require that the rising vote be taken.)

DIVISION OF THE QUESTION is used when a motion is too long and complicated and it would be easier to process if divided into separate sections. The sections are then debated and voted on separately.

Mr. Chairman: I move for Division of the Question to divide the pending motion into two separate paragraphs. The first paragraph should end after ______ and the second paragraph should begin with ______.
WITHDRAW A MOTION. Before a motion has been stated by the Chair, the member who made the motion may withdraw it without the permission of the assembly.

Mr. Chairman, I withdraw my motion.

NOTE: In ordinary societies, once the Chair states the motion, it becomes the property of the assembly and the maker must request permission of the assembly to withdraw the motion.

Mr. Chairman, I request permission of the assembly to withdraw my motion.

Check your rules to see if a motion can be withdrawn up until the time the Chair starts to take the vote.
The Amending Process

On occasion a main motion will be made that an individual believes could be improved upon before a vote is taken. The process used to accomplish this goal is amending.

A main motion can have two degrees of amendments applied to it: primary and secondary. A primary amendment is applied to the main motion. A secondary amendment proposes to make a change to the pending primary amendment. A secondary amendment cannot be amended because it makes the process too complicated.

A proposed amendment must be disposed of before the main motion is voted on.

An amendment must always be germane (closely related to or have bearing on the subject of the motion to be amended).

A motion can be amended by:

- Inserting or adding a word(s) or a paragraph(s)
- Striking out a word [or consecutive words] or a paragraph
- A combination of 1 and 2 (striking out and inserting, which applies only to words)
- Substitute an entire paragraph or more.

If an amendment is defeated, the vote is taken on the main motion as originally stated. If an amendment is passed, the vote is taken on the main motion, as amended.

EXAMPLE OF THE AMENDING PROCESS

A main motion is on the floor “that we buy a Dell® computer for the secretary.”

Mr. Green [rising and addressing the Chair]: Mr. Chairman.

Chair: Mr. Green.

Mr. Green: I move to amend by striking out the word "Dell.

Member: I second the motion.

Chair: It is moved and seconded to amend by striking out the word “Dell.” If this amendment is adopted, the pending motion will then read: “that we buy a computer for the secretary.” The question is on striking out the word “Dell.” Are you ready for the question? (or “Is there debate?)

Debate is limited only to the advisability of striking out the word “Dell” from the main motion. Whether or not a computer will be bought is not open for debate at this time.
Chair: Those in favor of striking out the word “Dell,” say aye. Those opposed, say no. The ayes have it, the amendment is adopted. The question now is on the motion as amended, that we buy a computer for the secretary. Are you ready for the question? (Is there further debate?)

Mrs. Black [rising and addressing the Chair]: Mr. Chairman.

Chair: Mrs. Black.

Mrs. Black: I move to amend by inserting “GATEWAY®” before the word "computer."

Member: I second the motion.

Chair: It is moved and seconded to amend by inserting “GATEWAY” before the word "computer." Are you ready for the question? (Is there debate?)

Debate is limited only to the advisability of inserting “GATEWAY” before the word “computer.” Whether or not a computer will bought is still not open for debate at this time.

Chair: Those in favor of inserting the word “GATEWAY,” say aye. Those opposed, say no. The ayes have it, the amendment is adopted, and the question is on the motion as amended, that we buy a “GATEWAY” computer for the secretary. Is there further debate?

Chair: Those in favor of the main motion as amended “that we buy a Gateway computer for the secretary, say aye. Those opposed, say no. The ayes have it, the motion is adopted, and we will buy a Gateway computer for the secretary. The treasurer will investigate the cost and report back to the membership at our next meeting.
Taking the Vote

In accordance with County Law, a majority vote is used unless a two-thirds vote is specifically stated in the adopted rules. The following methods of taking the vote are common to most organizations.

MAJORITY VOTE: A majority vote is more than half of the votes cast. However, it is important to refer to your bylaws/rules when determining just what constitutes a majority.

Assume, for example, that at a meeting of a society with a total membership of 150 and a quorum of 10, there are 30 members present, of whom 25 participate in a given counted vote (taken by rising, by show of hands, by roll call, or by ballot). Then, with respect to that vote:

- A majority is 13 (25 members actually voting)
- A majority of the members present is 16 (30 members present)
- A majority of the entire membership is 76 (entire membership is 150)
- A two-thirds vote is 17 (25 members actually voting)
- A two-thirds vote of the members present is 20 (30 members present)
- A two-thirds vote of the entire membership is 100

The Chair uses the following language when taking a majority vote:

_The question is on the adoption of the motion to _____. Those in favor, say aye. Those opposed, say no. The ayes have it and the motion is adopted. (Or, The noes have it and the motion is lost.)_

TWO-THIRDS VOTE (Should be a rising vote):

Whenever the rights of legislators are being restricted in some manner (such as limiting debate, moving the previous question, etc.), a two-thirds vote is required for adoption. The Chair uses the following language when taking a two-thirds vote. (Unless your rules state otherwise)

_Those in favor of limiting debate to ten minutes on the pending question, please rise. Those opposed, please rise. There being two thirds in favor, the motion is adopted, and debate will be limited to ten minutes on the pending question." (Or, There being less than two thirds in favor, the motion is lost, and debate will not be limited to ten minutes on the pending question.)_

SHOW OF HANDS VOTE:

_The question is on the motion that.... Those in favor of the motion will raise the right hand. Lower hands. Those opposed, will raise the right hand. Lower hands."_

UNANIMOUS CONSENT—If it is obvious that there is no objection:

_If there is no objection to..., the (proposed action) will be taken by unanimous consent. Is there any objection to...? (Pause) Since there is no objection, the action will be taken._
Electronic Meetings, Etc.

Electronic Meetings: More and more organizations are conducting their meetings electronically. That is, rather than all participating members being physically present in one room or area as in traditional (or “face-to-face”) meetings, some or all of them communicate with the others through electronic means such as the Internet or by telephone. Under such conditions, an electronic meeting that is properly authorized in the bylaws or rules is treated as though it were a meeting at which all the members who are participating are actually present.

If electronic meetings are to be authorized, additional rules must be adopted pertaining to their conduct.

A group that holds such alternative meetings does not lose its character as a deliberative assembly so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

NOTE: The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body. If action is taken on such a basis, it must be ratified at a regular or properly called board meeting in order to become an official act of the board.

When a question of the privilege of the assembly is raised in a small board meeting without interrupting a speaker, a variation such as “A question of privilege, Mr. Chairman!” is permissible.

A voice vote retaken by a show of hands is not a Division of the Assembly, since in large assemblies it may be less accurate than a rising vote, and since—even in a small board meeting—the rising vote may be more effective in causing a maximum number of members to vote.

On an inconclusive voice vote in a small board meeting where all present can clearly see one another, if, instead of calling for a Division, a member asks for a show of hands, this is in the nature of a request, and the Chair can retake the vote by this method unless a call for a Division is also made.

Before or after the vote is retaken, any member still has the right to demand a Division if he believes it will obtain a more conclusive result.
The Role of the Presiding Officer

As the highest ranking elected officer of the Board of Legislators, the Chairman (normally referred to as the “Chair” when presiding) is responsible for setting the tone of the meeting and he or she should:

1. Start the meeting on time. This lets the legislators know that the Chair takes the business of the organization seriously.
2. Listen very carefully to all discussion and make sure that it is confined to the pending question.
3. Treat all legislators with the same courtesy and respect.
4. Follow the established agenda.
5. Assist a legislator having difficulty making a motion.
6. Rule on Points of Order (whether the point is well taken or not).

While the Chair has the same rights in debate as other legislators, it is not advisable for the Chair to enter into debate as it destroys the impartiality required in an assembly.

Normally, the Chair should have nothing to say on the merits of pending questions. If the Chair believes he has beneficial information, which the assembly should know before making its decision, then the Chair should inform the assembly.

The Chair can enter into debate by turning the chair over to a Vice Chairman or to another officer who has not already spoken or who declines to preside because he wishes to speak. Once the Chair has spoken, he does not return to the chair until the pending main question has been disposed of, since he has shown partisanship as far as that particular matter is concerned.
Meeting Agenda/Order of Business

A presiding officer’s best friend is a well-prepared agenda! Following an agenda helps to keep the meeting on track and aids in the preparation of the minutes of the meeting. The most common form of agenda follows: The agenda which follows is used by most organizations. (Please refer to your adopted rules for the order of business in your county’s legislature.)

Reading and Approval of Minutes

If the assembly does not wish to carry out the reading and approval of the minutes at the regular time, it may, by majority vote without debate, “dispense with the reading of the minutes.” The minutes can then be taken up by majority vote without debate at any later time during the meeting while no business is pending. If the minutes are not thus taken up before adjournment, they are read and approved at the following meeting, before the later minutes are taken up. A motion to “dispense with the reading of the minutes” is not a request to omit their reading altogether.

Reports of Officers, Boards, and Standing Committees

The presiding officer calls upon the secretary to present the minutes of the last meeting for approval/adoption. If the minutes were previously distributed, the secretary says: “I submit for approval the minutes of the (date) meeting.” If the minutes were not previously distributed, the secretary reads the minutes and then the presiding officer asks for approval by unanimous consent or asks if there is a motion to approve the minutes. The secretary does not process the motion or take the vote on approval of the minutes.

The presiding officer then calls for the report of the treasurer. The report may consist simply of a verbal statement of the cash balance on hand—or of this balance less outstanding obligations. Such a report requires no action by the assembly. A motion to adopt the treasurer’s report is not in order.

Most committee reports are for informational purposes only. However, if a report is to become an official document of the organization, it should be adopted. The usual procedure is for the committee chairman or another committee member to present the report. Committee reports do not require a second because the report is based on the committee’s work and not of one individual.

Motions arising out of an officer, board, or committee report are processed immediately. A committee chairman or committee member can introduce a motion arising out of the report. However, if an officer’s report requires that a motion be made, it should come from the floor.

The Chair should only call on those committee chairmen who have indicated that they are prepared to report.

Reports of Special (Select or Ad Hoc) Committees

Special Orders

Special Orders have the effect of setting a certain time in the near future when a specified subject will be considered, and of giving it an absolute priority for that time. An example would be election of officers.
Unfinished Business and General Orders

Unfinished Business refers to questions that have come over from the previous meeting before the business was reached. (The term “old business” is incorrect because it refers to business from the past that has already been decided.)

General Orders refers to any question that, usually by postponement, has been made an order of the day but not a special order.

The Chair should only announce unfinished business and general orders when the minutes on which the agenda is based showed that there are items in this category to be brought up at the meeting.

New Business

Legislators may introduce new (substantive) matters under new business. (Refer to your county’s rules.)
Recording Meeting Minutes

Again, the information below is the procedure used by most organizations but may not be used by your county’s legislature.

Once the meeting is over it is important that a record be kept of what actually took place at the meeting. The documented record of the meeting is called the minutes.

A record of the board’s proceedings should be kept by the secretary, just as in any other assembly. These minutes are accessible only to the members of the board unless the board grants permission otherwise.

Minutes should record the following:

- Kind of meeting (regular, special, annual, adjourned regular, adjourned special, etc.)
- Name of the Board
- Date, time, and place of the meeting
- Names of the Chair and Secretary (or names of their substitutes)
- The establishment of a quorum (While this is optional it is a good idea should any questions arise in the future.)
- Action taken on the minutes of the previous meeting
- The name of the committee chairman or reporting member making a committee report. (A copy of the report should be attached to the minutes.)
- The exact wording of each main motion as it was voted on, and whether it was adopted or lost. (The name of the maker of the motion is recorded, but not the name of the person who seconded the motion.)
- A counted vote should be recorded.
- If a roll call vote was taken, record each member’s vote.
- In the case of an election, the complete tellers’ report must be recorded.
- Any previous notice given at the meeting.
- Points of order and appeals
- The time of adjournment