

Parliamentary Procedure

The rules for the conduct of a meeting

“... based on a regard for the rights:

- * of the majority,
- * of the minority, especially a strong majority—greater than one third,
- * of individual members,
- * of absentees, and
- * of all these together.”

– RONR XLVII

Apply to a deliberative assembly which

“... has the following distinguishing characteristics:

- * ... a group of people ... meeting to determine ... courses of action.
- * ... meets in a single room or area or under equivalent conditions
- * ... of such size ... that a degree of formality is necessary
- * Persons ... free to act ... according to their own judgement.
- * In any decision made, the opinion of each member present has equal weight
- * Failure to concur ... does not constitute withdrawal from the body.
- * ... absentee members ... members present ... act for the entire membership”

– RONR pages 1 & 2

From First Grade:

- Be recognized before talking.
- Only one person talking at a time.
- Only one topic being discussed at a time.

And from Kindergarten

Don't hit !

Some terms

Quorum: “The minimum number of members who must be present at the meeting of a deliberative assembly for business to be legally transacted ...” – RONR page 20

Bylaws (and Constitution): “... of a society are the documents that contain its own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure that it follows.” – RONR page 12

Majority vote: “... it means more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum (**40**) is present.” – RONR page 387

Two-thirds vote: “... means at least two thirds of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” – RONR page 388

Motion: “... is a formal proposal by a member, in a meeting, that the assembly take certain action.” – RONR page 26

Main Motion: “...is a motion whose introduction brings business before the assembly; ...” – RONR page 95

Resolution: “For more important or complex questions, or when greater formality is desired, he presents the motion in the form of a *resolution*.” – RONR page 32

Unanimous Consent: A method of taking a vote; also called general consent. ““Unanimous consent” does not necessarily imply that every member is in favor of the proposed action; it may only mean that the opposition, feeling that it is useless to oppose or discuss the matter, simply acquiesces.” – RONR pages 51-52

Minutes: “The record of the proceedings of a deliberative assembly ... should contain mainly a record of what was *done* at the meeting, not what was *said* by the members.” – RONR page 451

STANDARD ORDER OF BUSINESS

– RONR page 25

- 1) Reading and Approval of Minutes¹
- 2) Reports of Officers, Boards, and Standing (that is, permanently established) Committees
- 3) Reports of Special (Select or Ad Hoc) Committees (that is, committees appointed to exist only until they have completed a specified task)
- 4) Special Orders (that is, matters which have previously been assigned a type of special priority, as explained in **14** and **41**)
- 5) Unfinished Business and General Orders (that is, matters previously introduced which have come over from the preceding meeting)
- 6) New Business (that is, matters initiated in the present meeting)

... A convention commonly adopts its own order of business—which often specifies the exact hours at which certain important questions are to be taken up. The order of business of a convention is known as the *program*, or the *agenda*, depending on whether it is interwoven with, or separate from, the overall schedule of convention meetings, events, etc. (see **41**, **59**).

§4. THE HANDLING OF A MOTION

– RONR page 31 ff

The handling of a motion varies in certain details according to conditions. In the ordinary case, especially under new business, there are six essential steps—three by which the motion is *brought before the assembly*, and three in the *consideration* of the motion.

- 1) A member *makes* the motion. ...
- 2) Another member *seconds* the motion.
- 3) The chair *states the question on the motion*. ...

Neither the making nor the seconding of a motion places it before the assembly; only the chair can do that, by the third step (stating the question). When the chair has stated the question, the motion is *pending*, that is, “on the floor.”

* * *

- 1) Members *debate* the motion
- 2) The chair *puts the question* (that is, puts it to a vote).
- 3) The chair *announces the result* of the vote.

¹ The order of business is separate and distinct from the procedure of calling a meeting to order, which is not a part of the order of business. A meeting opens by being called to order even when it has no established order of business. Additional “calls to order” may occur during the order of business at various times not specified in advance, if the assembly takes a recess (**8**, **20**) or adjourns to a future time (**8**, **22**) before the order of business is completed. For these reasons, it is not proper to list a “call to order” as the first item in an order of business or agenda, as is often incorrectly done.

Cool Cats Club Skit

Call to Order

President: (tap gavel once) The meeting will come to order. The Secretary will read the minutes.

1) Reading and Approval of Minutes

Secretary: The regular meeting of the Cool Cats Club was called to order at 9:00 A.M. on Saturday, April 20, 2004, in the Branch Library. The President and Secretary were present. The minutes of the March 16, 2004, meeting were read and approved. The Treasurer reported a balance of \$346.02.

The Financial Committee reported that they were looking for new ideas for raising funds. Suggestions would be appreciated.

Unfinished business dealt with the possibility of a fish fry for our cool cats and their cool owners. It was moved to lay the motion on the table by Member W. The motion was laid on the table.

During new business. Member K moved to donate \$100 to a scholarship fund to help train the newborn kittens of the mother cat in New York City that saved her kittens from a burning building. The motion was adopted.

Member Z moved to adopt homeless cats. Before the motion was voted on, the meeting was adjourned at 9:55 A.M.

President: Are there corrections to the minutes?

Member A: Mr. President.

President: Member A.

Member A: The program was not mentioned in the minutes. It was presented by L. J. Cool Cat regarding the personality development of cats.

President: You are correct. Are there further corrections? (Pause) If not, the minutes are approved as corrected. Secretary, please add the correction before adjournment.

2) Reports of Officers, Boards, and Standing Committees

President: A Treasurer's report is now in order.

Treasurer: Our balance is \$246.02. There were no receipts and \$100 was paid to a scholarship fund for the four kittens rescued from the burning building by their mother.

President: Are there questions? (Pause) If not, the report shall be filed for audit.

3) Reports of Special Committees

MOTION A

President: A report from the fund raising committee is in order.

Member B: Last month we asked members for ideas to raise money. The committee discussed the different ideas submitted. The committee moves that we hold a cool cat talent show for members and their cats.

President: It is moved that we have a cool cat talent show for members and their cats.

Member B: We feel that we could raise money for our treasury by having a talent show and charging admission to the public. We could have a contest with prizes for our cats and another for their owners.

President: That sounds great. My feline, Felicia, would probably win first place as a four footed tap dances. As for myself ...

Member C: (interrupting) Point of order.

President: State your point.

Member C: The presiding officer of the organization does NOT enter into debate or offer opinions unless he leaves the chair.

President: Your point is well taken. I just got excited about the fund raiser.

Member D: Mr. President.

President: Member D.

Member D: Having a fund raiser of this nature will take a lot of planning. I move that the motion be referred to the Financial Committee for further study.

Second: Second.

President: It is moved and seconded that we refer the motion of a talent show to the Financial Committee for further study. Are you ready for the question? (Pause) OK, we shall vote. All those in favor of referring the motion to the Financial Committee say "Aye." [MOST] Those opposed say "No." [FEW] The motion to refer the talent show to the Financial Committee is adopted.

4) Special Orders

5) Unfinished Business and General Orders

MOTION B

President: At the time of adjournment of our last meeting, a motion to adopt homeless cats was left on the floor. That would be unfinished business now. Is there any discussion?

Member E: Mr. President.

President: Member E.

Member E: I feel that homeless cats are homeless because they do NOT work.

Member F: Mr. President.

President: Member F.

Member F: What type of work should cats do? Kill mice? Has anyone seen a live mouse in the open in the last year in Willcox? (pause) I rest my case! Homeless cats work. The least we can do is to help homeless cats get adopted.

President: Is there further discussion? (Pause) The motion on the floor is to adopt homeless cats. All in favor say "Aye." [MOST] Those opposed say "No." [FEW] The motion is adopted. Please let us know at future meetings if you or someone you encouraged have found a homeless cat to adopt.

6) New Business
MOTION C

Member G: Mr. President.

President: Member G.

Member G: I move to take the motion to hold a fish fry from the table.

Second: Second.

President: It is moved and seconded to take the motion to hold a fish fry from the table. All in favor say "Aye." [MAJORITY] All opposed say "No." [FEW] The motion is taken from the table. Are you ready for the question?

Member G: Mr. President.

President: Member G.

Member G: We could hold a fish fry at Kennedy Park. First we could go fishing in the lake there. Then we can share the fish caught with out cool cats at the fish fry.

Member H: Mr. President.

President: Member H.

Member H: The weather is too hot now for fishing. We'd be the ones getting fried ... by the sun!

President: Are you ready for the question? (Pause) All those in favor of the fish fry for our cool cats say "Aye." [FEW] All opposed say "No." [MOST] The noes have it and the motion is lost.
New business is now in order.

MOTION D

Member I: Mr. President.

President: Member I.

Member I: I move that we make the “wildcat” our club’s mascot.

Second: Second.

President: It is moved and seconded to make the “wildcat” our club’s mascot.

Member I: Mr. President.

President: Member I.

Member I: I feel that the “wildcat” would make a great club mascot. It would build a relationship with the U of A and we all love the “wildcats.” Besides, aren’t we all a little wild at times!

Member J: (without recognition and looking at Member I) Speak for yourself. I am NOT wild! We’ve all heard about your wild episodes.

Member I: Point of order.

President: State your point.

Member I: The speaker has no right to attack me. Remarks should be directed through the chair.

President: You are correct. In debate we treat each other with respect. Address all comments through the chair.

Are you ready for the question? (Pause) All in favor of the “wildcat” as our club mascot say “Aye.” [SOME] All opposed say “No.” [MANY] The noes have it and the motion is lost.

MOTION E

Member K: Mr. President.

President: Member K.

Member K: I move that we write letters to the Immigration and Naturalization Service to prevent importing cats from England.

Second: Second.

President: It is moved and seconded to write letters to the Immigration and Naturalization Service to prevent importing cats from England.

Member K: Mr. President.

President: Member K.

Member K: I'm worried about having my priceless cats get the dreaded mad cat disease. By preventing cats from England coming to this country, it may stop the disease from showing up in the US.

Member L: Mr. President.

President: Member L.

Member L: There is no such disease as mad cat disease. If you're worried about importing cats, we should keep them out from the Chernobyl area of the Ukraine. They may be radioactive. I move to postpone the main motion indefinitely.

Second: Second.

President: It is moved and seconded to postpone the motion indefinitely. (Pause) Are you ready for the question? We shall vote. By postponing the motion indefinitely, the main motion is killed. All those in favor of postponing the main motion indefinitely say "Aye." [MOST] All opposed say "No." [FEW] The motion is postponed indefinitely.

Is there further business to come before the group?

MOTION F

Member M: Mr. President.

President: Member M.

Member M: I move that we write letters to the FBI about the possibility of a una-litterer in Tucson.

Second: Second.

President: It is moved and seconded to write letters to the FBI about the possibility of a una-litterer in Tucson.

Member M: Mr. President.

President: Member M.

Member M: Recently an acquaintance of mine received a package in the mail. When it was opened it contained foul smelling cat doings. Although there were no injuries or deaths, someone is trying to ruin all cats' reputation. We all know cats are some of the cleanest pets. We need to get the FBI involved in this incident.

Member N: Mr. President.

President: Member N.

Member N: I agree that the reputation of all "cool cats" is at risk. However, I raise a point of information.

President: State your question.

Member N: Is this only one case or is it just one of many?

Member O: Mr. President.

President: Member O.

Member O: I also heard of a similar situation in my neighborhood.

Member P: Mr. President.

President: Member P.

Member P: It may be a trend. I move to amend the motion by striking the word "FBI" and inserting the words "*Tucson Citizen*."

Second: Second.

President: It is moved and seconded to strike the word "FBI" and insert the words "*Tucson Citizen*."

Member P: Mr. President.

President: Member P.

Member P: We don't know of a national problem. I don't like the whole thing, but perhaps we are just over reacting.

Member Q: Mr. President.

President: Member Q.

Member Q: Perhaps we should not write any letters yet until we know of the extent of the problem.

President: Are you ready for the question? (pause) All in favor of striking the word "FBI" and inserting the words "*Tucson Citizen*" please say "Aye." [HALF] Those opposed say "No." [HALF] The ayes have it ...

Member P: (interrupting) Division.

President: A division has been called for. All in favor of striking the word "FBI" and inserting the words "*Tucson Citizen*" please stand. [MORE THAN HALF] Be seated. Those opposed please stand. [LESS THAN HALF] Be seated. The affirmative has it and the amendment is adopted.

Is there further discussion on the motion as amended?

Member R: Mr. President.

President: Member R.

Member R: To me it seems like the whole incident is just someone's idea of a nasty joke.

President: Are you ready for the question? (pause) All those in favor of sending a letter to the *Tucson Citizen* about the possibility of a non-litterer in Tucson say "Aye." [MOST] All opposed say "No." [FEW] The ayes have it and the amended motion is adopted.

President: Is there further business to come before the assembly? (pause)

Adjournment

President: If not, I declare the meeting adjourned. (tap the gavel)

END OF SKIT

QUICK LOOK AT MOTIONS**Ranked Motions****Privileged Motions**

Fix the Time to Which to Adjourn		S		A	M	R
Adjourn		S			M	
Recess		S		A	M	
Raise a Question of Privilege	I				chair	
Call for the Orders of the Day	I				chair	

Subsidiary Motions

Lay on the Table		S			M	R*
Previous Question		S			2/3	R*
Limit or Extend Limits of Debate		S		A	2/3	R*
Postpone to a Certain Time		S	D	A	M	R*
Commit or Refer		S	D	A	M	R*
Amend		S	D	A*	M	R
Postpone Indefinitely		S	D		M	R*

Main Motion		S	D	A	M	R
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Non-ranked motions

Incidental Motions

Point of Order	I		*		+	
Appeal	I	S	D*		M*	R
Suspend the Rules		S			2/3*	
Objection to the Consideration of a Question	*				2/3	R*
Division of a Question		S*		A	M*	
Consideration by Paragraph or Seriatim		S		A	M	
Division of the Assembly	I				chair	
Motions Relating to Methods of Voting and the Polls (Close polls)		S		A	M (2/3)	R*
Motions Relating to Nominations (Close nominations)		S		A	M (2/3)	
Request to be Excused from a Duty	*	*	D	A	M	R*
Requests and Inquiries						
a) Parliamentary Inquiry	*				chair	
b) Point of Information	*				chair	
c) For Permission to Withdraw or Modify a Motion	*	*			M	R*
d) To Read Papers	*	*			M	R
e) For Any Other Privilege	*	*			M	R

Motions That Bring a Question Again Before the Assembly

Take From the Table		S			M	
Rescind; Amend Something Previously Adopted		S	D	A	+	R*
Discharge a Committee		S	D	A	*	R*
Reconsider	*	S	D*		M	

AMENDMENTS

I move that we paint the meeting room and hall blue.

1. Insert or add words

I move that we paint the meeting room and hall blue.

2. Strike out words

I move that we paint the meeting room and hall blue.

3. Strike out and insert words

I move that we paint the meeting room and hall blue.

Filling the Blank

I move that we appoint Betty White as our delegate
and pay her expenses up to \$100.

§48. MINUTES AND REPORTS OF OFFICERS

– RONR page 451ff

Minutes

The record of the proceedings of a deliberative assembly is usually called the *minutes*, or sometimes—particularly in legislative bodies—the *journal*. In an ordinary society, unless the minutes are to be published, they should contain mainly a record of what was *done* at the meeting, not what was *said* by the members. The minutes should never reflect the secretary’s opinion, favorable or otherwise, on anything said or done. The minutes should be kept in a substantial book or binder.

CONTENT OF THE MINUTES. The *first paragraph* of the minutes should contain the following information.(which need not, however, be divided into numbered or separated items directly corresponding to those below):

- 1) the kind of meeting: regular, special, adjourned regular, or adjourned special;
- 2) the name of the society or assembly;
- 3) the date and time of the meeting, and the place, if it is not always the same;
- 4) the fact that the regular chairman and secretary were present or, in their absence, the names of the persons who substituted for them; and
- 5) whether the minutes of the previous meeting were read and approved—as read, or as corrected—and the date of that meeting if it was other than a regular business meeting. Any correction is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved “as corrected” (see form, p. 454, l. 34-35).

The body of the minutes should contain a *separate paragraph for each subject matter*, giving, in the case of all important motions, the name of the mover, and should show:

- 6) all main motions (**10**) or motions to bring a main question again before the assembly (pp. 72-76; 34-37)—except, normally, any that were withdrawn²—stating:
 - a) the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and
 - b) the disposition of the motion, including—if it was *temporarily* disposed of (pp. 88, 329-30)—any primary and secondary amendments and all adhering secondary motions that were then pending;
- 7) secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity—for example, motions to *Recess* or to *Fix the*

² There may be certain instances in which a main motion is withdrawn under circumstances that require some mention in the minutes. In such a case, only as much information should be included in the minutes as is needed to reflect the necessary details clearly. For example, if, at one meeting, a main motion was made *the special order* for the next meeting (pp. 359-60), or a main motion was postponed after lengthy consideration to a meeting at which it was withdrawn by consent, action at the first meeting should always be recorded, and the withdrawal at the second meeting should be stated for completeness of the minutes.

Time to Which to Adjourn. (among the privileged motions), or motions to *Suspend the Rules* or grant a *Request to Be Excused from a Duty* (among the incidental motions), generally only alluding to the adoption of such motions, however, as "... the matter having been advanced in the agenda on motion of ..." or a ballot vote having been ordered, the tellers ...";

- 8) all notices of motions (pp. 116-18); and
- 9) all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling.
The *last paragraph* should state:
- 10) the hour of adjournment.

Additional rules and practices relating to the content of the minutes are the following:

- * The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.
- * When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering "Present" should be entered. If members fail to respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
- * The proceedings of a committee of the whole, or a quasi committee of the whole, should not be entered in the minutes, but the fact that the assembly went into committee of the whole (or into quasi committee) and the committee report should be recorded (see **52**).
- * When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
- * When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the minutes," in which case the secretary copies it in full in the minutes.
- * The name and subject of a guest speaker can be given, but no effort should be made to, summarize his remarks.

THE SIGNATURE. Minutes should be signed by the secretary and can also be signed, if the assembly wishes, by the president. The words *Respectfully submitted*—although occasionally used—represent an older practice that is not essential in signing the minutes.

FORM OF THE MINUTES. The principles stated above are illustrated in the following model form for minutes:

The regular monthly meeting of the L.M. Society was held on Thursday, January 4, 20__, at 8:30 P.M., at the Society's building, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved as corrected.

The Treasurer reported the receipt of a bill from the Downs Construction Company in the amount of \$5,000 for the improvements recently made in the Society's building. The question put by the chair "that the bill be paid" was adopted.

Mr. Johnson, reporting on behalf of the Membership Committee, moved "that John R.

MINUTES

Brown be admitted to membership in the Society.” The motion was adopted after debate.

The report of the Program Committee was received and placed on file.

The special committee that was appointed to investigate and report on suitable parking facilities near the Society’s building reported, through its chairman, Mrs. Smith, a resolution, which, after debate and amendment, was adopted as follows: “*Resolved*, That ... [its exact words immediately before being acted upon, incorporating all amendments].”

The resolution relating to the use of the Society’s library by nonmembers, which was postponed from the last meeting, was then taken up. This motion and a pending amendment were laid on the table after the chair announced that the guest speaker had received a phone message which would require his early departure.

The President introduced the guest speaker, Mr. James F. Mitchell, whose subject was

At the conclusion of Mr. Mitchell’s talk, the resolution relating to the use of the Society’s library by nonmembers was taken from the table. After amendment and further debate, the resolution was adopted as follows: “*Resolved*, That ... [its exact wording immediately before being finally voted on].”

Mr. Gordon moved “that the Society undertake the establishment of a summer camp for boys on its lakefront property.” Mrs. Thomas moved to amend this motion by inserting the word “underprivileged” before “boys.” On motion of Mr. Dorsey, the motion to establish the camp, with the pending amendment, was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting. The chair appointed Messrs. Flynn, Dorsey, and Fine to the committee.

The meeting adjourned at 10:05 P.M.

Margaret Duffy, Secretary

READING AND APPROVAL OF THE MINUTES. *When the next regular business session will be held within a quarterly time interval (see p. 88), when the session does not last longer than one day, and when there will be no change or replacement of a portion of the membership before the next session, procedures relative to the reading and approval of minutes are as follows:*

* The minutes of the meeting are normally read and approved at the beginning of the next regular meeting, immediately after the call to order and any opening ceremonies. An adjourned meeting of an ordinary society approves the minutes of the meeting that established the adjourned meeting; its own minutes are approved at the next adjourned or regular meeting, whichever occurs first. A special meeting does not approve minutes; its minutes should be approved at the next regular meeting.

* Corrections, if any, and approval of the minutes are normally done by unanimous consent. The chair calls for the reading of the minutes, asks for any corrections, then declares the minutes approved, as shown on pages 343-44.

* By a majority vote without debate, the reading of the minutes can be “dispensed with”—that is, *not carried out at the regular time*. If the reading of the minutes is dispensed with, it can be ordered (by majority vote without debate) at any later time during the meeting while no

business is pending; and if it is not thus taken up before adjournment, these minutes must be read at the following meeting before the reading of the later minutes. If it is desired to approve the minutes without having them read, it is necessary to suspend the rules for this purpose.

* A draft of the minutes of the preceding meeting can be sent to all members in advance, usually with the notice. In such a case, it is presumed that the members have used this opportunity to review them, and they are not read unless this is requested. Correction of them and approval, however, is handled in the usual way. It must be understood in such a case that the formal copy placed in the minute book contains all corrections that were made and that none of the many copies circulated to members and marked by them is authoritative (see also p. 344).

When the next regular business session will not be held within a quarterly time interval (see p. 88), and the session does not last longer than one day, or in an organization in which there will be a change or replacement of a portion of the membership, the executive board or a committee appointed for the purpose should be authorized to approve the minutes. The fact that the minutes are not then read for approval at the next meeting does not prevent a member from having a relevant excerpt read for information; nor does it prevent the assembly in such a case from making additional corrections, treating the minutes as having been previously approved (see third paragraph below).

In sessions lasting longer than one day, such as conventions, the minutes of meetings held the preceding day are read and are approved by the convention at the beginning of each day's business after the first (and minutes that have not been approved previously should be read before the final adjournment)—except as the convention may authorize the executive board or a committee to approve the minutes at a later time.

When the minutes are approved, the word *Approved*, with the secretary's initials and the date, should be written below them.

If the existence of an error or material omission in the minutes becomes reasonably established after their approval—even many years later—the minutes can then be corrected by means of the motion to *Amend Something Previously Adopted (35)*, which requires a two-thirds vote, or a majority vote with notice, or the vote of a majority of the entire membership, or unanimous consent.

Cool Cats Club
Minutes

The regular monthly meeting of the Cool Cats Club was called to order at 9:00 a.m. on Saturday, May 18, 2004 in the Columbus Branch Library. The President being in the chair and the Secretary bring present. The minutes of the April 20, 2004 meeting were approved as corrected.

The Treasurer reported a balance of \$246.02 after payment to the scholarship fund for the four kittens rescued from the burning building by their mother.

Member B, reporting on behalf of the fund raising committee, moved “that we hold a cool cat talent show for members and their cats.” Referred to the Financial Committee for further study.

Member C made a Point of Order concerning the Chair being involved in the debate. The Point was ruled well taken.

The motion “to adopt homeless cats,” which was pending at the time of adjournment of the last meeting, was then taken up. The motion was adopted.

Member G moved to take the motion “to hold a fish fry” from the table. Adopted. The motion “to hold a fish fry” was not adopted.

Member I moved “that we make the ‘wildcat’ our club’s mascot.” The motion was not adopted.

Member I made a Point of Order concerning a member attacking him during debate. The Point was ruled well taken.

Member K moved “that we write letters to the Immigration and Naturalization Service to prevent importing cats from England.” The motion was postponed indefinitely.

Member M moved “that we write letters to the FBI about the possibility of a una-litterer in Tucson.” After amendment, the motion was adopted as follows: “that we send a letter to the *Tucson Citizen* about the possibility of a una-litterer in Tucson.”

The meeting adjourned at 9:10 a.m.

Paul Lamb, Secretary

Cool Cats Club
Minutes

The regular monthly meeting of the Cool Cats Club was called to order at 9:00 a.m. on Saturday, May 18, 1966 in the Columbus Branch Library. The President being in the chair and the Secretary bring present. The minutes of the April 20, 1966 meeting were approved as corrected.

The Treasurer reported a balance of \$246.02 after payment to the scholarship fund for the four kittens rescued from the burning building by their mother.

TREASURER'S
REPORT

Member B, reporting on behalf of the Financial Committee, moved “that we hold a cool cat talent show for members and their cats.” Referred to the Financial Committee for further study.

MOTION: TALENT
SHOW

Member C made a Point of Order concerning the Chair being involved in the debate. The Point was ruled well taken.

POINT of ORDER

The motion “to adopt homeless cats,” which was pending at the time of adjournment of the last meeting, was then taken up. The motion was adopted.

MOTION:
HOMELESS CATS

Member G moved to take the motion “to hold a fish fry” from the table. Adopted. The motion “to hold a fish fry” was not adopted.

MOTION: FISH
FRY

Member I moved “that we make the ‘wildcat’ our club’s mascot.” The motion was not adopted.

MOTION: MASCOT

Member I made a Point of Order concerning a member attacking him during debate. The Point was ruled well taken.

POINT of ORDER

Member K moved “that we write letters to the Immigration and Naturalization Service to prevent importing cats from England.” The motion was postponed indefinitely.

MOTION:
IMPORTING CATS
FROM ENGLAND

Member M moved “that we write letters to the FBI about the possibility of a una-litterer in Tucson.” After amendment, the motion was adopted as follows: “that we send a letter to the *Tucson Citizen* about the possibility of a una-litterer in Tucson.”

MOTION: UNA-
LITTERER

The meeting adjourned at 9:10 a.m.

ADJOURNMENT

Paul Lamb, Secretary

Bio for **Paul Lamb**, CP-T, PRP

Retired from Civil Service, Department of Defense after 37 years in May, 1993. Retired from the Washington, DC, area to a small ranch (500 acres) in southern Arizona outside of Bisbee.

American Institute of Parliamentarians

Joined: June, 1993

Certified Parliamentarian (CP): July, 1997 [#375]

Certified as a Teacher of Parliamentary Procedure (-T): July, 2004

Editor, *Parliamentary Journal*: September, 2001- present

National Association of Parliamentarians

Passed membership exam: October, 1995 [member #9417]

Registered Parliamentarian (RP): October, 1996 [#1790]

Professional Registered Parliamentarian (PRP): May, 1997

Old Pueblo Unit, Tucson AZ, July, 1995; President or Vice President: September, 1996-present

President, Arizona State Association of Parliamentarians: September, 2004-2006

Articles on Parliamentary Procedure

“Preferential Voting,” Parliamentary Journal, Vol. XXXVIII, No. 1, January 1997.

“Preferential Voting, Part One,” National Parliamentarian, Vol 57, 4th Quarter 1996.

“Preferential Voting, Part Two,” National Parliamentarian, Vol 58, 1st Quarter 1997.

“The Myth-understood Substitute Amendment,” National Parliamentarian, Vol 58, 3rd Quarter 1997.

“Weighted Preferential Voting System,” Parliamentary Journal, Vol. XXXVIII, No. 4, October 1997

“Is an Adjourned Meeting Necessary?” National Parliamentarian, Vol 58, 4th Quarter 1997.

“How Long Is Ten Minutes,” National Parliamentarian, Vol 59, 1st Quarter 1998.

“Of Previous Question,” Parliamentary Journal, Vol. XXXIX, No. 3, July 1998.

“Bylaws ... Interpretation Needed?” National Parliamentarian, Vol 59, 3rd Quarter 1998.

“A Weird Look at Strike Out and Insert,” National Parliamentarian, Vol 60, 3rd Quarter 1999.

“Shhh! – It’s a Secret,” National Parliamentarian, Vol 62, 3rd Quarter 2001.

Presentations and other

Presentation at the AIP Practicum in Pomona, 1996: “Amendments on a Clothesline”

Presentation at the AIP Practicum in Pomona, 1997: “Preferential Voting”

Presentation at ASAP Annual Session, 1997: “Substitute Amendment - Oh, No!”

Workshop at District 8 Conference, 1999: “Amendments on a Clothesline”

Presentation at AIP Annual Meeting, 2000: “Here is the Answer-What is the Question?”

Workshop at the AIP Annual Meeting, 2001: “Amendments on a Clothesline”

Workshop at ASAP Annual Session in Bisbee, 2001: “Preferential Voting”

Workshop at the AIP Practicum at Pomona, 2002: “Reconsider”

Workshop at AIP Annual Session in Atlanta GA, 2002: “Reconsider”

Workshop at NAP District Eight Conference in Honolulu HI, 2003 “Consider Reconsider”

Judge at the FBLA State Parliamentary Procedure Competition, April 17, 1998

Attended AIP Annual Session, every one since 1994.

Delegate to NAP Biennial Convention, every one since 1997.

Miscellaneous

Bachelor of Science, Electronic Engineering (BSEE), University of Arizona, Tucson, 1960

Masters in Business Administration (MBA), University of California, Los Angeles, 1973

Doctor of Science (D.Sc.), The George Washington University, Washington, DC, 1982

Lecturer, Computer Science, at The George Washington University, 1979-1991.