
BYLAWS
OF THE
Old Dover Neighborhood Association, Inc.

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A Massachusetts Chapter 180 Corporation
(Incorporated <date>)

Adopted June 4, 1997

Amended <date>

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Article 1

Name, Purpose, Location, Corporate Seal, Fiscal Year

1.01 NAME:

The name of the organization is the Old Dover Neighborhood Association, Incorporated, hereafter referred to as "the Association," as is set forth in the articles of organization.

1.02 PURPOSE:

The Association is a non profit, volunteer organization dedicated to enhancing the quality of life within its geographic boundaries by providing opportunities for its Members to participate in and act on all issues pertaining to the neighborhood. The Association further exists to work with other groups and neighborhood organizations for the benefit of the community as a whole.

The Association shall endeavor to keep the Members informed of relevant political issues consistent with the purposes as stated above, but shall not endorse any political candidate or take a partisan political position.

The Association further exists to educate all its Members regarding Peters Park and the historic nature of the surrounding Boston Landmark area.

1.03 LOCATION:

The location of the Association will be a Post Office Box located at the Cathedral Post Office, Boston, MA 02118. Records will be kept at the mailing address of the current President of the Association.

1.04 CORPORATE SEAL:

The Directors may adopt and alter the Seal of the Association.

1.05 FISCAL YEAR:

The fiscal year of the Association shall end on December 31 of each year, unless otherwise decided by the Executive Board of the Association.

Article 2.

General Membership

2.01 MEMBERS:

The Members of the Association are the residents, non-resident property owners, businesses, and institutions, located within the boundaries as specified below, and who are up to date in payment of their dues.

All of the above Members are to be considered voting Members. Each non-resident property owner, business owner, public corporation, or institution shall have one vote, with the limitation that each such property, business, corporation, or institution may not be represented by more than three voting individuals.

The Membership may designate from time to time non-voting honorary Members. These persons shall be designated as described in Article 3.01, and shall have none of the rights or responsibilities of the regular Membership.

2.02 BOUNDARIES:

The boundaries of the Association are: Starting at the corner of Shawmut Avenue and Herald Street; running south along the middle of Shawmut, crossing East Berkeley Street, and following the western boundaries of Peters Park to Washington Street; continuing along Washington to Waltham Street; then east along Waltham Street to Albany Street; then north along Albany Street and Fort Point Channel to Herald Street; then west along Herald Street to Shawmut.

2.03 GENERAL MEMBERSHIP POWERS and RIGHTS:

The Members shall have such powers and rights as are vested in them by law, the articles of organization, or these Bylaws.

All the Members, as specified in Section 2.01 of this article shall have the right to be present at all meetings of the Association, serve on committees, hold office, voice opinions, and to vote at the Annual and Special General Membership Meetings.

2.04 GENERAL MEMBERSHIP ANNUAL MEETINGS:

The Annual Meeting of the Members shall be held at 7:30 p.m. on the first Tuesday of March in each year at a place to be announced.

2.05 GENERAL MEMBERSHIP SPECIAL MEETINGS:

Special Meetings may be called by a majority of the Executive Board.

2.06 GENERAL MEMBERSHIP CALL AND NOTICE:

Annual Meetings: Notice shall be required for the Annual meeting of the Members. Reasonable and sufficient notice shall be given to Members for the location of these meetings or in case of change in schedule of meetings. Notices shall contain the wording "Annual General Membership Meeting of the Old Dover Neighborhood Association, Inc."

Special Meetings: Reasonable and sufficient notice of the time and place of special meetings of the Members shall be given to the Members. Such notice need not specify the purposes of a meeting, unless otherwise required by law, the articles of organization or these Bylaws or unless there is to be considered at the meeting: (i) contracts or transactions of the Association with interested persons, (ii) amendments to these Bylaws (as adopted by the Executive Board or otherwise), (iii) an increase or decrease in the number of Executive Board Members, or (iv) removal or suspension of a Member of the Executive Board. Notices shall contain the wording "Special General Membership Meeting of the Old Dover Neighborhood Association, Inc."

Executive Board Monthly Meetings: All General Members may attend the Executive Board meetings and express opinions on any issue. No notice shall be required for the regular meetings of the Executive Board. Reasonable and sufficient notice shall be given in case of change in schedule or location of these meetings.

2.07 GENERAL MEMBERSHIP QUORUM:

At any meeting of the Members, seven Members, including a majority of the Executive Board, shall constitute a valid quorum.

2.08 GENERAL MEMBERSHIP VOTING:

Each Member shall have one vote. At the Annual, Special, or Monthly Meetings, a majority shall decide any question, including election of the Executive Board, unless provided by law, the articles of organization, or these Bylaws.

2.09 ROBERT'S RULES OF ORDER:

All meetings shall be conducted in accordance with Robert's Rules of Order, as then in effect. Attached to these Bylaws are Parliamentary Procedures, which will be followed during all meetings.

Article 3.

Sponsors, Benefactors, Contributors, Advisers, Friends of the Association

3.01 DESIGNATED TITLES:

The Executive Board Members may designate certain persons or groups of persons as Sponsors, Benefactors, Contributors, Advisers or Friends of the Association or such other title as they deem appropriate. Such persons shall serve in an honorary capacity and, except as the directors shall otherwise designate, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.

Article 4.

Executive Board

4.01 EXECUTIVE BOARD NUMBER:

There shall be nine (9) Members of the Executive Board. Three Members shall be elected each year for terms of three years.

4.02 EXECUTIVE BOARD TERM:

Each Executive Board Member shall hold office for three consecutive years. Terms shall begin at the Annual Executive Board Meeting, immediately following the Annual General Members Meeting, at which the Board Member is elected. Terms shall end at the third Annual Meeting following his/her election and when his/her successor is elected and qualified, or until the Board Member sooner dies, resigns, is removed or becomes disqualified.

4.03 EXECUTIVE BOARD RESIDENCY REQUIREMENTS:

Any Member, as defined in section 2.01 above, shall be eligible to be an Executive Board Member.

4.04 EXECUTIVE BOARD NOMINATION:

A Nominating Committee shall be appointed by the Executive Board. They will act in accordance with the provisions of these Bylaws.

4.05 EXECUTIVE BOARD ELECTION:

The Executive Board Members shall be elected by a simple majority of the Members present at the Annual Meeting of the Members.

4.06 EXECUTIVE BOARD POWERS:

In compliance with these Bylaws and the Articles of Incorporation, the property and affairs of the Association shall be managed by the Executive Board then in office. The Board shall appoint such other officers, agents, or other delegates from time to time as the Board may deem appropriate; may establish committees (Standing or Ad hoc) with authority to act in areas of concern to the Association; and Generally shall act for the Association in all matters subject to the provisions of the Bylaws. The President or designated Board Member shall solicit at least three bids in writing from contractors for neighborhood improvement projects expected to cost over \$500.00. Upon the vote of the majority of the Board, one bid will be accepted.

4.07 EXECUTIVE BOARD INITIATION:

Each new Executive Board Member upon election will receive a binder containing the Bylaws of the Association, The Articles of Organization, Executive and Board Member listings, a place for Standing Committee notes, and Community Contact lists. The President will review the materials with the Board Members.

4.08 EXECUTIVE BOARD COMMITTEE RESPONSIBILITIES:

Each Executive Board Member shall complete their duties as outlined in these Bylaws. They shall represent the interests of their constituents and of the neighborhood to the

Board, shall encourage Membership and communication between their constituents and the Board, and shall endeavor to find out and to help meet the needs and interests of their constituents. Each Executive Board Member must participate on one of the Standing Committees or ad hoc Committees as is outlined in these Bylaws. Board Members will call the President if they need to miss a Board Meeting.

4.09 EXECUTIVE BOARD SUSPENSION OR REMOVAL:

An Executive Board Member may be suspended or removed with cause by vote of the majority of the Executive Board then in office. An Executive Board Member may be removed with cause only after reasonable notice and opportunity to be heard; provided, however, that three successive absences from meetings of the Executive Board, without an explanation therefor to an officer of the Association in advance of any such meeting, shall be deemed to be cause for removal, for which notice and opportunity for hearing shall not be required.

4.10 EXECUTIVE BOARD RESIGNATION:

An Executive Board Member may resign by delivering his written resignation to the President of the Association. Such resignation shall be effective upon receipt (unless specified effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

4.11 EXECUTIVE BOARD VACANCIES:

Any vacancy in the Executive Board may be filled with a successor appointed by the remainder of the Executive Board. Each successor shall hold office until the next Annual Meeting or until he/she sooner dies, resigns, is removed or becomes disqualified. The Executive Board shall have and may exercise all their powers notwithstanding the existence of one or more vacancies in their number.

4.12 EXECUTIVE BOARD REGULAR MEETINGS:

The Executive Board shall hold regular monthly meetings on the first Tuesday of every month. These meetings will be open to the General Membership.

4.13 EXECUTIVE BOARD ANNUAL MEETINGS:

An Annual Meeting of the Board shall be held in every year immediately following the Annual Members Meeting noted in Paragraph 2.04, at the same place as such Annual Meeting, for the election of officers and for the transaction of such other business as may properly come before such meeting. No notice shall be required for such annual meeting.

4.14 EXECUTIVE BOARD SPECIAL MEETINGS:

Special meetings of the Executive Board may be held at any time and any place when called by the President, or in the absence of the President, by two or more Members of the Executive Board.

4.15 EXECUTIVE BOARD MEETINGS CALL AND NOTICE:

Annual Meeting: No notice shall be required for the Annual Meeting of the Executive Board. Reasonable and sufficient notice shall be given in case of change in schedule or location of these meetings.

Regular Meetings: No notice shall be required for the regular meetings of the Executive Board. Reasonable and sufficient notice shall be given in case of change in schedule or location of these meetings.

Special Meetings: Reasonable and sufficient notice of the time and place of special meetings of the Executive Board shall be given to the Executive Board Members. Such notice need not specify the purposes of a meeting, unless otherwise required by law, the articles of organization, or these Bylaws, or unless there is to be considered at the meeting: (i) contracts or transactions of the Association with interested persons, (ii) amendments to these Bylaws, (iii) an increase or decrease in the number of Executive Board Members, or (iv) removal or suspension of a Member of the Executive Board. Any votes taken are subject to ratification at the next regular monthly meeting.

Reasonable and Sufficient Notice: Except as otherwise expressly provided, it shall be reasonable and sufficient notice to Executive Board Members to deliver notice verbally or in writing at least twenty-four hours before the meeting.

4.16 EXECUTIVE BOARD QUORUM:

At any meeting of the Executive Board, a majority of the Executive Board Members then in office, but not less than seven Members, shall constitute a quorum.

4.17 EXECUTIVE BOARD ACTION BY VOTE:

When a quorum is present at any Executive Board meeting, a majority of the votes properly cast by the Members present and voting shall decide any question, including the election of officers, unless otherwise provided by law, the articles of organization, or these Bylaws.

4.18 EXECUTIVE BOARD ACTION WITHOUT MEETING:

Any action required or permitted to be taken at any meeting of the Executive Board may be taken without a meeting if a majority of the Executive Board Members consent to the action verbally and the action is announced and ratified at the next Executive Board Meeting.

4.19 EXECUTIVE BOARD COMPENSATION:

Executive Board Members shall not be precluded from serving the Association in any other capacity and receiving compensation for any such services.

4.20 ROBERT'S RULES OF ORDER:

All meetings of the Executive Board shall be conducted in accordance with Robert's Rules of Order, as then in effect. Attached to these Bylaws are Parliamentary Procedures, which will be followed during all meetings.

Article 5.

Officers and Agents of the Executive Board

5.01 OFFICER NUMBER and QUALIFICATION:

The officers of the Association shall be, but are not limited to, a President, Treasurer, Vice President and Secretary, but the Association may hire or appoint agents as necessary. An agent, may be, but need not be, a Member of the Executive Board or a Member.

5.02 OFFICER ELECTION:

The President, Vice President, Treasurer, and Secretary shall be elected annually by the Executive Board at their Annual Meeting, as outlined in 4.13, immediately following the Annual Meeting of the Members. Other officers, if any, may be elected by the Executive Board at any time.

5.03 OFFICER TERM:

The President, Vice President, Treasurer, and Secretary shall each hold office until the conclusion of the Annual Meeting of the Executive Board and until his/her successor is chosen and qualified, and each other officer shall hold office until the Annual Meeting of the Executive Board unless a shorter period shall have been specified by the terms of his/her election or appointment, or in each case until he/she sooner dies, resigns, is removed or becomes disqualified. Each agent shall retain his/her authority until terminated by the Executive Board.

5.04 PRESIDENT:

The President shall be the chief executive officer of the Association and, subject to the approval of the Executive Board, shall have general charge and supervision of the affairs of the Association. The President sets the agenda and shall preside at all meetings of the Executive Board and the General Meetings of the Members. The President has the responsibility to conduct the meetings in accordance with Robert's Rules of Order, as then in effect.

The President is the official representative of the neighborhood association to the City of Boston, and the community at large; attends other community meetings or designates another Member to attend in his/her place, seeing that the interests of the neighborhood and the association are given a fair hearing. The President also makes the annual President's Report to the association at the Annual Membership Meeting, outlining the previous year's major activities.

The President will maintain files of all documents and correspondence which have have impact on the Association.

The President is responsible for ensuring that each Standing Committee is active and has at least one Executive Board Member on it and that each Executive Board Member is active in a Standing or Ad hoc Committee.

5.05 VICE PRESIDENT:

The Vice President shall have such duties and powers as the Executive Board Members shall determine. The Vice President shall assist the President and may execute all the powers and duties of the President during the absence of the President or in the event of his/her inability to act. The Vice President would fill in any uncompleted term of the President.

5.06 TREASURER:

The Treasurer shall be the chief financial officer and the chief accounting officer. The Treasurer is in charge of its financial affairs, funds, securities and valuable papers and shall keep full and accurate records thereof. The Treasurer shall be in charge of its books of account and accounting records, and of its accounting procedures. Makes the Treasurer's report for all Association finances at the monthly Executive Board meetings and at the annual General Membership meeting.

The Treasurer shall prepare and submit proposed budgets as well as yearly operating statements to the Executive Board at the Annual Executive Board Meeting. The Executive Board shall have final authority over all budget decisions. The Treasurer must file all appropriate tax returns and any other filings each year to maintain the Association's non-profit Association status. The Treasurer will supply the President copies of all such forms and budgets for inclusion in the Association files.

The Treasurer will conduct the Executive Board or General Membership meetings in the absence of the President and Vice President.

5.07 SECRETARY:

The Secretary shall record and maintain records signed by the Secretary of all proceedings of the Members and the Executive Board in a book or series of books, and known as the Minutes Book(s), kept within the Commonwealth at the principal office of the Association or at the office of its Secretary. Such books shall be open at all reasonable times to the inspection by any Member. Such books shall include the articles of the Association, and these Bylaws, and names, addresses and telephone numbers of the Executive Board Members, records of all meetings, written records of Executive Board vote, and attendance sheets. If the Secretary is absent from any meeting of the Members or Executive Board, a temporary Secretary chosen at the meeting shall exercise the duties of the Secretary at the meeting. Occasionally the Secretary will also type outgoing correspondence for the Association.

5.08 AGENTS:

With the agreement of a majority of the Executive Board, agents may be hired to assist in the performance of the business of the Association when such assistance is required.

5.09 OFFICER SUSPENSION or REMOVAL:

An officer may be suspended or removed with cause by vote of a majority of the Executive Board then in office at any special meeting called for such purpose or at any regular meeting. An officer may be removed with cause only after reasonable notice and opportunity to be heard.

5.10 OFFICER RESIGNATION:

An officer may resign by delivering his written resignation to the President of the Association. Such resignation shall be effective upon receipt (unless specified effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

5.11 OFFICER VACANCIES:

If the office of any officer becomes vacant except for the President, the Executive Board may elect a successor. The President is replaced as outlined in Section 5.05 of these Bylaws. Each such successor shall hold office for the un-expired term until his successor is elected and qualified, or until he sooner dies, resigns, is removed or becomes disqualified.

Article 6.

Committees

6.01 COMMITTEE MEMBERSHIP POWERS and RIGHTS:

All the Members, as specified in Section 2.01 of this article shall have the right to serve on committees, chair the committee, voice opinions, and to vote at the committee meeting at which they are a Member.

Unless the Executive Board otherwise designates, committees shall conduct their affairs in the same manner as is provided in these Bylaws for the Executive Board and shall report on their activities to the Executive Board. The chair of any committee shall remain in office for one year and the committee itself shall remain in existence with the approval of the Executive Board. Each Committee must have at least one Executive Board Member on the Committee; however, it is not required that the Board Member chair the committee.

6.02 COMMITTEE MEMBERSHIP MEETINGS:

Standing Committees: Standing Committees shall meet at least every other month.

Ad hoc Committees: Ad hoc Committees shall meet at least monthly until it is determined by the Board that their mission is completed. At the completion of the assignment the Committee will disband.

6.03 COMMITTEE MEMBERSHIP CALL AND NOTICE:

Notice shall be required for each meeting of the committee Members. Reasonable and sufficient notice shall be given all association Members at the monthly Executive Board meeting and also to any absent active committee Members for the location of these meetings or in case of change in schedule of meetings.

6.04 COMMITTEE CHAIR:

The Chair of the committee shall be elected by a majority of the committee Members present at the formation of the Committee and then each year thereafter, at the first scheduled Committee Meeting following the Annual General Membership Meeting. Nominations for the Chair shall be taken from the floor by a Committee Member, then

a vote shall be taken by ballot. The Chair will then assume control of the meeting and conduct it in accordance with Robert's Rules of Order, as then in effect. Subsequent elections of the Standing Committees' Chairpersons shall be conducted as outlined above. Attached to these Bylaws are Parliamentary Procedures, which will be followed during all meetings.

6.05 NOMINATING COMMITTEE:

The Nominating Committee shall consist of a minimum of three people, only one of which may be a Executive Board Member. The Nominating Committee will:

- Present either verbally or in written form a copy of Article 4 of these Bylaws (Executive Board Power and Responsibilities) to each candidate
- Gather resumes from each and obtain a commitment to serve from each candidate at least 15 days prior to the annual meeting
- Provide a ballot listing all Executive Board Candidates along with copies of their resumes/letter of commitment to each voting Member at the annual meeting
- Supervise the elections and count the ballots
- Conduct the General Election of the Executive Board

6.06 PUBLIC SERVICES:

Participates in all pertinent hearings and public presentations regarding public and private transportation issues and all city services (including studies conducted by the City or its agencies). Reports to the Membership at regular monthly meetings. Additional issues concern parking and pedestrian access.

6.07 DEVELOPMENT:

Monitors all vacant land parcels and City owned property within the geographic boundaries of the association. Previews all potential development projects and zoning proposals and prepares presenters for appearances before the Association Board and General Membership. The Development Committee shall develop and keep current a list of questions/issues for the use of developers in preparing their proposal.

6.08 PUBLIC SAFETY:

Acts as a liaison between Boston Police and public agencies to help ensure the safety of the Association area. Participates in and organizes crime prevention/watch committees for different areas within the Association boundaries. Takes action on issues which are reported by Membership. Reports to the Membership on actions taken.

6.09 PARKS:

The Parks Committee consists of the Friends of Peters Park and works with City agencies to ensure proper pruning, fertilization, watering and replacement of trees, as well as signage and landscape designs. It also monitors compliance of park use and trash pick-up; ensures proper maintenance and operation of park equipment, and develops seasonal events in conjunction with other committees.

6.10 ADDITIONAL COMMITTEES:

The Executive Board may elect or appoint additional Standing Committees and may delegate to any such committee or committees any of their powers. Additional Standing Committees and their powers would be written into the Bylaws as an amendment. The Executive Board may also from time to time create special Ad hoc committees which would exist for a specific term.

Article 7.

Execution of Papers

7.01 AUTHORIZATION:

All deeds, leases, transfers, contracts, bonds, notes, drafts and other obligations made, accepted or endorsed by the Association shall be signed by the President and the Treasurer. Checks for amounts of \$500.00 or less may be signed by either the President or the Treasurer. Checks for amounts greater than \$500.00 must be signed by any two officers, and must be approved by the Executive Board.

7.02 REAL ESTATE INSTRUMENTS:

Any recordable instrument purporting to effect an interest in real estate, executed in the name of the Association by both the President and the Treasurer on the instruction of the Executive Board, shall be binding on the Association in favor of a purchaser or other person relying in good faith on such instrument notwithstanding any inconsistent provisions of the articles of organization, Bylaws, or resolutions.

Article 8.

Personal Liability

8.01 PERSONAL LIABILITY:

The Members, Executive Board and officers of the Association shall not be personally liable for any debt, liability or obligation of the Association. All persons, Associations or other entities extending credit to, contraction with, or having any claim against, the Association, may look only to the funds and property of the Association for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Association.

Article 9.

Amendments, Implementation

9.01 AMENDMENTS:

Any amendments to these Bylaws shall require a majority vote of those Members present and eligible to vote at the Annual Meeting or at a Special Meeting called for this purpose with reasonable notice given.

9.02 IMPLEMENTATION:

These Bylaws and any amendments shall become effective immediately upon their passage by the General Members. The effective date shall be entered at the top of the contents page of these Old Dover Neighborhood Association Bylaws.

Article 10.

Provisions Relating to Exempt Status

10.1 NO DIVERSION FROM EXEMPT STATUS:

No part of the assets of the corporation and no part of any net earnings of the corporation shall be divided among or inure to the benefit of any individual officer or Member of the Executive Board of the corporation or any private individual as herein set forth; and no substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the distribution and publishing of statements), any political campaign on behalf of any candidate for public office. It is intended that the corporation shall be entitled to exemption from federal income tax under section 501 (c)(3) of the Internal Revenue Code and shall not be a private foundation under Section 509 (a) of the Internal Revenue Code.

10.2 NON-REVERSION:

Upon the liquidation or dissolution of the corporation, after payment of all of the liabilities of the corporation or due provision therefor, all of the assets of the corporation shall be disposed of to one or more organizations exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

10.3 PRIVATE FOUNDATION STATUS:

In the event that the Association is a private foundation as that term is defined in Section 509 of the Internal Revenue Code, then notwithstanding any other provisions of the articles of organization or the bylaws of the Association, the following provisions shall apply:

The Board shall distribute the income for each taxable year at such time and in such manner as not to become subject to the tax or undistributed income imposed by Section 4942 of the Internal Revenue Code.

The Board shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code; nor retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; nor make any investments in such manner as to incur tax liability under Section 4944 of the Internal Revenue Code; nor make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

Parliamentary Procedure

Section I: General Rules of Debate:

1. A quorum, consisting of seven Members, including a majority of the Executive Board, must be present for the transaction of any business.
2. Any representative receiving the recognition of the Chair shall have the right to address the chamber for his full, allotted time. He may not, however, address any single individual, except the Chair, or make any remarks that are slanderous or contrary to the viewpoint under which he was recognized.
3. Debate on any legislation shall be allotted to forty-five (45) minutes, subject to the rules of extension.
4. Any motions that are not directed at the speaker shall not be subtracted from his allotted time.
5. A speaker may yield any amount of his time to another representative, or he may relinquish the floor. Once the floor has been yielded, the new speaker receives the same rights and responsibilities as the original speaker.
6. The order of speakers on any legislation shall be:

Structured debate:

- | | |
|------------------------------------|-----------|
| a) Sponsor of the legislation | 4 minutes |
| b) Speaker against the legislation | 4 minutes |
| c) Speaker for the legislation | 3 minutes |
| d) Speaker against the legislation | 3 minutes |

General debate:

(Speakers in general debate are not required to speak for or against the legislation being considered.)

Each speaker	2 minutes
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7. The order of speakers on amendments to legislation shall be:

Structured debate:

- | | |
|----------------------------------|-----------|
| a) Sponsor of the amendment | 2 minutes |
| b) Speaker against the amendment | 2 minutes |

General debate:

(Speakers in general debate are not required to speak for or against the amendment being considered.)

Each speaker	1 minute
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8. No dilatory or non-germane amendment shall be entertained. This is subject to the discretion of the Chair.

Section II: Rules of Order:

The following are the motions which shall be allowed. If two motions are on the floor simultaneously, the lower-numbered one takes precedence. All motions require the recognition of the Chair and must be directed toward him unless otherwise specified. Also, except where specified, all motions are vocal (the representative calls out the name of the motion in order to be recognized) and may not interrupt a speaker.

1. Motion to Adjourn: A Member of the chamber may call for adjournment of the session. It requires a 2/3 majority to pass but is subject to the discretion of the Chair.
2. Point of Privilege: This point is used to request a personal privilege, such as the request of the reading of pertinent papers, to have windows opened or closed, to call attention to an error in a direct quote, to request that the Chair call the chamber to order, to ask permission to enter or exit the room, or request that a speaker speak more loudly or clearly. It may interrupt a speaker.
3. Point of Order: This point is used to bring the breach of a point of Parliamentary Procedure to the attention of the Chair. It must be raised immediately after the breach occurs and shall be decided by the Chair. It may interrupt a speaker.
4. Point of Information: This point is used to request information not directly related to the issue being debated. It may be used to request information on parliamentary Procedure or to ask how much time a speaker has remaining. It may interrupt a speaker.
5. Motion to Appeal the Decision of the Chair: This motion calls for the reversal of a decision made by the Chair. It requires a 2/3 majority to pass and must occur immediately after the decision in question has occurred. The chair must recognize this point whenever it occurs. It may interrupt a speaker.
6. Point of Inquiry: This point is a single, concise, unprefaced question addressed to the speaker if he is open to points. (is accepting question). It must pertain to the issue being debated. It may interrupt a speaker.
7. Point of Query: This is the same as a point of inquiry, except that it allows either three (3) short questions or one single prefaced question.
8. Motion to Suspend the Rules: This motion is used to temporarily suspend the rules of a chamber for a specific purpose. The purpose must be stated when the motion is made. It requires a 2/3 majority to pass. Examples of this include limiting and extending debate.
9. Previous Question: This motion terminates debate and brings the chamber to an immediate vote on the previous question. It requires a 2/3 majority to pass. A Member moving the previous question must do so immediately after obtaining the floor directly from the Chair. This is in order only during general debate.
10. Secondary Amendment: A secondary amendment changes the text or terms of a primary amendment and may only be introduced during general debate on that primary amendment. It follows all other rules for moving a primary amendment.
11. Primary Amendment: A primary amendment changes the text or terms of the original legislation. It may only be introduced during general debate on the legislation by writing the exact wording of the amendment on a piece of paper, handing it to the Chair, and gaining his recognition. If the sponsor of the legislation deems the amendment "friendly", it is immediately incorporated into the legislation. Otherwise, debate on the amendment shall proceed according to the time limits set in section 1, #7:

"Order of Speakers"

12. Main Motion: This is the piece of legislation under consideration. Bills and resolutions require a simple majority to pass, and constitutional amendments require 2/3.

Section III: Voting:

1. All Members of the chamber present for at least 2/3 of the time during which the legislation is being debated shall have one vote each.
2. All voting shall consist of a simple "aye" or "yes" if the voting Member is in favor of the motion, or a "nay" or "no" if the voting Member is not in favor of the motion in consideration.
3. The majority (both 1/2 and 2/3) shall be determined by the number of Members present and voting. Abstentions shall not be counted.
4. All motions and points shall be out of order once the vote has begun, except for points of order, privilege, and information relating to the vote.
5. A Member of the chamber may call for a "division of the house" if the results of a vote are unclear. In this case, a stand-up vote is taken. Only those abstaining or not voting originally may change their votes.
6. If a vote is questionable, a Member may call for a "motion to reconsider." In this case, another vote is allowed in which Members may change their votes. This is a stand-up vote.

TABLE OF MOTIONS

TO MOVE THIS	YOU SAY THIS	INTER- RUPT SPEAKER?	VOCAL	DEBAT- ABLE	VOTE NEEDED	NOTES
1. Adjourn	"I move that we adjourn"	No	Yes	No	1/2	1
2. Point of Privilege	"Point of (Personal) Privilege"	Yes	Yes	No	None	1
3. Point of Order	"Point of Order"	Yes	Yes	No	None	
4. Point of Information	"Point of Information"	Yes	Yes	No	None	
5. Appeal the Decision of The Chair	"Motion to Appeal the Decision of the Chair"	Yes	Yes	1	2/3	1
6. Point of Inquiry	"Point of Inquiry"	Yes	Yes	No	None	2
7. Point of Query	"Point of Query"	Yes	Yes	No	None	2
8. Suspend the Rules	"Motion to Suspend the Rules"	No	Yes	1	2/3	1
9. Previous Question	"I move the Previous Question"	No	Yes	No	2/3	3
10. Secondary Amendment	"I wish to move my Secondary Amendment"	No	No	Yes	1/2	3
11. Primary Amendment	"I wish to move my Primary Amendment"	No	No	Yes	1/2	3
12. Main Motion	"Chair: Would you like to move your..."	No	No	Yes	1/2 (2/3)	

Notes:

1. At the discretion of the Chair
2. Only in order if the speaker is open to points
3. Only in order during general debate