



22nd District

Executive Committee Meeting

August 9, 2026

22nd District Executive Committee Meeting Minutes August 9, 2026

The 22nd District Executive Committee Meeting convened on August 9, 2026, at American Legion Post 654 in Houston, TX.

Prior to the start of the District Executive Committee Meeting Harry Woodstrom conducted training on Leadership.

Vice District Commander Sandy Krum called the meeting to order at 2:30 p.m.

Opening Ceremonies were conducted in due form.

Roll Call of Officers and Posts

All current District Officers were in attendance. The 22nd District Commander Hector Hernandez made a short appearance thanking everyone for their thoughts and prayers as he is dealing with his current health issue. The District still has vacancies for a Service Officer and Public Relations Officer and several committee chairs. All posts except 416 & 521 (absent) were represented. There was a quorum.

Officer Reports:

Adjutant - Butch Sparks informed the body that Lynn and he installed posts 164 and 472 and that Jim McGuire had installed Post 490. He asked what other posts had been installed. No record available of other Post installations.

Finance Officer -Lynn Sparks read the District Finance Report (ATTCH 1). Motion by Lynn to accept the report, second by J. T. Thomas. Motion accepted.

Judge Advocate - Jimmy Mitchell read a report. (ATTCH 2)

Chaplain J.T. Thomas stated he made numerous weekly buddy checks on District Officers and other Legionnaires to make sure they are doing okay. He still needs contact information on all Post Chaplains.

Historian Jeff Hallinan. He gave a verbal report on his recent activities to include a brief overview submission of history books including Post 319's entry winning first place at this year's Department Convention. (ATTCH 3)

Sergeant-At-Arms Rene Sanchez said there were twenty-eight members and Ms. Gillian Woodstrom, 22nd District President in attendance. (ATTCH 4)

Vice Commander Sandy Krum provided information on this year's membership and encouraged Post Leadership to do their part in helping the District have a successful membership year. (ATTCH 5)

Post Reports:

Post 52- No Report

Post 77- No Report

Post 164- Post Commander Dennis Wells gave a verbal report on Post activities

Post 319- Post Commander J. T. Thomas gave a verbal report on Post activities

Post 391 – Post Commander Greg Gonzalez gave a verbal report on Post activities

Post 416 – Absent

Post 472 – Post Commander Juan DeLeon gave a report on Post activities (ATTCH 6)

Post 490 – Post Commander Rene Sanchez gave a report on Post activities (ATTCH 7)

Post 521 – Absent

Post 596 – Commander David Kang gave a verbal report on Post Activities

Post 654 – Post Commander Hector Giron gave a verbal report of Post Activities

Committee Reports by Chairs that were at the meeting:

ALR – No report. Chair absent.

School Awards – Chair Jimmy Mitchell gave a report. (ATTCH 8)

Baseball – Chair Absent – No Report

Boys State – Chair Jimmy Mitchell provided a report. (ATTCH 9)

Oratorical; Webmaster, Training Harry Woodstrom – (ATTCH 10)

Community Service – Position Vacant

Constitution and By-Laws – Butch Sparks advised attendees that he is available to assist them if they need assistance in updating their Post C&BL's. He stated the best time to update Post C&BL's is in the October/November timeframe since all levels above Post have had their conventions and all changes to their C&BL's have been updated that may affect Post C&BL's.

Hubmaster Robert Crutchfield – No Report

Junior Shooting – Chair Jim McGuire stated that Katy Post 164 is the only Post in the District who is currently running this program. Their Program is starting a new class on September 12, 2026. The team is meeting on August 14th to prepare the range for the next course.

Legislative – Chair Rene Sanchez provided a report (ATTCH 11)

Membership – Sandy Krum provided breakouts of Membership to Posts. (ATTCH 12)

National Security – Position Vacant

POW/MIA – Position Vacant.

S. A. L. Advisor – Chair Jimmy Mitchell provided a report. (ATTCH 13)

Scouting – Chairman J.T. Thomas. No Report

Americanism – Chair Jimmy Mitchell provided a report. (ATTCH 14)

Unfinished Business –

New Business

Harry Woodstrom made a motion to move the 22nd District Spring Convention to Post 164 in Katy, Texas and to change the convention date from April 11 to April 10, 2026. Butch Sparks seconded the motion. Motion Carried

Harry Woodstrom made a motion to send an application to the Department requesting that the 22nd District be allowed to host the 2027 Department Baseball Tournament. Discussion: Jim McGuire, Department Baseball Chair and J.T.

Thomas Division 2 Baseball Chair advised the body that there is a \$500 application fee, and they are investigating potential tournament sites (baseball fields) that we can use for free or at a nominal rate. The estimated cost estimate for the tournament is \$5,000 and we need the whole Legion family involved in this effort. More information to follow. Motion carried.

Questions arose concerning our October DEC meeting date and location. Post 52 is hosting the meeting and is awaiting confirmation of the meeting site and date (October 11 or October 18). He will keep us advised.

Post 472 Commander DeLeon made a motion requesting that the district provide Post 472 \$300 to help defray meal costs for the upcoming Legion College scheduled at the Post in September. 2nd by Butch Sparks, Motion Carried.

Butch Sparks, Past State Commander installed the following District Officers who were not installed at the Department Convention. The officers included:

Jimmy Mitchell – 22nd District Judge Advocate

Jeff Hallinan – 22nd District Historian

Joseph Thomas – 22nd District Chaplain

Robert Crutchfield – 22nd District Hubmaster

Good of The Legion:

Thanks to Post 654 for hosting the DEC and providing snacks and food for attendees.

Wishing our District Commander Hector Hernandez a speedy recovery from his current health issues.

Closing Ceremonies were held in due form. The meeting was adjourned at 16:29 hours.

Butch Sparks

22nd District Adjutant

Enclosures

Judge Advocates

2nd District

8/9/2020

During the past months I have been exposed to lots of operational business and issues, that exposed poor training on the lack thereof, disregard for lost policy, poor judgement, lack of understanding for the ethical intentions of American Legion business practices, and a total failure for individual respect. I have seen such locked knowledge of the business at hand that inexperienced legionnaires have quit the honorable efforts of the legions with utter disdain.

I can only surmise that such behavior can and will only contribute to the hindrance of our growth. It perpetuates the stereotype of the organization is irrelevant! Thereby making recruiting youth difficult!

This statement isn't new, however, the fact that it is being said, means we need immediate revision!

Timmy Upthell, District Judge Advocate

ATTCH 2

22nd District Meeting

Sunday, August 9 at Post 654

Historian Report

Good afternoon.

The 22nd District had one submission for the Historians Scrapbook contest at the Department of Texas convention this year by Post #319 and walked away with 1st Prize.

It is my attention to have all Post Historians within the 22nd District submit a scrapbook this coming year. The purpose of the scrapbook is to preserve the American Legion heritage and allow for non-members to view local post work within the community-at-large, providing a key recruitment tool at all events. If we don't get our message of who, what, when, and where the American Legion is vital, relevant, and needed. The Legion will die with us and we will be the history of what once was.

It is the upmost importance that we preserve, protect, and communicate our mission to the communities we live in and serve.

Repectfully summitted,

Jeff Hallinan

22nd District Historian

Dept of Texas

American Legion

ATTCH 3

22nd District Executive Committee Sign in 8-9-2026			
	Name	Post	Title
1	Rene Sanchez	490	Commander
2	Jim McGuire	164	Assit Sgt at Arm
3	Robert Crutchfield	164	1ST VICE COMMANDER
4	Butch Sparks	164	Dist Adj.
5	Sandy Krum	164	2ND VICE Commr
6	Lynn E. Sparks	319	F.O.
7	Joseph L. Thomas	319	Commander
8	Hector R. G. R.	654	Commander
9	Jennifer Lowry	164	Adjutant
10	Dennis Wells	164	Commander
11	Harry Woodstrom	164	Training
12	Jimmy Mitchell	77	Judge Advocate
13	David Kraft	596	COMMANDER
14	Juan D. De la	472	
15	NAT CORONA	472	Historian
16	Concepcion Herrera	472	Sec. at Arms - Ass't
17	Onesimo Treviño	472	Judge Advocate
18	Gregorio Gonzalez	391	Commander
19	Edward V. Bukhary	52	Finance Officer
20	ROBERT PEREZ	654	ADJUTANT
21	Jeff Hallinan	319	CAPTAIN

22nd District Executive Committee Sign in 8-9-2026

22	MANUEL HERNANDEZ	654	JUDGE ADVOCATE
23	Ramirez, Jose	654	Historian
24	GARCIA, Roy	654	SGT - OF ARMS
25	CHUNG, TERRY	654	SVC OFC
26	Beverly Baxter	77	SVC OFC
27	Ben Black	52	Cdr
28	Hector Hernandez	77	District Commander
29			
30	Mrs. Woodstrom	Auxiliary	District 22 President
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

VIP

22nd District Membership Stats as of: August 6, 2026

Dist 22		2027 Goal	50% Of Goal	75% Of Goal	90% Retention Of Goal	Total* Current Members	Current %	Members Needed		Renewals** & PUFL's	# Needed to 90% Retention	Members Needed to goal
Post	Location							to 50%	to 75%			
52	HOUSTON	66	33	50	59	32	48.48%	1	18	32	27	34
77	HOUSTON	224	112	168	202	81	36.16%	31	87	81	121	143
164	KATY	403	202	302	363	169	41.94%	33	133	169	194	234
319	DEER PARK	61	31	46	55	29	47.54%	2	17	29	26	32
391	HOUSTON	20	10	15	18	5	25.00%	5	10	5	13	15
416	HOUSTON	116	58	87	104	22	18.97%	36	65	22	82	94
472	HOUSTON	199	100	149	179	76	38.19%	24	73	76	103	123
490	S HOUSTON	1060	530	795	954	473	44.62%	57	322	473	481	587
521	PASADENA	229	115	172	206	65	28.38%	50	107	65	141	164
596	HOUSTON	26	13	20	23	2	7.69%	11	18	2	21	24
654	HOUSTON	206	103	155	185	45	21.84%	58	110	45	140	161
DISTRICT 22 Totals		2610	1305	1958	2349	999	38.28%	306	959	999	1350	1611
* Includes new members, transfers, renewals, & PUFL's ** Only includes Renewals and PUFL'S												

ATTCH 5

Commander Report Post 472 By Juan DeLeon commander

July 4 2026: first legion community parade, free hot dogs over 200 guests in attendance,

July 11, 2026: legion donated club room for neighbourhood football team to hold meeting.

July 26, 2026: Auxiliary provide back to school supplies, free haircuts to neighbourhood children over 100 kids attended.

July 27, 2026: breakfast for Korean veterans at local restaurant and commander was guest speaker.

August 2, 2026: Legion family gave 20 scholarship to veteran's family attending college or trade school.

August 8, 2026: Honor guard will do a ceremony for deceased veteran Morales funeral home.

August 8, 2026: Honor guard will present colors at the celebration of Msg. Sergeant Joe E. Ramirez renaming of street and a member of post 472.

Enjoyed the convention in Austin Texas very informative.

South Houston Post 490 – Commander's Report

22nd District Executive Committee

August 9, 2026

- Continued Post Contributions to Siegmund Foundations.
- Continued Monthly Post Contributions to St. Jude Children Research Hospital
- Continued Monthly Post Contribution to Shriner Hospital Burn Center
- Donation from Debra Balsaver
- July 4th – 490 Members and Auxiliary Unit 490 Float – part of the Friendswood's 250th July 4th Parade.
- July 7th -9th – Four Post 490 delegates (David Witucki, Earl McLearen, Jesse Martinez, and the Commander) attended Department Convention in Austin.
- July 20th - Sent article to Legion Times
- August 8th – Attended Post 521 Meet and Greet
- Forever Lasting – Robert Heaton, Ford Davis

Community Outreach

- Referred Lisa Stetler to Department Service Officer, her 84-year-old father – a Vietnam Veteran – needed VA care
- Assisted a Vietnam Veteran – Mr. Depperschmidt – move his furniture to a senior living center
- Provided Legionnaire Patty Castaneda with a list of Home Repair Assistance Resource

Upcoming Events

- September 19th – Post 490 will ride in the Texian Navy Parade in Galveston. Ship sponsored by Children of Fallen Soldiers Relief Fund
- October 31st to November 1st – Wings over Houston Viewing Event at Post 490 Parking lot

Membership

- Post 490 has 483 members with seven transfers pending Department processing. Should put us a 490. Need 30 for 50%
- Made 78 calls/emails to Post 0345 Members. Go 13 members to transfer.
- Membership Committee assigned individual call list
- Sent 305 text messages for renewal

ATTCH 7

Enhance and Improve Communication Methods

- E-Blast and Bi-Weekly Commander's Membership Newsletter – continue to keep membership engaged.

Building

- The Board of Trustees and General Contractor - EGA Construction Services – diligently working on Permit with City of Houston

Finance/Budget

- Monthly Finance Committee led by New Finance Officer – Amber Coyne – drafted and implemented Budget for Fiscal Year 2026-2027
- July 2-7 – Post 490 transitioned to QuickBooks Online Plus accounting system to enhance fiscal management. Led by IT manager, Richard Hughes.
 - Effort to digitalize Accounting Files after we transition – reduce printing and storage costs.

School Awards

2nd District 8/9/2026

WE ARE APPROACHING ANOTHER SCHOOL YEAR with the opportunity to get out front to impress, impact, and influence our school's staffs, parents and the children!. It is absolutely imperative that we get on the school's schedules for every and any events that promote, highlight and focus on veteran, national, and military activities.

Our presence needs to be seen as one of professionalism. We want our presence to be so impactful that its lasting and unforgettable. Covers w/attire that says "Pride, Honor, and Dignity".

Remember, we can only make (ONE) first impression. WE ARE NOT YESTERDAY, WE ARE TODAY and keenly aware of our obligations to tomorrow!

Order the required medals, certificates, ribbons etc. that's needed to make timely presentations. We have fall and spring ceremonies to attend.

Jimmy Mitchell, Chairman School Award

ATTCH 8

Boys State Report

2nd District 8/9/2026

The 2026 year for District 22 was again, another successful year. The District Chairman (LEGIONNAIRE HARRY WOODSKEN) lead the efforts of the program with the end goal being, that every qualified and identified boy to attend this year's program, did! The District sent over 100 boys, a significant percentage of those attending in TEXAS.

There were several major changes, requirements, and expectations placed on the posts this year concerning the path from initial interviews to arrival at the campus. Recognizing these challenges I will work with past Chairman Woodskew and the Post's Chairman to achieve the same goal of a successful program for the coming year.

Timmy Mitchell, Chairman Boy State 2027

22nd District Reports 8-9-2026

Oratorical

Assigned topics for 2027

The Preamble

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article VI Paragraph 2

This Constitution, and the Laws of the United States which shall be made in Pursuance thereof; and all Treaties made, or which shall be made, under the Authority of the United States, shall be the supreme Law of the Land; and the Judges in every State shall be bound thereby, any Thing in the Constitution or Laws of any State to the Contrary notwithstanding.

Amendment XIV Section 3

No person shall be a Senator or Representative in Congress, or elector of President and Vice-President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any State legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may by a vote of two-thirds of each House, remove such disability.

Amendment XXII Section 1

No person shall be elected to the office of the President more than twice, and no person who has held the office of President, or acted as President, for more than two years of a term to which some other person was elected President shall be elected to the office of the President more than once. But this Article shall not apply to any person holding the office of President when this Article was proposed by the Congress, and shall not prevent any person who may be holding the office of President, or acting as President, during the term within which this Article becomes operative from holding the office of President or acting as President during the remainder of such term.

Each Post should have an Oratorical Committee Chair. The Department requires that information about each Oratorical Chair be sent to Department using the attached form. Please also send a copy to oratorical@legiondist22.com.

Web Master

The District Web Site has been update to match the Blue Book (Available at txlegion.org/resources/bluebook) and also to match the list of officers and committee chairs held by the District Adjutant. Each post have a page/s on the web site, please check its content for accuracy. Also, add content that will help visitors understand what you do.

ATTCH 10

Nursing

The Nursing scholarship for this year has been awarded to Anneliese Manning. She was not available to attend today to accept her scholarship but send the District a great big THANK YOU. The 2027 scholarship application is being prepared and will be available at our next meeting on October 18th.

Training

The training schedule for District 22 is as follows:

August 2026 – Leadership

September 2026 – Texas Legion College

October 2026 – Volunteer Performance Evaluation

December 2026 – Community Connections

February 2027 – Roberts Rules

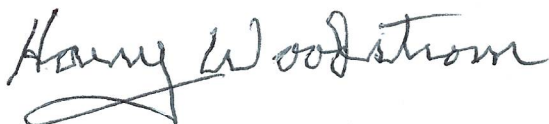
April 2027 – Influencing Behavior

June 2027 – Awards and Rewards

July 2027 – Legion Family Health

Each post should be forming a post training program for the year. Please forward the contact information for your training committee chair to training@legiondist22.com. You have each received a flyer for the September Texas Legion College. Please share with your posts after you spot and correct one glaring error. What is the error? (Wrong Post Number)

Respectfully Submitted

A handwritten signature in cursive script that reads "Harry Woodstrom". The signature is written in dark ink and has a fluid, connected style.

Harry Woodstrom

**THE AMERICAN LEGION
DEPARTMENT OF TEXAS**

**POST ORATORICAL CHAIRMAN
CERTIFICATION FORM**

MUST BE COMPLETED BY POST ADJUTANT

American Legion Post _____, located in _____ hereby, certifies the following individual as Post American Legion Oratorical Chairman:

Name: _____ **ID #:** _____

Address: _____

City: _____ **ST** **TX** **Zip:** _____

PH: _____ **Email:** _____

All American Legion Oratorical are mailed in August. Posts that certify their Oratorical Chairman will receive this extra packet. All other Posts will receive only the standard Post Oratorical Mailing.

Post Commander / Adjutant

Date



THE AMERICAN LEGION
DEPARTMENT OF TEXAS



TEXAS LEGION COLLEGE



Texas Legion College provides a deeper understanding about the Department of Texas, leadership skills and the many pockets of knowledge necessary to make The American Legion, Department of Texas function at a high level. Attendance will be enhancing. **This is a 3-day course and to be enrolled you must have completed the American Legion Basic Training course.**



WHERE:

Legion Post 492 Harrisburg
7599 Avenue C, Houston, TX 77012



WHEN:

Friday-Sunday,
September 18-20, 2026



TIMES:

9:00 AM - 4:00 PM



Breakfast & Lunch
will be provided

RESERVE YOUR PLACE

Register Today!

DON'T MISS THIS OPPORTUNITY TO LEARN,
LEAD AND MAKE AN IMPACT!

SCAN TO REGISTER



VETERANS STRENGTHENING AMERICA
SERVICE ★ LEADERSHIP ★ COMMITMENT

[CLICK TO REGISTER](#)

Support TCAVA – You have 52 Days to Contact your Senator ~~52~~

The Take Care of America's Veterans Act (TCAVA), which is a collection of more than 60 veteran-friendly bills.

The American Legion, and by extension, the Legion Family, has long supported the veteran priorities which TCAVA will help address.

- Expanded suicide prevention programs.
- Improved care of traumatic brain injuries.
- Faster and more accurate claims through the Department of Veterans Affairs.
- Relief for combat-injured retirees.
- Stronger support for family caregivers, and fairer treatment for surviving spouses.

The legislation also raises DIC 3% over the cost-of-living adjustment across three years; speeds up burial benefits by requiring the VA to certify a veteran's death within two business days; extends health coverage, bereavement and workforce transition support for former family caregivers; and opens VA home loans to National Guard and Reservists who have served 14 days of active duty.

I encourage you to use the [Grassroots Action Center](#) to contact your members of Congress to express your support for TCAVA. Our veterans and their families have earned these benefits. Let's make sure they receive them.

2026/27 Membership Goals

<u>Department</u>	<u>District Goals</u>
Sept. 10 50%	Aug 31 50%
Oct 14 55%	Sept 30 60%
Nov 12 65%	Oct 30 75%
Dec 9 75%	Nov 30 90%
Jan 13 80%	Dec 100%
Feb 10 85%	
Mar 10 90%	
Apr 14 90%	
May 10 100%	

If you get it done quickly and early then you won't have me hounding you to get your numbers.

ATTCH 12

SAL Report

2nd District 8/9/2026

As the 2nd District Liaison to the SAL Detachment, I will keep an active and current open line of communications with our SAL. During the past year, the leadership of SAL (Joseph Thomas) has ensured that I was kept abreast of any major occurrences (change in officers, membership goals, and significant policy changes) that have taken place. He made me aware of every meeting that needed to attend and provided me with the issues so I would be an informed member to inform the District when required. This position has been very easy to hold due to the diligence of Joseph Thomas. His efforts have not gone unnoticed by the org., as he has been nominated, elected to the High Office Dept Circle SAL.

Jimmy Mitchell, Chairman/SAL Liaison

AMERICAN LEGION AMERICANISM PROGRAMS PROMOTE, PATRIOTISM, RESPONSIBLE CITIZENSHIP, AND CIVIC ENGAGEMENT THROUGH YOUTH EDUCATION, COMMUNITY ACTIVITIES AND NATIONAL CONTESTS.

THESE PROGRAMS ARE DESIGNED TO INSTILL RESPECT FOR THE FLAG, PATRIOTISM AND CIVIC RESPONSIBILITY AMONG CITIZENS OF ALL AGES. THEY EMPHASIZE UNDERSTANDING THE CONSTITUTION, PERFORMING CIVIC DUTIES AND FOSTERING LOVE FOR AMERICAN IDEALS AND DEMOCRATIC PRINCIPLES. THE ACTIVITIES ARE EDUCATIONALLY BASED, AND TARGET YOUTH, ADULTS AND THE BROADER COMMUNITY, AIMING TO STRENGTHEN NATIONAL VALUES AND ENCOURAGE ACTIVE PARTICIPATION IN CIVIC LIFE.

THE MORE KNOWN/POPULAR PROGRAMS ARE, BOYS STATE, BASEBALL, BOYS NATION, JUNIOR SHOOTING, MOTORCYCLE, SCOUTING AND CHILD WELFARE! THERE ARE MORE, INITIATED BY POST!

Timmy Mitchell, Chairman Americanism

Robert's Rules of Order Cheat Sheet for Nonprofits

- Written by [Nick Price](#)

Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn Robert adapted the [rules and practices](#) of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today. The Robert's Rules Association published brief versions of the book in 2005 and 2011. The newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.

Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a [Point of Order](#), Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

*A member may make a [motion to reconsider](#) something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

Tips and Reminders for Chairpersons

[Robert's Rules of Order](#), which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.

- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Parliamentary procedure: How do you handle a motion?

A good first step to ensure effective meetings is to know how to properly handle a motion.

A simple way to help meetings run more smoothly is to know how to properly introduce and manage official business. The procedure of a member presenting an idea or issue to a board for a certain action is known as making a motion.

Most people on official boards are familiar with the process of making a motion but oftentimes are less clear on how to manage a motion properly.

The gold standard of parliamentary procedure is *Robert's Rules of Order*, a book first published in 1876.

If the six steps outlined in the newly revised 11th edition are followed, board chairs should have control over their meetings and members should all be clear on the decisions that need to be made.

Step 1: A member of a board who wants to make a motion must first be recognized by the chair of the meeting. To be recognized, the member can stand, raise their hand or address the chair by their title. In response, the chair offers a simple nod, or repeats the member's title or name to assign the floor. This seems like an obvious and simple first step, however, it is one that is often overlooked.

The member makes a motion by saying "I move to ..." or "I move that ..." To keep business moving, the member should avoid explanation of why he is making the motion. An explanation is most appropriate when members debate the justification for the motion (see Step 4).

Step 2: A member seconds the motion. Seconding a motion indicates that at least two people believe the motion is worthy of discussion.

Step 3: The chair states the motion: "It is moved and seconded to ..." At this point the motion now belongs to the group (not the maker or the "seconder"). The chair then asks if there is any debate.

Step 4: Members debate the motion. The chair always should allow the maker of the motion to speak first provided the maker wishes to be recognized. This is the time to elaborate on the motion, including reasons for bringing it forward and informing members about the motion and any necessary background or context. From time to time members don't want to "debate" the motion (no discussion) and in that case the motion can go directly to a vote (see Step 5).

Step 5: The chair puts the question to a vote. Once all members who wish to speak have done so, the chair should ask members if they are "ready for the question?" At this

time the chair repeats the motion so that members are clear on what they will be voting. The chair says, "The question is on the adoption of the motion to ... " The chair calls for the vote by asking for all those in favor to say "aye" and all oppose to say "no."

Step 6: Results are announced in the final step. The chair should declare the motion as adopted or lost depending on the outcome of the vote. If adopted, the chair should indicate the effect of the vote or order its execution. If lost the chair moves on and announces the next item of business.

Notice that within the steps outlined above the chair repeats the motion on the floor three times. A common mistake is that the chair never repeats the motion at hand, which could create confusion for members as to the exact item up for discussion or vote.

Introduction to Robert's Rules of Order

Motions

A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- Move a motion
- Second a motion
- Debate motions
- Vote on motions

Types of Motions

Main Motions introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

Subsidiary Motions change or affect how a main motion is handled, and are voted on before a main motion.

Privileged Motions bring up urgent items about special or important matters unrelated to pending business.

Incidental Motions provide a means of questioning procedure concerning other motions and have priority.

Presenting a Motion

1. Obtaining the floor
 1. Wait until the last speaker has finished.
 2. Rise and address the Chair by saying, for example, "Mr. Chairman," or "Madam President."
 3. Wait until the Chair recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
 - o Another member will second your motion or the Chair will call for a second. If there is no second, your motion is lost.
4. The Chair States Your Motion
 - . The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - a. The membership then debates your motion, or may move directly to a vote.
 - b. Once your motion is presented to the membership by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
5. Expanding on Your Motion
 - . The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - a. The mover is always allowed to speak first.
 - b. All comments and debate must be directed to the Chair.
 - c. Keep to the time limit for speaking that has been established.
 - d. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
6. Putting the Question to the Membership
 0. The Chair asks, "Are you ready to vote on the question?"
 1. If there is no more discussion, a vote is taken.
 2. Alternatively, a motion to "move the previous question", if adopted, brings the question to a vote.

Voting on a Motion

The method of vote on a motion depends on the circumstances and the by-laws of your organization. There are five methods used to vote by most organizations:

- **Voice.** The Chair asks those in favor to say, "aye", those opposed to say "no".

Any member may move for a exact count.

- **Roll Call.** Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- **General Consent.** When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- **Division.** Members raise their hands or stand with the ayes or the noes. A count is not necessarily required.
- **Ballot.** Members write their vote on a slip of paper. This method is used to maintain secrecy in votes.

Use It Properly

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.
- Most importantly, *BE COURTEOUS*.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority