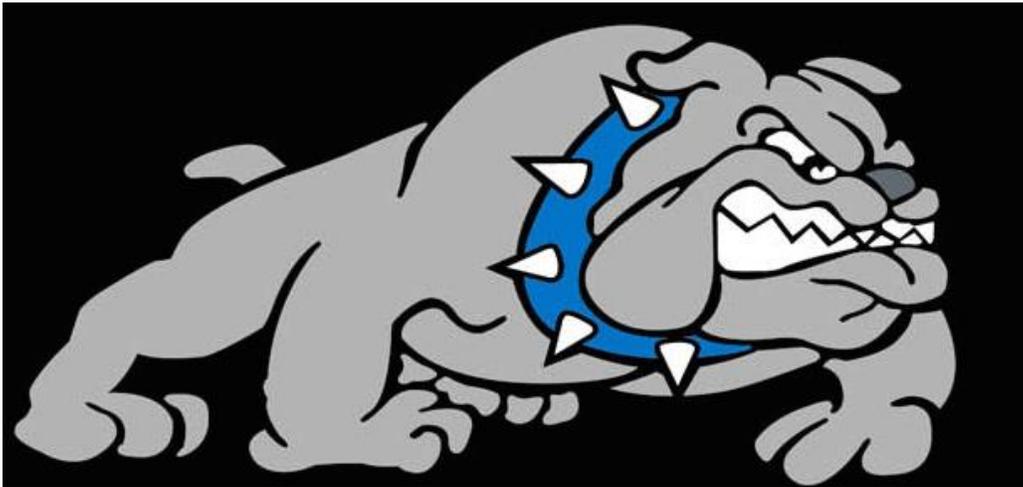


**ST. SIMON THE APOSTLE
ST. LOUIS, MO**

**ATHLETIC BOARD
CONSTITUTION
AND POLICIES**



Revised: December 27, 2016

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Vision

Administer CYC Athletics in a
Safe Environment,
Positive Environment, and a
Fun Environment

Mission

The general aim of the St. Simon Athletic Board and St. Simon CYC Athletic Program mirrors that of the CYC Mission. . . to help a boy or girl become an ideal youth firmly loyal to God, church, country, and community; physically fit, mentally alert and morally sound. Athletics, properly regulated, play a very important role in the development of youth. The constitution and policies of the St. Simon Athletic Board is a sincere effort to promote good sportsmanship, a respect for rules and self-discipline amongst the contestants. With the help of God, may it serve as a medium for Catholic action. We ask the blessing of God upon this phase of our St. Simon Athletic Board and our St. Simon CYC Athletic Program.

Athletic Board Governance

Section 1 The organization known as the St. Simon Holy Name Society shall have jurisdiction over the St. Simon Athletic Board.

Section 2 The Vice-President of the Holy Name Society shall serve as the Athletic Director who will Chair the Athletic Board. The Athletic Director will conduct all matters under the accepted practices as proscribed in Robert's Rules of Order.

Section 3 The St. Simon Athletic Board and activities that fall under its purview will be funded by the Holy Name Society. Even the Concession Stand (which does possess its own bank account) will be a subset of the larger Holy Name budget.

Section 4 The Board has the authority to adopt and enforce rules and penalties of the constitution and by-laws of the St. Simon CYC Athletic Association, South County CYC Athletic Association, and the Archdiocese of St. Louis.

Section 5 Board members are expected at each scheduled meeting to give a brief status of their assigned duties. If a member cannot make a meeting, he or she should have a proxy, or call the Athletic Director to pass on the information.

Section 6 Voting

- A) Only Athletic Board members may vote
- B) Each member has one vote. The Athletic Director will not have a vote when the matter is first considered. The Athletic Director shall only have a vote under section G below.
- C) A member may not vote on a matter if there exists an identifiable conflict of interest for that Board Member. For example, should a disciplinary matter involving that member arise or if a significant financial benefit would inure to that member or to a company for whom they either work or have an ownership interest. Decision on whether this provision applies shall be at the sole discretion of the Athletic Board Chair. Should the Chair be the member involved in the conflict of interest, the Compliance Director shall render a decision on the matter.
- D) If a member cannot be present during a nomination. His/Her proxy is allowed one vote
- E) When a member makes a proper motion, that motion must be properly seconded by another member. The Athletic Director cannot second the motion. The Athletic Director may temporarily step down from the Chair if He/She wishes to make a motion. In the event of this situation, the Compliance Director shall assume the Chair and conduct the discussion and voting. Once voting on the issue being reviewed is closed and a decision is reached, the Athletic Director shall retake the Chair with its responsibility.
- F) After a motion is seconded, there will be discussion allowed on the motion. When discussion is final, there will be a vote.
- G) In the event of a tie, the Athletic Director may vote to break the tie or reopen discussion of the motion or table the motion until a later meeting.
- H) If a motion is approved, it will be presented to the Holy Name Society for their approval.
- I) Any motion that results in costs to the organization outside of doing normal business of the athletic program or that has not been included in the Fiscal Year Budget approved by the general Holy Name membership and the Pastor or Administrator of the Parish, must be presented to the Holy Name Board. If said cost exceeds \$500, it must be presented to the Holy Name Society to be voted on and cannot be spent or executed until approval from the Society has been obtained and any procedural issues, such as the Parish Spending Authority Policy has been satisfied.

Section 7: A Quorum is established when one-half of the Athletic Board members in good standing are present at the time of roll call at any given meeting.

General Overview of St. Simon Athletic Board Policies

The policies set forth within are specific to the St. Simon Athletic Program. Our program operates under the auspices of the St. Louis CYC Athletic Association Constitution, and any changes in that document are assumed to supersede any policy in our Policy documents. Matters not specifically addressed by the St. Louis CYC Athletic Association Constitution, shall default to the District Policy Book in force at that time.

Further, our program is currently part of the South County District within CYC; as such the District Policy Book shall also be a document that is assumed to supersede any policy in our Policy documents. Granted, it would not supersede when our Program feels more strongly about an issue (e.g. 50% playing time versus 25% or taking other disciplinary action in addition to that delivered by South County CYC). Matters not specifically addressed by the District Policy Book will be considered to be a local/parish matter and should fall to the St. Simon Athletic Board to decide.

Should at some point in the future the St. Simon Athletic Program is reassigned to a different CYC district, that district's Policy Book shall replace the South County District Policy Book in superseding our Policy documents.

Athletic Board Membership

The Athletic Board shall consist of the following positions. Appendix A shows the current incumbents.

1) Athletic Director	15) Volleyball Lay Director
2) Basketball Lay Director	16) Volleyball Head Official
3) Basketball Head Referee	17) Volleyball Gym Coordinator
4) Basketball Gym Coordinator	18) Golf Lay Director
5) Track Lay Director	19) Field/Facility Maintenance Director
6) Baseball & Softball Lay Director	20) Equipment Director
7) TBall Intramural Director (PK-2 nd)	21) South County CYC Representative
8) Baseball/Softball Field Coordinator	22) Registration Director
9) St. Simon Baseball/Softball Head Umpire	23) Concession Stand Director
10) Baseball/Softball Field Coordinator	24) Compliance Director (Safe Child and Discipline)
11) Soccer Lay Director	25) South County League Coordinators (If Applicable)
12) Intramural Soccer Lay Director	26) South County Umpire/Referee Coordinators for their respective sports (If Applicable)
13) Soccer Field Coordinator	
14) St. Simon Soccer Head Ref	

Any change to this list of positions requires a change in this document and require approval by majority vote of the existing Athletic Board.

In addition, the President, Secretary, and Treasurer will serve as ex-officio members of the Athletic Board. These ex-officio members will not have a vote on any issue presented at the meetings. The Pastor or Administrator of the Parish will also serve as an ex-officio member and provide pastoral advice to the Athletic Board. The Pastor or Administrator will not have a vote on issues before the Board.

Board Meetings

All families participating in the athletic program are encouraged to attend the Athletic Board meetings as non-voting guests. Guests may participate in any discussion or raise an issue under the New Business agenda item, however, guests are not permitted to vote on any matter before the Board.

Should the matter being discussed at the meeting be of a confidential nature, any Athletic Board member may ask that the Board enter into an Executive Session to finish the confidential matter. Should a majority of the Board concur, guests will be asked to leave the meeting until discussions of the matter conclude. At that time, the Board shall invite those guests back in to the meeting.

AB Meetings are open to anyone in the Parish/Athletic Program and are typically the last Tuesday of the month at 730pm. Advertisement of the meetings will occur in the Parish bulletin and on the Parish website.

Athletic Board Members are required to either attend the meetings or provide a status report of their programs in-lieu of attending the AB Meeting.

Filling Athletic Board Positions

When positions are vacated, the position shall be advertised for (at least) two consecutive weeks in various channels as chosen by the AB Chair. Options include the Sunday bulletin, St. Simon Website (CYC Athletics), Friday Flyer, Madonna Guild Meetings, etc.

If more than one person is interested in filling the position, those parties will be invited to speak at the next AB meeting and a vote will be taken to determine who fills the position.

REGISTRATION

Player Registration Eligibility

A player is eligible to participate in the St. Simon CYC Grade School Athletic Program in the following manner and order:

1. They are registered as a parishioner of St. Simon.
2. They are a full-time student of St. Simon Catholic School.
3. They reside in St. Simon's parish boundaries. (Note: If they are registered as a parishioner of another parish, or attend a full-time Catholic school that is not St. Simon School, that Parish or School must not have an eligible team for said player). Each Lay Director will analyze addresses against our parish boundaries and will work with South County CYC Directors to ensure St. Simon eligibility.

As of 2015, CYC regulations changed and Public School of Religion (attendance or graduation from) is NO LONGER one of the available options to participate. Those children will need to register through their eligible parish (most likely parish boundary). Reassignment from the different parish onto a Simon's Team is unlikely, but could occur through South County reassignment form.

Eligibility for High School and Parochial Teams will be in accordance with the existing CYC South County District policy at the time of team formation.

Registration Timetable

The Lay Director(s) of the upcoming sport(s) will work with the Registration Director to decide upon the Open Registration Period. Historically, registration for each sport shall be at least two weeks/weekends in:

1. Baseball and Softball; January
2. Golf; January/February
3. Track, January/February
4. Volleyball; April/May
5. Soccer; April/May
6. Basketball; September
7. As of December 2016, St. Simon does not have CYC teams for chess, and lacrosse. Those sports do exist in CYC, but just not at St. Simon. Families interested in these sports may contact the St. Simon Athletic Director to discuss playing on a different school's team.

How to Register

St. Simon currently makes use of the ezroster system. Parents sign on and register via ezroster, then send checks to the Registration Director. Checks may also be sent through school by completing a Registration form, attaching the appropriate checks and dropping them off at the school office.

Registration Fees

All fees to register a player will be set by the Athletic Board and may be changed at any time by a majority vote of the Board. Activity Fee are based upon the number of players participating in a single sport. If a single child is playing in two sports during the same season a One Child Fee is due for each sport. Actual fees for each level can be found in Appendix B.

Notes, exceptions, waivers, refunds:

- Any family that has a financial hardship and is unable to pay the full activity fee at the proper time should contact the Athletic Director to determine alternative payment options.
- If a player is registered and does not compete in 1 game (tournament or regular season) a full refund will be given. Otherwise the program will retain the fee and expect the family to fulfill their concession stand obligations.
- The applicable Lay Director may also waive fees entirely for a player due to the extreme need to add a player to a team. Collaboration with the Athletic Director and the Registration Director is necessary in these cases prior to allowing the waiver.
- Playing on a Parochial team (e.g. soccer and volleyball) team is no additional payment presuming the player has already paid fees for the grade school team that they play. Should the player not be a member of a St. Simon's grade school team, they will be required to pay the current registration fee applicable to that sport.

Families from outside parishes

PK-2nd:

- These families do not need to register with St. Simon. The Registration Director will create an account for them (e.g. name and some other minimal data) for tracking/metric purposes.
- St. Simon will typically seek the registration fees that they pay their home parish even if it is less than St. Simon registration fees. We will not seek fees beyond our standard fees

3rd-8th:

- It is preferred that these families register through the St. Simon Registration system as official CYC rosters are needed.
- St. Simon will seek a St. Simon based registration fee from the home parish.

Special Section on High School CYC Teams.

High School Boys CYC Baseball Teams and High School Girls CYC Soccer Teams

- St. Simon Lay Directors pay the Team Fee through a combined Grade School/Parochial/High School Tally Sheet through the South County District. Therefore, registration follows that of a St. Simon Grade School or Parochial Team:
 - ❖ Those players register and pay standard St. Simon registration fees through St. Simon's registration system (ezroster).

High School Boys CYC Soccer Team and High School Boys or Girls CYC Basketball Teams

- St. Simon Lay Directors do not pay the Team Fees. Team Fees are paid by the team (typically the head coach in one payment of which they then split the cost among teammates) directly to the main St. Louis CYC offices. Therefore, there is no registration through St. Simon's registration system (ezroster).
- The Head Coach of that team must notify the Lay Director of the intent to use the St. Simon's name or logo for that team. The Lay Director must approve the formation of the team. Note that any player or teams playing under this registration will be subject to all rules and policies of CYC and the St. Simon's Athletic Boards.

Registration for other available CYC High School sports that are later established by South County or the main CYC offices will be also driven by the logic of "who purchases the team" (South County CYC Tally Sheet or Directly to CYC Main Offices).

** See Concession stand impact in the concession stand section.

Registration Late Fee

All sports registrations will be subject to a Late Fee, if they are submitted after the established deadline communicated at the beginning of the registration period. This Late Fee may be waived on a case by case basis after the Lay Director collaborates with the Athletic Director and Registration Director. Many factors may determine the waiving of Late Fees (e.g. typical registration numbers, timing of South County CYC paperwork, a family that is new to the program, etc.). Registrations submitted after the published period will be subject to a \$50 late fee per family, and player will not be guaranteed a place on a St. Simon team.

Not Paying Registration Fees: All families are expected to pay registration fees immediately after registering, albeit, there is a small grace period between registering and uniform distribution. Reminders will be sent by the Registration Director as needed. However, a family that does not pay their registration fees at/on a uniform distribution session, will be denied placement on a team and a uniform for the current season to which any family member plays CYC sports. Only upon full payment (or scenario worked out with the Registration and Athletic Director) will they be allowed to participate on a team and receive their uniform.

Formation of Teams

A) The Lay Director of each Sport is responsible for determining the number of teams that will be put together for each sport as per the policies set forth by the Athletic Board.

B) If more than one team is required for a grade as determined under Section A, the following procedures will be followed:

- 1) The Managers of all teams along with the Lay Director will split the teams accordingly.
- 2) After the Manager of each team remove their children from the pool, each Manager takes turns picking a player until all players are chosen. The order of selection will be determined by lot, either a coin flip or drawing a numbered slip of paper.
- 3) These teams will stay intact as long as there are enough players for multiple teams.
- 4) In the event a situation arises where one team loses players for whatever reason in the off season, the teams will be adjusted so as to even out the players per team. This being done to the satisfaction of the Managers. If an agreement can't be reached, the Lay Director and Athletic Director will be called upon to determine the final results.
- 5) When following the aforementioned guidelines to form teams, everyone involved must keep in mind that we at St. Simon do not adhere to stacking, tiering, or to categorize teams based on player's physical talent levels. Other than for Parochial Teams, no tryouts or formal skill evaluations may be used to determine allocation of players to a team.
- 6) When transferring (officially called reassignment) a player from one team to another, both Managers and players involved must come to an agreement on how to transfer (officially called reassignment) the player and keep equal number of players per team. If this cannot be done, the Lay Director and Athletic Director shall intervene and try to reach a fair verdict. All families must keep in mind that at St. Simon we do not encourage players switching teams. Everybody involved must remember that in a catholic environment we must try to set a good example to our children.

C) In a situation where teams were split and then needed to be combined the following guidelines may be used by the Lay Director to determine who continues as the Manager of the team.

- 1) Are both Managers interested in managing the combined team?
- 2) The team that maintains the most number of players
- 3) Does either of the Managers manage other teams, either for the sport involved or other sports (we encourage involvement by parents and look to give opportunity to multiple individuals to manage our teams)?
- 4) Who managed the team before the split (this should be when the teams were formed after intramurals or at the time of the split)?
- 5) Comments from sign-up sheets

D) As a rule, players are discouraged in "playing up in grade" for any sport. If it is deemed that a player should "play up", the Parents of that player, both Managers involved, the Lay Director, and the Athletic Director must agree to it in writing.

E) It is the Manager's decision with the approval of the the Lay Director(s) of that sport as to whether a team goes Open or Closed. If the Manager and the Lay Director(s) are not in agreement on the decision, the Athletic Director will make the final decision. Note that this decision will be made following the completion of registration and no coach, parent, or Lay Director should make any attempt to discourage registration of a player based upon the Open/Closed status of the player or the team. In the event that a player is left off a roster due to a decision regarding Open/Closed, the Lay Director of that sport will attempt to place that player on another St. Simon roster (if possible). Otherwise, that player if a Closed Player they will be placed in the South County CYC district pool to be placed on another parish's team. If however, the Player in question is an

Open Player, that player may not be reassigned to another parish (CYC rule) and sadly may not play on a CYC team. . .which, again, stresses the importance on placing the open player on a different St. Simon Open Team.

F) Players from registrations submitted after the published period may or may not be placed on a St. Simon team. This is at the discretion of the Lay Director and Manager. If a player cannot be placed on a St. Simon team, the player, if classified as a Closed Player, an attempt will be made to place the player in the South County CYC district pool to be placed on another parish's team. Placement on another parish's team is not guaranteed. If however, the Player in question is an Open Player, that situation is covered under CYC Policy and will not be reassigned to another parish.

Choosing Coach When More Than One Applies

If more than one person applies to manage a sports team, the Lay Director of that sport shall make a decision on who will be the Manager. The Lay Director may use guidelines such as which person manages other teams, regardless of the sport, so as to be fair in determining who manages. In addition, past disciplinary actions regarding an individual desiring to be Manager of a team, should be taken into consideration. If the results are not satisfactory to the individual not chosen to manage, that person may present their case to the Athletic Board.

Practice Times

- A. St Simon's sports facilities i.e.; soccer field, ball fields, batting cages, basketball and volleyball courts are to be used by St. Simon CYC rostered teams or rostered players/coaches only. No one is allowed to bring select, club, or other non-CYC teams, coaches or players onto St. Simon's playing fields. If said person violates this rule after being told to leave the premises, that person will be removed from managing and coaching duties at St. Simon. This includes practices or practice games.
- B. Practice times will be picked by Team seniority (i.e. 8th grade, 7th grade, Pre-K). Because Parochial Teams typically rarely practice, they get last choice of practice times. Should the Athletic Director and Lay Director of the particular sport be a head coach of a team, they receive 1st choice of practice times. In addition, Athletic Board members in the following positions: Concession Stand Director, Compliance Director, Equipment Room Director, Registration Director, and CYC Representative if they are head coaches of a team will receive 1st choice of practice times.
- C. Accommodations will be made for Teams that have players in the Parish School of Religion. This could be changing practice times or giving preference to those teams in the selection process.

Playing Time

CYC policy states that a player must receive a minimum of 25% of each game/match in both league and tournament games/matches unless that player is injured or being disciplined. The St. Simon Athletic Board believes that a player should be played in 50% of each game/match. This does not mean equal time for all players. As long as all players receive this 50% minimum, other players can be played more than 50%. For the Parochial Teams, out of concern for player safety, the CYC Playing Time Policy will be recommended to the coaches assuring a minimum of 25% playing time for each player.

Example: Basketball - 12 minute halves – 24 minutes total game time. Team has 9 players. Players 2 through 9 received 12 minutes playing time. However, Player 1 played the whole game. This Manager is in compliance with this policy as all players received 12 minutes (i.e. 50% of playing time).

Coaches are restricted from creating "discipline penalties" that deny (game) CYC game playing time in grades for missing practices for any reason including attending club sports practices/games. CYC sports should be happy to accept kids into our program even though their schedules may not permit attendance at practices.

Those kids that attend all practices, give maximum attention, are good sports, etc. may absolutely be rewarded with more playing time. The key is positive reinforcement, not negative reinforcement.

Uniforms

Uniform Deposit

Uniforms will be provided by the St. Simon Uniform/Equipment Director to individual families for their children, typically at designated times. A \$50 deposit is required for all uniforms (per child), prior to or on a uniform distribution session, that will not be cashed (but returned) presuming the uniform is returned back having shown proper care and cleanliness and in a timely manner, otherwise, they risk having the \$50 deposit cashed.

Requirement to Wear St. Simon prescribed Uniform During CYC games

The St. Simon Athletic Board takes great pride in our athletic uniforms, therefore, every CYC team will be required to wear the uniform provided, except for the following situations:

All Sports:

- In a preseason tournament, teams may wear a team-purchased jersey or uniform provided it is produced in our team colors (black and white, with optional accents of gray or blue).

Volleyball:

- For the entire season, Parochial Volleyball may wear team-purchased shirts or jerseys in bright colors, presuming the shirts or jerseys display St. Simon Bulldogs and abide by proper numbering/naming requirements of Volleyball Teams.
- Non-Parochial teams are required to take the St. Simon issued volleyball shorts and eventually return them during uniform pickup following the season. Volleyball Head Coaches are asked to discuss their view of volleyball polyester/spandex type shorts for their team at their preseason parent conference. Even if the Coach highly desires each player to wear volleyball polyester/spandex type shorts, the choice remains a parent and child decision. Whatever the decision, the uniform item must fall in line with non-parochial St. Simon Volleyball colors.

Baseball (includes intramural TBall)

- PK wear T-shirts,
- K and 1st wear older iterations of jerseys,
- 2nd-8th wear current uniform which is hat, top, and pants.

Softball:

- Teams are required to take the softball pants and eventually return them during uniform pickup, however, Softball Head Coaches will be allowed to decide (on their own) whether or not they require their players to wear the St. Simon provided shorts or wear some other pants or shorts as long as the item is identical for the entire team.

Soccer:

- High School CYC Girls Soccer will most likely wear older iterations of St. Simon Soccer jerseys.
- PK and K Soccer wear T-shirts for all players and coaches (per year) which they keep.
- 1st through 8th Grade including Parochial teams will wear uniform issued by St. Simon's including jersey and shorts. Socks will be black in color provided by the parents.

Track:

- Participants wear Athletic Program issued T-shirts for players and coaches (per year) which they keep.

Golf

- Participants wear Athletic Program issued T-shirts for players and coaches (per year) which they keep. Players and Coaches will be provided a St. Simon baseball hat.

High School Basketball

- These teams typically are so "laid back" that they create team shirts on their own. If they seek and acquire old uniforms, the Uniform Director will provide and keep track of outside of ezroster.

Must I Take Both Tops and Bottoms (e.g. shorts, baseball/softball pants) when acquiring my uniform?

Yes, thus you will be required to return both the top and the bottoms.

Tournaments

The Holy Name Society will pay for one tournament, not to exceed \$200.00 per team per season. To reiterate, teams do not receive \$200 to use as they wish (e.g. \$100 towards one tournament and \$100 towards another tournament).

The Dennis Mignerone Holiday Classic Basketball Tournament is not considered a paid tournament for St. Simon teams. Nor are any other St. Simon sponsored tournaments if they are created in the future.

All tournaments, seeking payment by the Holy Name Society, must be approved by CYC Athletic Association.

Teams may pay for their tournament and seek reimbursement or may ask the Holy Name Treasurer to pay for the tournament directly providing them the means to do so.

Trophies and Awards

The St. Simon Holy Name will purchase the following trophies/awards:

All Sports (Participating on a St. Simon team)

- Each participant in grades K through 2 will receive either a trophy or a medal as a participation award, the decision to be made by the Lay Director of the particular sport.

Baseball, Softball, Soccer, Volleyball, and Basketball Grades 5 through 8 and Parochial. And High School Teams when our Athletic Program purchases their team through South County Tally Sheets:

- All teams that are champions of their division (only) may receive (if they so desire) their choice) an individual trophy or plaque not to exceed \$9 per rostered player.
- All teams that are champions of the South County District (only) may receive (if they so desire) their choice) an individual trophy or plaque not to exceed \$13 per rostered player.
- Teams becoming Archdiocesan Champions do not receive a trophy because they receive a plaque from the St. Louis CYC. If St. Louis CYC does not award a plaque or trophy, then St. Simon Holy Name will award an individual trophy at the \$13 per rostered player level. They do, however, receive a wearing apparel that sponsors St. Simon athletics for each player and the (single Head) Manager. The value which may not be exceeded is:
 - o Grades 5 through 8 - \$65
 - o Parochial - \$65.
 - o High School teams are ineligible as they typically only wear their High School apparel

Those teams becoming Archdiocesan Champions choose their own wearing apparel but they MUST run their apparel proposal through the Lay Director of their sport and the Athletic Director prior to purchasing the items, otherwise they risk expending personal funds to purchase the items. For instance, "wearing apparel" is "one item" (Jacket or a Hoodie or a sweat suit). Note that any apparel purchased must include the following items:

- o Inclusion of a reference to St. Simon the Apostle
- o Inclusion of the Sport for which the apparel was received.
- o Inclusion of the Year the championship was won.

Additionally, any other designs, symbols or style of apparel must be approved by the Lay Director and the Athletic Director prior to ordering.

In all cases, close communication with your sport's Lay Director is required to ensure responsibilities as some Lay Director's order the items for the Coaches, while others allow the coach to order the items.

St. Simon's purchases all trophies, plaques and medals through Enterprise Trophies. Our trophy point of contact is Shanon Luechtefeld at 314-609-3386 and enterprisetrophies@yahoo.com

8th Graders:

- 8th graders are eligible to be named Spirit Game Nominees for their respective sport and are honored by being presented in front of the Holy Name Meeting and provided non-monetary congratulations.
- 8th graders in both the Parish School or who have completed the Parish School of Religion or approved Home School PSR Program are eligible to apply and be named the Bill McEntee Memorial Award (non-monetary) recipient (as named by the Holy Name). Those two winners (one girl and one boy) are the automatic St. Simon entrants for the South County Scholarship Award (monetary) Scholarship Nominee. This is also the entry way to the Bob Casey Award (monetary) Scholarship Award. Applications are accepted in February and awards presented in April. Instructions and rules on the application will govern the format of application and process for selecting the award winners.
- 8th grades in both the Parish School and the Parish School of Religion are eligible to apply and be named the recipient of the Holy Name Scholar Athlete monetary scholarship (\$500 for one boy and one girl). This scholarship is monetary, and is separate than the Bill McEntee Memorial Award/South County Scholarship/Bob Casey Award South County CYC process. This award is presented in May. Instructions and rules on the application will govern the format of application and process for selecting the award winners.
- Note that individuals are encouraged to apply for and may earn both awards.

CYC Award Banquets:

- The Holy Name Society will pay for all Athletic Board members and a guest to attend the District Award Banquet in the spring, and the CYC Award Banquet in the fall.
- The Holy Name will also pay for the Parish Person of the Year (or Persons) and a guest to attend the South County District Award Banquet in the spring.

Referee/Scorekeeper/Timekeeper Award

- To say "Thank You" to every referee, scorekeeper, and timekeeper, St. Simon will give them a \$5 award after they work their 1st game each year. A year in this case is 01 August – 31 July.

Referee/Official/Umpire Salaries

St. Simon has made it a policy that we will pay \$5 over what South County CYC reimburses for Referees, Officials, and Umpires. Timekeepers and Scorekeepers will receive the amount that South County CYC reimburses. Actual rates of pay can be found in Appendix B.

All officials of any kind must complete all CYC requirements and clinics. They must also be fully cleared through the Safe Child Environment.

Experience Case (Trophy Case)

The experience case is intended to capture CYC Athletic experiences. It is always unlocked and can be accessed at any time for any coach that is willing to place an item in there. There is no need to clear the item with the Athletic Board. Please place your name on the bottom allowing the Board to return it in the future.

The case is rearranged each November before the Dennis Mignerone Basketball tournament taking out older items, but leaving newer ones and Archdiocesan Championship items as a showing of accomplishment.

Concession Stand Policy

- A) It is understood that the St. Simon Concession Stand is a fundraiser to help support the athletic program. All families should keep in mind that we all must work together in maintaining a clean, orderly and productive Concession Stand.
- B) All families who register their child or children for a sport must work the Concession Stand during that sport and must provide a \$200.00 deposit check at the time of registration risking loss of this check (cashing by the Holy Name) if they do not work their shift. Note that families may be scheduled to work multiple times during certain sports seasons. The family will forfeit their checks if they miss **any** scheduled session during the season.
- C) There are some exceptions to paragraph B. Some members are not required to work concession stand, nor provide a \$200.00 deposit check. They are:
- St. Simon Athletic Board members are exempt.
 - Holy Name Officers are exempt.
 - Head Managers of the sport (during that sport) are exempt
 - Families that “buyout” their work will not be scheduled to work:
 - Those that choose the buyout option, present a \$200.00 check at the time of registration that will be cashed and deposited into the Holy Name account. This will be limited to 15 Families for each season. (Volleyball/Soccer, Basketball, Baseball/Softball are the seasons)
 - Those paying the buyout will not be scheduled to work for that season.
 - Families from outside parishes who are playing on St. Simon CYC High School teams.
 - Families from outside parishes who register through their “home” parish, but play on a St. Simon Team (through proper CYC transfer (officially called reassignment)).
- D) The Concession Stand schedule will be sent through ezroster to all families in the Program for that specific sport. In addition, the Registration Director will post the Concession Stand schedule on the St. Simon CYC Athletics Website. This will ensure that everyone has access to the schedule even if they recently change email addresses.
- E) Families are in charge of ensuring someone else works their shift when they are not able to work their shift.
- F) In the event a family does not adhere to the policy of working their shift, the Holy Name Society will **immediately** cash their \$200.00 deposit check. **NO EXCEPTIONS!** Note that families may be scheduled to work multiple times during certain sports seasons. The family will forfeit their check if they miss any scheduled session during the season.
- G) Families that have their \$200.00 check cashed will be able to seek reimbursement by informing the Athletic Board that they had a Medical Emergency that occurred immediately before the start of their shift, where they could not seek someone else to work their shift. The AB will evaluate the request for reimbursement and may/may not grant such request.

Safe Child Requirements and Other CYC and St. Simon Requirements

In order to participate in any practices or games, every coach, referee, timekeeper or scorekeeper must be fully cleared through St. Simon's review of the Safe Child requirements. To clarify, this is a St. Simon review, so even if you met the requirements at a different parish, you must first be cleared by St. Simon reps before you may engage in these roles in any capacity (on the field or court in any way). This will not require you to take courses previously taken, but ensures St. Simon's records are complete and up-to-date.

The **Bolded items are true safe child environment requirements.** The other items are required by CYC or by St. Simon.

Action (Bolded Items are True Safe Child Environment Rqmts)	Team Manager	Coach (18 or over)	Coach (Under 18)	Official or Referee (18 or Over)	Official or Referee (Under 18)	Time/Score (Under 18)	Player	Parent or Guardian
Protecting God's Children Class (2 1/2 hrs through the Archdiocese)	Yes	Yes		Yes				
Background check, approximately \$13.00. (It will automatically be checked every 2 years at no additional charge. If you had a Background check at a previous parish, you will need to pay this fee again at St. Simon.)	Yes	Yes		Yes				
Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees, and Volunteers working with Minors	Yes	Yes		Yes				
Coaching to Make a Positive Different (\$20 fee. Upon completion, you will receive a Coaches CYC card with ID number)	Yes	Yes	Yes					
Must be on the Roster (Note if you are not on the roster, you may not participate in any team activities such as practices, drills, or any aspect of a game day)	Yes	Yes	Yes					Yes
Players CYC Card								Yes
Archdiocese of St. Louis Code of Ethical Conduct for Minors			Yes		Yes	Yes		
Officials Test				Yes	Yes			
Officials Clinic				Yes	Yes	Yes		
Officials Insurance (Officially called joining CYC Sport Officials Association)				Yes	Yes	Yes		
Completion of W4 and other documents presented at clinics				Yes	Yes	Yes		
Parents Positive Participation (Highly Encouraged. Not yet Mandatory, Currently Free through CYC)								Yes
Recognition of St. Simon Athletics Parent/Guardian Code of Conduct/Commitment								Yes
Recognition of St. Simon Athletics Referee Official Code of Conduct/Commitment				Yes	Yes	Yes		
Recognition of St. Simon Athletics Coaches Official Code of Conduct/Commitment	Yes	Yes	Yes					
Recognition of St. Simon Athletics Players Official Code of Conduct/Commitment							Yes	
Attendance at one specific Manager's Meetings Facilitated by CYC	Yes							
Attendance at St. Simon specific meeting or clinic facilitated by St. Simon Lay Director of Head Official	Yes					Yes		
Attendance at St. Simon specific meeting facilitated by Head Manager or Athletic Director	Yes					Yes		Yes

St. Simon Safe Child Environment Parish Office Contact:
Maggie Moore (314) 842-0181 (pgc@stsimonchurch.org)

Disciplinary Actions

The St. Simon CYC Athletic Program will not tolerate behavior from a parent, coach, player, or official that is not conducive to CYC or St. Simon Athletic Policy values. In those cases, disciplinary action will be considered.

Often, such action is instigated by the South County District, therefore, St. Simon will typically merely heed to the disciplinary action handed down by the South County CYC. However, St. Simon may elect to instigate additional disciplinary action.

South County Disciplinary Chart

As stated before, St. Simon policies will take the South County District CYC Policy Book into consideration for various situations. This chart is included to give an idea of possible disciplinary actions depending on a certain situation.

South County District Disciplinary Guidelines

The following guidelines are the basis for disciplinary decisions from the Hearing Board. Actual reported circumstances may change the guidelines to be more or less severe. Suspensions are served with the next PLAYED game(s).

ANY EJECTION IS AN AUTOMATIC MINIMUM ONE GAME SUSPENSION.
For Volleyball purposes, the term "game(s)" for a suspension is replaced with "match(es)".

Violation	1st offense	2nd offense
Fighting - physical altercations between players, coaches, spectators	4 games	8 games
Striking - or attempting to strike an opponent, colleague or spectator an official	2 games 1 year	4 games 5 years
Throwing - objects at an opponent, colleague, spectator, coach, manager an official	2 games 6 games	4 games 1 year
Spitting - at an opponent, spectator, colleague, coach, manager an official	2 games 6 games	4 games 1 year
Verbal Threats - for harm towards opponent, colleague, spectator, coach, manager toward an official	2 games 4 games	4 games 1 year
Foul/abusive - language toward an opponent, colleague, spectator, coach, manager toward an official	1 game 2 games	2 games 4 games
Refusals - to surrender ID card (s) when requested (players/coaches/managers) to sign a game card (s) or score sheet (s)	1 game 1 game	2 games 2 games
Ejection - of a Manager or coach by a younger Official (1 st thru 4 th grades)	5 games	1 year
Participating in a game (s) while under suspension:		
A player will receive an additional 4 game suspension - the team will forfeit the game.		
A coach/manager who allows a suspended player to participate - 4 games and team will forfeit		
A coach/manager who participates while under suspension - 6 games additional		

Illegal player (s):
 Upon proof of participation - player(s) will be suspended for an equal number of games as those for up to 30 days prior to infraction, team will forfeit all the games that the player(s) participated in. A manager may be disciplined in a similar manner. A player is considered to have participated in a game/match if the player is listed on the game card.

Disciplinary decisions may have a period of time and/or a number of games for suspensions; and may be accompanied with probation. During a probation period, violations will result in disciplinary decisions that are generally more severe than the guidelines suggest. Suspensions carry forward to succeeding sport seasons until the total time or games have been completed.

The South County District reserves the to right to discipline coaches, managers, spectators, players and officials, as it deems necessary, for the purpose of upholding the Constitution and policies of the Archdiocesan Catholic Youth Council and of the South County District, in order to promote good sportsmanship and Christian values.

SCCYC - Rev 10/09

Specific Situations:

Ejection From A Game: <Directly from the South County CYC Policy Book>

The manager of a team that has a player, coach or manager ejected from a CYC league or tournament game/match must notify the St. Simon Lay Director of that particular sport. The sport lay director will notify the South County Hearing Board Chairperson of the incident. The South County Hearing Board Chairperson. Upon review of the official's report of the incident, the Hearing Board Chairperson will

notify the sport lay director or parish/association representative of the preliminary decision. If the individual disciplined does not agree with the preliminary decision, they may request a Formal Hearing Board, provided the request is received within four (4) calendar days of notification of the preliminary decision.

Any official, player, coach, or manager that has an official's report filed on them because of an ejection is NOT eligible to participate in any CYC scheduled or rescheduled league game, or CYC sanctioned tournament game until the incident is completely resolved through the District Hearing process.

Additional St. Simon Policy on Coach Ejections: While South County CYC allows a coach to practice with their CYC team during the South County Hearing Process, the St. Simon Athletic Board does not allow a coach to practice with their team until the Compliance Officer has heard the ejected person's report and has ruled to allow the coach to return. The Compliance Officer or Athletic Board may elect to refrain the coach from practices as well as they deem necessary.

Recruiting from CYC teams: If you are a Manager at St. Simon and take more than your child to a team outside CYC, and manage them and the result is the loss of multiple children playing in the CYC program (because you recruited them and took them away from CYC sports), you are permanently barred from coaching any team in any sport at St. Simon.

Influencing Registrations: The Pre-registration period and registration period are looked at as "inclusion periods" where our Program seeks to bring as many children into our Program as possible. Therefore, a Manager must not engage in any type of influencing which would cause any child/family to not register for fear of not being able to play on a team for any reason. Sometimes, a coach will decide to make their team a Closed Team and in doing so, an Open player may not play on that team. However, that decision is to be made AFTER registration and after consulting with the Lay Director. Engaging in influencing during the pre-registration period and registration period risks permanent barring from coaching any team in any sport at St. Simon.

General Resolution For Minor Items Internal to St. Simon Athletics

From time to time minor issues will arise internal to St. Simon Athletics. Minor issues typically surround coaching philosophy or practices

The protocol for dealing with such issues is as follows:

- The Parents and Coach will try to reach agreement.
- If agreement cannot be reached, the Parents, Coach, and Lay Director will try to reach agreement.
- If agreement cannot be reached, any party may take the case to the Compliance Director and follow the protocol for a major issue below.

Resolution for Major Items Internal to St. Simon Athletics

From time to time major issues will arise internal to St. Simon Athletics. Major issues typically include releasing a Head Coach from a Head Coaching position, releasing a Coach (in any capacity) from being a coach in that sport or any sport, releasing an Athletic Board member from their position, suspensions (e.g. barring from attending games).

The protocol for dealing with such issues is as follows:

- These situations will be brought to the Compliance Director St. Simon Athletic Board's Compliance Officer to administer implementation (as in the case for South County actions) or perform the appropriate analysis and action.

- Upon obtaining a complaint against (said) coach, AB member, or parent, that person will not be allowed to continue engaging in their coaching or AB capacity (practices, games, meetings) until the St. Simon Compliance Director has heard the report from the person being released or suspended and has ruled to allow the coach to return. This practice is similar to South County CYC practice that always put the protection of the child first.
- The Compliance Director will perform the necessary analysis interviewing the person who engaged in the alleged misconduct, coaches, referees, parents, etc. as necessary.
- The Compliance Director will produce a Preliminary Decision and will document such decision.
- The Compliance Director will meet with the person informing that person of his/her Preliminary Decision.
- If the decision is not satisfactory to the person making the allegations or to the person being presented some type of discipline, either party can appeal to the Athletic Board (minus the AD).
- If the decision is not satisfactory of the person making the allegations or to the person being presented some type of discipline, either party can appeal to the Holy Name Board (minus any Holy Name member who may have been one of the complainants or the person named in the complaint). Recall, the Athletic Director is a part of the 4-person Holy Name Board, so this is when they “hear” the case.
- If the decision is not satisfactory to the person making the allegations or to the person being presented some type of discipline, either party can then appeal to the St. Simon Pastor. The Pastor’s ruling will become final.

Manager, Coach, Player, Referee, and Parent Responsibilities

All Managers and Coaches have the responsibility of setting a good example for their players to follow. Similarly, all players and parents and referees also have a responsibility to demonstrate proper CYC behavior. Any violation of the policies and bylaws will not be tolerated. The Board has the right to deny a person from participating as a Manager or Coach if he/she does not comply with the policies of this Board. Managers and Coaches, players, referees, and parents are to be appraised of their specific Code of Conduct/Behavior (see pages 17-20).



St. Simon Athletics Referee Code of Conduct/Commitment



The goals of St. Simon Athletics mirror the goals of the Catholic Youth Council - to help a boy or girl, regardless of their skill to become an ideal youth firmly loyal to God, Church, Country, and Community; physically fit, mentally alert and morally sound. Athletics, properly regulated, play a very important role in the development of youth.

As the St. Simon Athletic Board and CYC pledge to promote good sportsmanship, a respect for rules and self-discipline amongst the contestants, I as a referee, official, timekeeper and scorekeeper in the St. Simon Sports Program commit to the following:

1. **Sportsmanship:** Encourage good sportsmanship by demonstrating positive support for all players, coaches, and teams at every sporting event. My decisions will be professional with no unsportsmanlike gestures or language.
2. **Respect:** Treat other players, coaches, parents and spectators with respect regardless of race, creed, color, sex, religion, or ability.
3. **Fun:** Enjoy the game, the experience, the time with friends, family, and parishioners.
4. **Deemphasize Winning:** Recognize that the sport I officiate is a game, but is also a competition where the players and teams are attempting to score the most, run the fastest, jump the farthest, etc. In the spirit of the game, I will do my best to help the teams be the best that they can be. I will do my best to give the teams a great experience. I recognize that I am human and I will get some calls wrong, but I will do my best and will not feel defeated by a sub-par refereeing performance.
5. **Safety of Play:** I will not engage in, nor encourage any behaviors or practices that would endanger my health and well-being, nor that of the athletes, coaches, and parents.
6. **Safety of Environment:** I will do my part to create a safe and healthy sports environment free from harmful items and situations.
7. **Choices:** I will put forth an honest effort and will maintain a proper disposition of my actions. I will work hard to be in the right spot, know my rules, know my hand signals, and blow the whistle with authority.
8. **Open Dialogue:** I will take time to talk to the coaches, scorekeepers, timekeepers, parents, coaches, and players to ensure that I am engaged making a better athletic experience for all.
9. **Rules:** I will be an expert at the rules of the game and will know my rulebook inside and out. I will abide by the Officials requirements set forth by CYC and St. Simon. I will work closely with the Head Referee allowing the Head Referee to fully understand my availability. I will allow coaches to professionally question calls and judgments during the game/event. I will work with my fellow refs, linesmans, scorekeepers, and timekeepers to ensure the game is called to the best of my ability.
10. **Do My Part:** I will do my part to better the sporting experience by fulfilling refereeing and officiating requirements.

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St. Simon Athletics Player Code of Conduct/Commitment



The goals of St. Simon Athletics mirror the goals of the Catholic Youth Council - to help a boy or girl, regardless of their skill to become an ideal youth firmly loyal to God, Church, Country, and Community; physically fit, mentally alert and morally sound. Athletics, properly regulated, play a very important role in the development of youth.

As the St. Simon Athletic Board and CYC pledge to promote good sportsmanship, a respect for rules and self-discipline amongst the contestants, I as a coach in the St. Simon Sports Program commit to the following:

1. **Sportsmanship:** Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other related event. I will refrain from unsportsmanlike gestures, language, or signs of disgust.
2. **Respect:** Treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex, religion, or ability.
3. **Fun:** Enjoy the game, the experience, the time with friends, family, and parishioners.
4. **Deemphasize Winning:** Recognize that the sport I play is a game, but is also a competition where the players and teams are attempting to score the most, run the fastest, jump the farthest, etc. In the spirit of the game, I will do my best to help my team be the best that they can be. However, in the end, I will not focus on whether we won or did not win, ran the fastest or didn't, jump the farthest or didn't. I will focus on my experience, the fact that I worked hard, gave an honest effort, and in doing so, I will not feel defeated by the outcome of a game or a sub-par performance.
5. **Safety of Play:** I will not engage in, nor encourage any behaviors or practices that would endanger my health and well-being, nor that of my fellow athletes.
6. **Safety of Environment:** I will do my part to create a safe and healthy sports environment free from harmful items and situations.
7. **Choices:** I will put forth an honest effort. I will play strong, but I will play fair. I choose to maintain a proper disposition of my actions.
8. **Open Dialogue:** I will take time to talk my parents, coaches, and teammates to better learn the game, build friendships with all my teammates, and better the athletic experience for all.
9. **Rules:** I will learn the concepts of the game. I will abide by the rules of the Athletic Program and of my team including team decisions regarding playing positions/times. I will talk to my coaches and officials with the utmost respect. I will allow my coaches to professionally question calls and judgments during the game/event.
10. **Do My Part:** I will do my part to allow all to enjoy the athletic experience by fulfilling any team requirements which may include field or gym clean-up,

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St. Simon Athletics **Coach Code of Conduct/Commitment**



The goals of St. Simon Athletics mirror the goals of the Catholic Youth Council - to help a boy or girl, regardless of their skill to become an ideal youth firmly loyal to God, Church, Country, and Community; physically fit, mentally alert and morally sound. Athletics, properly regulated, play a very important role in the development of youth. As the St. Simon Athletic Board and CYC pledge to promote good sportsmanship, a respect for rules and self-discipline amongst the contestants, I as a coach in the St. Simon Sports Program commit to the following:

1. **Sportsmanship:** Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other related event.
2. **Respect:** Treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex, religion, or ability.
3. **Fun:** Remember that children participate to have fun and that the game is for youth.
4. **Deemphasize Winning:** I will teach our players that hard work and honest effort are more important than winning, so that our players will never feel defeated by the outcome of a game or his/her performance.
5. **Safety of Play:** I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
6. **Safety of Environment:** I will demand and do my part to create a safe and healthy sports environment for our players that is free from harmful items and situations.
7. **Choices:** My players and their parents watch my actions and reactions and often act similarly, thus I choose to maintain a proper disposition of my actions. I will work with the other coaches to maintain proper discipline on the team. I recognize that I (not the referees) must step in to maintain proper control of my spectators should their actions become unsportsmanlike.
8. **Open Dialogue:** I will take time to talk to the parents/guardians so that they know our Team goals. I will listen to their feedback and offer my constructive feedback in a professional manner to better the athletic experience for all. I will have continuous dialogue with my families, but will not overwhelm them with over-communication that would make it a draining experience.
9. **Rules:** I will become knowledgeable of the rules of the game, specific CYC rules, and specific St. Simon rules. Of special note, I will not hurt the strength of St. Simon CYC athletics by attempting to discourage anyone (or recruiting them away) from registering for CYC sports. I will also not act to tier or stack a team.
10. **Do My Part:** I will help my players enjoy the athletic experience by doing my part to include responding to parents and players as necessary, fulfilling work duty assignments, and fulfilling St. Simon and CYC coaching requirements.

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St. Simon Athletics **Parent/Guardian Code of Conduct/Commitment**



The goals of St. Simon Athletics mirror the goals of the Catholic Youth Council - to help a boy or girl, regardless of their skill to become an ideal youth firmly loyal to God, Church, Country, and Community; physically fit, mentally alert and morally sound. Athletics, properly regulated, play a very important role in the development of youth.

As the St. Simon Athletic Board and CYC pledge to promote good sportsmanship, a respect for rules and self-discipline amongst the contestants, I as a parent of a player playing in the St. Simon Sports Program commit to the following:

1. **Sportsmanship:** Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other related event.
2. **Respect:** Treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex, religion, or ability.
3. **Fun:** Remember that children participate to have fun and that the game is for youth.
4. **Deemphasize Winning:** I will teach my child that hard work and honest effort are more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
5. **Safety of Play:** I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
6. **Safety of Environment:** I will demand and do my part to create a safe and healthy sports environment for my child that is free from harmful items and situations.
7. **Choices:** I will allow my child to choose whether or not they wish to play athletics. I will encourage my child to engage in athletics as a means to become involved in team sport, build friendships, and enjoy fun play, but I will not force my child to participate in sports.
8. **Open Dialogue:** I will take time to know the coaches and their goals. I will listen to their feedback and offer my constructive feedback in a professional manner to better the athletic experience for all.
9. **Rules:** I will "let the coaches coach" and refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team. If I have a concern with the game or the rules of the team, I will approach the coach in a professional manner at a time that allows for proper recollection (e.g. 24 hour rule).
10. **Do My Part:** I will help my child enjoy the athletic experience by doing my part to include responding to and assisting coaches as necessary, fulfilling work duty assignments, fulfilling registration payment obligations, obtaining and returning jerseys on-time and in good condition, ensuring my child has every opportunity to attend practices and games, and ensuring my child is dropped off and picked up in accordance with team policy.

February 2016

St. Simon CYC Athletics Goodwill Ambassador

Allowing our kids to play athletics in a **safe environment** is one of the tenets of the St. Simon Athletic Program. The other two are a **fun environment** and a **positive environment**. With safety in mind, the St. Simon Athletic Board will ensure a CYC Athletic Goodwill Ambassador is present at every game. These Ambassadors are typically Athletic Board members or Coaches or Parents who are respected as individuals that not only “do the right thing”, but will also “speak up” when behaviors or actions turn inappropriate or rules are not followed.

All Parents, Fans, Coaches, Players, and Referees who are active in our Athletic Program are required to abide by the Goodwill Ambassador’s instructions.

The Goodwill Ambassador performs the following duties:

- Wear the prescribed polo and lanyard/badge ensuring that everyone knows that you are an authoritative figure that can answer questions or that can seek compliance with a proper rule/requirement/behavior.
- As you are walking around, convey goodwill by welcoming new fans and new players to St. Simon.
- As you are walking around, pick up and throw away trash. Take pride in how our fields/courts look.
- Continue to walk around and say hello and ask how things are going to fans/players as they prepare for their games or finish their games.
- Ask players awaiting their game to respect a sufficient space behind playing field/court.
- Continually make your presence known to referees allowing them to inform you of a situation that requires assistance.
- More often than not, concerns will fall under the following categories:
 - o Spill on the court that requires cleanup
 - o Pet brought onto property that requires owner to remove pet from premises (Archdiocesan rule)
 - o Cooler of soda or alcohol brought into the facility that requires a consultation regarding our concession stand’s goal of making money for the sports program or the Archdiocesan rule banning alcohol at CYC games.
 - o Holding a discussion with a fan engaging in words or actions that are of less than a sportsmanship nature (e.g. language, actions)
 - o Informing smokers know that we have smoking receptacles
- Be aware of compliment and complaint forms and inform fans (if asked) where they can lodge a compliment or complaint.
- Be aware of the various drawers and shelves in the Concession Stand that contain extra game cards, first aid kit, ice packs.
- Inform Athletic Director of anything out of the ordinary. This may be:
 - o Positive such as Random Acts of Sportsmanship
 - o Not Positive such as unruly fans
- Realize that you **HAVE AUTHORITY AND THE BACKING OF THE ST. SIMON ATHLETIC BOARD** to get involved in a situation! Should your professional, respectful, reasonable conflict management actions not result in the desired behavior, you **CAN AND SHOULD** call the police. Our kid’s safety is at risk!
- As you are walking around, thank those fans and players who are exiting the facility for coming today expressing good day or good night.
- Take pride in what you are doing. You are enforcing CYC mission and values and a safe environment at St. Simon CYC Athletic Events.

GO BULLDOGS!

**St. Simon the Apostle
Athletic Board Constitution
Appendix A**

**Members of Athletic Board
as of June 5, 2017**

Position	Current Member Name
Athletic Director	Dominic DeClue
Basketball Lay Director	Tim Cuneo
Basketball Head Referee	Mark Braun
Basketball Gym Coordinator	Brian Raterman
T-Ball Intramural Director (PK-2 nd)	Jeff Lawrence
Baseball/Softball Lay Director	Mike Lampe
Baseball/Softball Field Coordinator	Kurt Fahland
St. Simon Baseball/Softball Head Umpire	Vacant
Track Lay Director	Matt Hanford
Golf Lay Director	Kyle King
Soccer Lay Director	Ryan Moon
Intramural Soccer Lay Director	Adam Perkins
St. Simon Soccer Head Ref	Jim Reznicek
Soccer Field Coordinator	Vacant
Volleyball Head Official	Scott Milsark
Volleyball Lay Director	Abby Kaminski
Volleyball Gym Coordinator	Maureen Brummet
Field/Facility Maintenance Director	Mike Auer
Equipment Director	Bob Schaefer
South County CYC Representative	Scott Josse
Registration Director	Chris Hof
Concession Stand Director	Tina Clark
Compliance Director (Safe Child and Discipline)	Billy Onder
South County League Coordinators (If Applicable)	None as of Dec 2016
South County Umpire/Referee Coordinators for their respective sports (If Applicable)	Don Bowe (SoCoSoccer Head Official)

**St. Simon the Apostle
Athletic Board Constitution
Appendix B
Athletic Fees and Officials Salaries
as of December 6, 2016**

Athletic Fees

Category	Fee
Registration Fees	
Single Player	\$75.00
Two Players (Same Sport)	\$110.00
Three or More Players (Same Sport)	\$125.00
Concession Stand	
Regular Deposit	\$200.00
Buyout Option (Before Season and Limited Availability)	\$200.00
Track	
	\$40.00
Golf 2nd – 4th Grade	
	\$140.00
Golf 5th – 8th Grade	
	\$170.00
Uniform Deposit	
	\$50.00

Officials Salaries

Baseball	PK	K	1	2	3	4	5	6	7	8	Parochial	Fr/Soph HS	Jr/Sr HS
Official	StS Pays	No Umpires are used for PK and K	\$8.00	\$8.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
	CYC Reimb StS		\$0.00	\$0.00	\$16.00	\$16.00	\$19.00	\$19.00	\$20.00	\$20.00	N/A	?	?
Timek/Scorek	StS Pays	There is no Timekeeper or Scorekeeper in Baseball											
	CYC Reimb StS												
Softball	PK	K	1	2	3	4	5	6	7	8	Parochial	Fr/Soph HS	Jr/Sr HS
Official	StS Pays	No Umpires are used for PK and K	\$8.00	\$8.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
	CYC Reimb StS		\$0.00	\$0.00	\$16.00	\$16.00	\$19.00	\$19.00	\$20.00	\$20.00	N/A	?	?
Timek/Scorek	StS Pays	There is no Timekeeper or Scorekeeper in Softball											
	CYC Reimb StS												
Soccer	PK	K	1	2	3	4	5	6	7	8	Parochial	Fr/Soph HS	Jr/Sr HS
Official	StS Pays	No Umpires are used for PK and K	\$18.00	\$18.00	\$18.00	\$18.00	\$20.00	\$20.00	\$22.00	\$22.00	\$22.00	\$31.00	\$31.00
	CYC Reimb StS		13	13	13	13	15	15	17	17	17	26	26
Timek/Scorek	StS Pays	There is no Timekeeper or Scorekeeper in Soccer											
	CYC Reimb StS												
Volleyball	PK	K	1	2	3	4	5	6	7	8	Parochial	Fr/Soph HS	Jr/Sr HS
Up Official	StS Pays	CYC does not offer Volleyball at ages PK-2nd Grade			\$18.20	\$18.20	\$19.20	\$19.20	\$20.20	\$20.20	\$20.20	\$20.20	
	CYC Reimb StS		\$13.20	\$13.20	\$14.20	\$14.20	\$15.20	\$15.20	\$15.20	\$15.20	\$15.20	\$15.20	
Down Official	StS Pays	CYC does not offer Volleyball at ages PK-2nd Grade			\$14.00	\$14.00	\$15.00	\$15.00	\$15.40	\$15.40	\$15.40	\$15.40	
	CYC Reimb StS		\$9.00	\$9.00	\$10.00	\$10.00	\$10.40	\$10.40	\$10.40	\$10.40	\$10.40	\$10.40	We do not host these games
Timek/Scorek	StS Pays	CYC does not offer Volleyball at ages PK-2nd Grade			\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
	CYC Reimb StS		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
Basketball	PK	K	1	2	3	4	5	6	7	8	Parochial	Fr/Soph HS	Jr/Sr HS
Official	StS Pays	CYC does not offer Basketball at ages PK-2nd Grade			Obtaining								
	CYC Reimb StS												
Timek/Scorek	StS Pays	CYC does not offer Basketball at ages PK-2nd Grade			\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	
	CYC Reimb StS		\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	We do not host these games

**St. Simon the Apostle
Athletic Board Constitution
Appendix C
Simplified Robert's Rules of Order
as of December 6, 2016**

Simplified Rules of Order

Prepared for the Psychiatry Residents' Association of the University of British Columbia.

This work derives from Robert's Rules of Order, and from a document also entitled "Simplified Rules of Order," that was produced by the British Columbia Teachers' Federation for its internal use.

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Preface

Group process, that is, the process of individuals interacting with each other in a group, is a richly complex and intriguing phenomenon. The shifting alliances and rivalries of subgroups and the emergence and clash of dominant personalities can be fascinating to study. Yet, as anyone who has attempted to work with a group to a practical end will attest, the emergence of some kinds of group dynamics can thwart, or completely sabotage, achievement of the group's goals. Systematic rules of parliamentary procedure have gradually evolved over centuries. Their purpose is to facilitate the business of the group and to ensure an equal opportunity for all group members to contribute and participate in conducting the business. Robert's Rules of Order, first published in 1876, is the most commonly used system of parliamentary procedure in North America. The current edition, on which this resource is based, runs to over 300 pages. An attempt has been made to extract the most important ideas and most commonly used procedures, and to package these in a short, simple, accessible and understandable form. To successfully play a game, one needs to know the rules. These are the basic rules by which almost all committees and associations operate. After browsing this resource, the reader will hopefully feel comfortable to confidently participate in the intriguing process of the committees and assemblies of his or her association. LDSM 1996

Principles of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it. 2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence (see Table 1).
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally—for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members—majority and minority—should be the concern of every member, for a person may be in a majority on one question, but in minority the on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Simplified Rules of Order

Preparing for a Meeting

Although a chairperson will use the various rules of order in conducting a meeting, there are things the chair can do prior to the meeting to help ensure that things will go smoothly. One of the most fundamental ways to ensure a successful meeting is often overlooked because it is so obvious—ensuring that the room selected for the meeting is suitable and comfortable. The room should permit a seating arrangement in which no one's view is blocked. Moreover, careful attention should be paid to such matters as lighting, acoustics and ventilation, for such factors can play major roles in the success or failure of a meeting. By far the most important thing a chairperson can do to ensure a successful meeting is to do his/her homework. The chair should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any “new” business likely to be introduced. Such preparation will enable the person to “stay on top of things” while chairing the meeting, and to anticipate most of the questions likely to be asked, information needed, etc. The chair should also ensure that key people needed by the meeting (for example, the treasurer, committee chairs) will attend the meeting.

Procedures Used in Meetings

Quorum of Members

Before a meeting can conduct business, it requires a quorum—the minimum number of members who must be present at the meeting before business can be legally transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the association by an unduly small number of people. The by-laws of an association should specify the number of members that constitute the quorum. Ideally, that number should be the largest number that can be depended on to attend any meeting except in very bad weather or other extremely unfavourable conditions.

Robert's rules state that if the by-laws do not specify what the quorum shall be, it is a majority of the members of the association. In some organizations, however, it is often not possible to obtain the attendance of a majority of the membership at a meeting. Most associations should therefore have a provision in their by-laws for a relatively small quorum. An actual number can be listed, or a percentage of the membership can be specified. No single number or percentage will be suitable for all associations. A quorum should be a small enough number to permit the business of the association to proceed, but large enough to prevent a small minority from abusing the right of the majority of the members by passing motions that do not represent the thinking of the majority. The quorum for a committee of the whole is the same as that for a regular meeting, unless the by-laws of the association specify otherwise. If a committee of the whole finds itself without a quorum, it can do nothing but rise and report to the regular meeting. In all other committees and task forces a quorum is a majority of the members of the committee or task force.

In any meeting of delegates, the quorum is a majority of the number of delegates who have been registered as attending, even if some of them have departed. In the absence of a quorum, any business transacted is null and void. In such a case, however, it is that business that is illegal, not the meeting. If the association's rules require that the meeting be held, the absence of a quorum in no way detracts from the fact that the rules were complied with and the meeting held, even though it had to adjourn immediately. The only actions that can legally be taken in the absence of a quorum are to fix the time in which to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent. If an important opportunity would be lost unless acted upon immediately, the members present at the meeting can—at their own risk—act in the emergency in the hope that their actions will be ratified at a later meeting at which a quorum is present.

Before calling a meeting to order, the chair should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum and entertain a motion to adjourn or one of the other motions allowed, as described above. If a meeting has a quorum to begin with, but members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is his/her duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can raise a point of order to that effect at any time so long as he or she does not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken. If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, the association must call another meeting to complete the business of the meeting. The usual quorum requirements apply to any subsequent meeting unless the association has specified in its by-laws a procedure to be used in such a situation. (The by-laws could stipulate, for example, that if a meeting had to be terminated for lack of a quorum, another meeting will be held x days or weeks later, and that the number of members attending that meeting will constitute a quorum.) If the by-laws do not provide for a special procedure, all the usual requirements for calling and holding meetings apply. The Agenda

The agenda consists of the items of business to be discussed by a meeting. It is made up of “special” and “general” orders. Usually the chair or another designated person is charged with the responsibility for preparing the agenda. The person preparing the agenda can, of course, seek assistance with the task. The agenda can be amended either before or after it is adopted. Until the meeting adopts the proposed agenda, the latter is merely a proposal. When a motion to adopt the agenda is made, therefore, the meeting can, by motions requiring simple majorities, add items to, delete items from, or rearrange the order of items on the proposed agenda. Once the agenda has been adopted, the business items on it are the property of the meeting, not of the groups or individuals who submitted the items. Any change to the agenda, once it has been adopted, can be made by motion, but any such motions require two-thirds or larger majorities to pass.

If an individual has submitted a motion for debate by a meeting, but decides, after the agenda has been adopted, not to present the motion, the individual cannot simply withdraw the motion from the agenda; that action requires a two-thirds majority vote, because the effect is to amend the agenda. The individual may choose not to move the motion, but it is the right of any other person attending the meeting to move the motion if he or she wants to do so. To expedite progress of the meeting, the chair may announce that the individual would like to withdraw the motion, and ask if there is any objection. If no one objects, the chair can go on to the next item of business, because a unanimous lack of objection is, in effect, a unanimous vote to delete the item from the agenda. Once the agenda has been adopted, each item of business on the agenda will come before the meeting unless: (1) no one moves a motion, (2) no one objects to withdrawal suggested by the sponsoring individual or group, (3) a motion to delete an item from the agenda is made and passed with a two thirds or larger majority, or (4) the meeting runs out of time before the item can be discussed. In summary, the agenda can be changed before or after it has been adopted. Before adoption of the agenda, motions to amend the agenda require simple majority votes. After adoption, motions to amend the agenda require two-thirds or larger majorities to pass. Debate on Motions

Business is accomplished in meetings by means of debating motions. The word “motion” refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is sometimes advantageous to permit limited discussion of a general topic before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. This departure from strict parliamentary procedure must be used with caution, however. The chair must be careful not to let the meeting get out of control. Normally, a member may speak only once on the same question, except for the mover of the main motion, who has the privilege of “closing” the debate (that is, of speaking last). If an important part of a member’s speech has been misinterpreted by a later speaker, it is in order for the member to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken. If the member who made the motion that is being discussed claims the floor and has already spoken on the question, he/she is entitled to be recognized before other members. Associations may want to adopt rules limiting the time a member may speak in any one debate—for example, five minutes. The mover of a motion may not speak against his or her own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favor of the motion. If, during the debate, the mover changes his or her mind, he or she can inform the meeting of the fact by asking the meeting’s permission to withdraw the motion.

Proper Wording of a Motion

Much time can be wasted at meetings when a motion or resolution is carelessly worded. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out forces more careful wording.

Determining Results of a Vote

Most motions are decided by a majority vote—more than half the votes actually cast, excluding blanks or abstentions. For example, if 29 votes are cast, a majority (more than $14\frac{1}{2}$) is 15. If 30 votes are cast, a majority (more than 15) is 16. If 31 votes are cast, a majority (more than $15\frac{1}{2}$) is 16. Some motions (see Table 1) require a two-thirds majority as a compromise between the rights of the individual and the rights of the meeting. To pass, such motions require that at least two-thirds of the votes actually cast (excluding blanks and abstentions) are in the affirmative. If 60 votes are cast, for example, a two-thirds vote is 40. If 61 votes are cast, a two-thirds vote is 41. If 62 votes are cast, a two-thirds vote is 42. If 63 votes are cast, a two-thirds vote is 42. A plurality vote is the largest number of votes when three or more choices are possible. Unless the association has adopted special rules to the contrary, a plurality vote does not decide an issue unless it is also a majority vote. In a three-way contest, one candidate might have a larger vote than either of the other two, but unless he/she receives more than half of the votes cast, he/she is not declared elected. The Society Act specifies that the majority required on all “special resolutions” is three-quarters. All amendments to by-laws are “special resolutions,” and therefore require the three-quarters majority vote.

Roll Call Vote

A roll call vote places on the record how each member votes. It has the opposite effect, therefore, of a ballot vote, which keeps each vote secret. Roll call votes are usually used only in representative bodies that publish their minutes or proceedings, since such votes enable the constituents to know how their representatives voted on their behalf. Roll call votes should not be used in a mass meeting or in any group whose members are not responsible to a constituency. If a representative body is going to use roll call votes, the organization of which it is a part should include in its by-laws or procedures a

statement of what size of minority is required to call a roll call vote. If the organization has no provisions in its by-laws or procedures, a majority vote is required to

order that a roll call vote be taken. (In such instances a vote to have a roll call vote would probably be useless, because its purpose would be to force the majority to go on record.) Roll call votes cannot be ordered in committee of the whole. The procedure for taking roll call votes is to call the names of the representatives or delegates alphabetically, and to have each person indicate orally his/her vote. When the roll call vote has been concluded, the chair should ask if anyone entered the room after his or her name was called. Any such people are permitted to vote then. Individuals may also change their votes at this time. After all additions and changes have been made, the secretary will give to the chairperson the final number of those voting on each side, and the number answering present (abstaining). The chairperson will announce the figures and declare the result of the vote.

The name of each delegate or representative is included in the minutes of the meeting, together with his or her vote.

Challenging a Ruling of the Chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed, a challenge is not in order. Although Robert's Rules of Order allow debate under certain circumstances, the practice of some groups is to allow no debate. Robert calls a challenge to the chair an "appeal" from the chair's decision. When a member wishes to appeal from the decision of the chair, the member rises as soon as the decision is made, even if another has the floor, and without waiting to be recognized by the chair, says, "Mr. Chairman, I appeal from the decision of the chair." The chair should state clearly the question at issue, and if necessary the reasons for the decision, and then state the question this way: "The question is, 'Shall the decision of the chair be sustained?'" If two members (mover and seconder) appeal a decision of the chair, the effect is to take the final decision on the matter from the chair and vest it in the meeting.

Such a motion is in order when another speaker has the floor, but it must be made at the time of the chair's ruling. As noted above, if any debate or business has intervened, it is too late to challenge. The motion must be seconded, is not amendable, but can be reconsidered. A majority or tie vote sustains the decision of the chair, on the principle that the chair's decision stands until reversed by a majority of the meeting. If the presiding officer is a member of the meeting, he or she can vote to create a tie and thus sustain the ruling. (See also the section on Voting Rights of the Chairperson.) It should be noted that members have no right to criticize a ruling of the chair unless they appeal it.

Committee of the Whole

The committee of the whole house ("committee of the whole" is the commonly used term) is a procedure used occasionally by meetings. When a meeting resolves itself into a committee, discussion can be much more free. Robert distinguishes three versions of committee of the whole, each appropriate for a meeting of a particular size. 1) In a formal committee of the whole, suited to large meetings, the results of votes taken are not final decisions of the meeting, but have the status of recommendations that the meeting itself must vote on under its regular rules. Moreover, a chairperson of the committee of the whole is appointed, and the regular presiding officer of the meeting leaves the chair. The purpose for this move is to disengage the presiding officer from any difficulties that may arise during the committee's session, so that he/she can be in a better position to preside effectively during the final consideration of the matter by the regular meeting.

2) The quasi committee of the whole is particularly suitable for meetings of medium size (about 50-100 members). The results of votes taken in committee are reported to the meeting for final consideration

under the regular rules, as with a committee of the whole. In this form, however, the presiding officer of the meeting remains in the chair and presides over the committee's session. 3) Informal consideration is suited to small meetings. The procedure simply removes the normal limitations on the number of times members can speak in debate. The regular presiding officer remains in the chair, and the results of the votes taken during informal consideration are decisions of the meeting, and are not voted on again. The procedure is for a member to rise and move: "That this meeting go into committee of the whole to consider..." A seconder is required. In forming a committee of the whole, the meeting elects a chairperson, or the chair appoints another person to preside over the committee session and then vacates the chair. (When the president has been chairperson, the vice president is usually named to chair the committee session.) Any guests who are present may then be asked to leave the meeting. If the meeting wants to discuss a matter without the presence of visitors, it can decide formally or informally to ask the chair to request guests to leave temporarily, and that the meeting proceed in camera. Regular rules of order apply as in a meeting, except that members may speak more than once to the same question and that motions made in committee do not require seconds. The committee may consider only the matters referred to it by the meeting (in the motion forming the committee of the whole). No minutes are kept of the committee's session, although notes should be kept for the purpose of reporting to the meeting. Calls for orders of the day are not in order in a committee of the whole. When the committee of the whole has fully considered the matter referred to it, a member will move: "That the committee now rise and report." If this motion carries, the chairperson of the meeting resumes the chair and calls upon the chairperson of the committee to report. A report usually takes the form: "The committee of the whole considered the matter of ... and makes the following recommendations ..." A mover and seconder are required for each recommendation. Amendments may be proposed in the usual manner. Because the only minutes kept are those of the regular meeting, it is important that any action wanted be correctly reported to the meeting from the committee session and that proposed motions be made regarding the action required. If the committee of the whole wants additional time to consider the matter referred to it, it may decide to ask the regular meeting for permission to sit again. A time will then be established by a regular motion.

Voting Rights of the Chair

Robert's rules state that if the presiding officer is a member of the group concerned, he or she has the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when his or her vote would affect the outcome. In such cases the chair can either vote and thereby change the result, or can abstain. If the chair abstains, he/she announces the result of the vote with no mention of his/her own vote. The outcome of any motion requiring a majority vote will be determined by the chair's action in cases in which, without his/her vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority). If there is one more affirmative vote than negative votes without the chair's vote, the motion is adopted if the chair abstains. If he/she votes in the negative, however, the result is a tie and the motion is therefore lost. In short, the chairperson can vote either to break or to cause a tie; or, when a two-thirds vote is required, can vote either to cause or to block the attainment of the necessary two-thirds. The chair cannot vote twice, once as a member, then again in his/her capacity as presiding officer.

How Motions are Classified For convenience, motions can be classified into five groups:

1. main motions
2. subsidiary motions

3. privileged motions (known as secondary motions)
4. incidental motions
5. motions that bring a question again before a meeting

The motions in the second, third and fourth classes (subsidiary, privileged and incidental motions) are often called secondary motions, to distinguish them from main motions. Secondary motions are ones that are in order when a main motion is being debated; ones that assist a meeting to deal with the main motion. Before examining each of the five types of motions, one should understand the concept of order of precedence of motions. This concept is based on the principle that a meeting can deal with only one question at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way, before any other business can be introduced. Under this principle, a main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it. These other ways are the purpose of the various secondary motions, the motions in categories two, three and four of the five categories of motions listed above.

The rules under which secondary motions take precedence over one another have evolved gradually through experience. If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B takes precedence over motion A and motion A yields to motion B. A secondary motion thus takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

Certain secondary motions also take precedence over others, so that it is possible for more than one secondary motion to be pending at any one time (together with the main motion). In such a case, the motion most recently accepted by the chair is the immediately pending question—that is, it takes precedence over all the others. The main motion, the subsidiary motions, and the privileged motions fall into a definite order of precedence, which gives a particular rank to each. The main motion—which does not take precedence over anything—ranks lowest. Each of the other motions has its proper position in the rank order, taking precedence over the motions that rank below and yielding to those that rank above it.

For ease of reference, the order of precedence is presented in Table 1. When a motion is on the floor, a motion of higher precedence may be proposed, but no motion of lower precedence is in order.

At any given time, there can be pending only one motion of any one rank. This means that other motions proposed during consideration of a motion can be accepted by the chair only if they are of higher precedence. In voting, the meeting proceeds with the various motions in inverse order—the last one proposed, being of highest precedence, is the first one to be decided. It should be noted that “precedence” and “importance” are not synonyms. Indeed, the most important motion—the main motion—is the lowest in precedence.

A main motion is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending. A main motion ranks lowest in the order of precedence. When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded and accepted by the chair.

Rank Motion

may interrupt speaker

second required debatable amendable

may be reconsidered

majority required

2/3 majority required

1. Fix time to adjourn

2. Adjourn

3. Recess

4. Question of privilege

5. Orders of the day

6. Table

7. Previous question

8. Limit/extend limits of debate

9. Postpone to a certain time

10. Refer

11. Amend

12. Postpone indefinitely

13. Main motion

Table

Order of Precedence of Motions

privileged motions

subsidiary motions

1. If a formal motion is made.

2. Must be enforced on the demand of any member unless the orders of the day (agenda) are set aside by two-thirds vote. If chair's ruling is challenged, majority vote required.

3. Can be reconsidered but only before the previous question has been put.

4. Only as to propriety or advisability of postponing and of postponing to a certain time.

5. Requires two-thirds majority if postponed to a later time in the same meeting (amends the agenda). If postponed to a subsequent meeting, then only a simple majority required.

6. Only as to propriety or advisability of referral.

7. Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

8. An amendment to an amendment is not itself amendable.

9. A motion to amend the agenda requires a two-thirds majority.

10. Can be reconsidered only if the motion is passed.

Unless the main motion is very short and simple, the mover should hand it in writing to the secretary. A main motion must not interrupt another speaker, requires a seconder, is debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, may be reconsidered, and requires a majority vote.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. (Usually the chair will ask if the meeting objects to the motion's being withdrawn. If no one objects, the chair will announce: "The motion is withdrawn." See section on agenda.)

Subsidiary Motions

Subsidiary motions assist a meeting in treating or disposing of a main motion (and sometimes other motions). The subsidiary motions are listed below in ascending order of rank. Each of the motions takes precedence over the main motion and any or all of the motions listed before it.

The seven subsidiary motions are:

1. postpone indefinitely
2. amend
3. refer
4. postpone to a certain time
5. limit or extend limits of debate
6. previous question
7. table

Postpone Indefinitely

Despite its name, this motion is not one to postpone, but one to suppress or kill a pending main motion.

If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time except when a speaker has the floor. If passed, the motion kills the matter under consideration. It requires a seconder, may be debated (including debate on the main motion), cannot be amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also "Postpone to a Certain Time".)

Amend

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion. An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the amendment, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted. The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion. If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion. If the amendment carries, the meeting does not necessarily vote immediately on the "motion as amended." Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion. Other amendments may also be

proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion. An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment

(above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment. Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion (“as amended,” if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases, it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments. An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate. Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: “That the question be referred to the _____ committee” (or “to a committee”—not named). A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, can be reconsidered if the group to which the question has been referred has not begun work on the matter, and requires a majority vote. If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required. Postpone to a Certain Time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to postpone. A motion may be postponed definitely to a specific time or until after some other item of business has been dealt with. When the time to which a motion has been postponed has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion immediately after the other business has been concluded. If the meeting, in postponing the original motion has instructed that it be given priority at the time to which it has been postponed (that is, issued a “special order”), the postponed motion interrupts any item of business on the floor at that time. For this reason, any “special order” requires a two-thirds majority vote. A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the particular time, can be amended, can be reconsidered, and requires a majority vote if the postponement is to a subsequent meeting. However, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote. Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, “I move that debate on this motion be limited to 15 minutes”), or it might limit the time taken by each speaker (“I move that debate on this motion be limited to two minutes per speaker”). A motion to extend debate permits greater participation and time than usual. A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must

be seconded, is not debatable, can be amended, can be reconsidered, and requires a two-thirds majority vote.

Previous Question (To Vote Immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: "I move that the question be now put." A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable, and is not amendable, and requires a two-thirds majority vote. This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to discuss any measure the "majority" wanted to adopt or to defeat. Such a motion can be reconsidered, but if the vote was affirmative, it can be reconsidered only before any vote has been taken under it—that is, only before the previous question has been put. A motion to put the previous question has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was being debated. This means that the mover of the motion loses his/her right to close debate. If the motion is defeated, debate on the motion before the meeting continues as if there had been no interruption. The motion to put the previous question is the only proper method of securing an immediate vote. Members who call, "Question!" in an attempt to get the chairperson to call the question immediately should be ruled out of order. The only situation in which members may properly call, "Question!" is in reply to the chairperson when he/she asks the meeting, "Are you ready for the question?"

Table (Lay on the Table)

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lay on the table. The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to "bury" it by tabling. Robert's rules say, "No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go to the table together." For example, a main motion may have been made and an amendment proposed to it. The proposed amendment "adheres" to the main motion. If the meeting wants to table either of the motions, it must table both of them. In this example, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion. A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.

Unlike either subsidiary or incidental motions, privileged motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance that, without debate, should be allowed to interrupt the consideration of anything else. The privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over the main motion, any subsidiary motions, and any or all of the privileged motions listed before it.

The five privileged motions are:

1. orders of the day
2. question (point) of privilege

3. recess
4. adjourn
5. fix time to which to adjourn.

The five privileged motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately pending question may be a motion to amend or a motion to put the previous question). Orders of the Day

The orders of the day means the agenda or the order of business. If the order of business is not being followed, or if consideration of a question has been set for the present time and is therefore now in order, but the matter is not being taken up, a member may call for the orders of the day, and can thereby require the order of business to be followed, unless the meeting decides by a two-thirds vote to set the orders of the day aside. Such a motion can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. If the chair admits that the order of business has been violated and returns to the correct order, no vote is required. If the chair maintains that the order of business has not been violated, his/her ruling stands unless a member challenges the ruling. A motion to sustain the chair is decided by a simple majority vote. Sometimes the chair will admit that the agenda has been violated, but will rule that the debate will continue on the matter before the meeting. In such a case, a vote must be taken and the chair needs a two-thirds majority to sustain the ruling. (The effect of such a vote is to set aside the orders of the day, i.e., amend the agenda, a move that requires a two-thirds majority vote.)

Calls for orders of the day are not in order in committee of the whole. The orders of the day—that is, the agenda items to be discussed, are either special orders or general orders.

A special order specifies a time for the item, usually by postponement. Any rules interfering with its consideration at the specified time are suspended. (The four exceptions are rules relating to: (1) adjournment or recess, (2) questions of privilege, (3) special orders made before this special order was made, and (4) a question that has been assigned priority over all other business at a meeting by being made the special order for the meeting.) A special order for a particular time therefore interrupts any business that is pending when that time arrives.

Because a special order has the effect of suspending any interfering rules, making an item a special order requires a two-thirds vote, except where such action is included in the adoption of the agenda. A general order is any question that has been made an order of the day (placed on the agenda) without being made a special order. When a time is assigned to a particular subject on an agenda, either at the time the agenda is adopted, or by an agenda amendment later, the subject is made a special order. When the assigned time for taking up the topic arrives, the chairperson should announce that fact, then put to a vote any pending questions without allowing further debate, unless someone immediately moves to lay the question on the table, postpone it or refer it to a committee. Any of those three motions is likewise put to a vote without debate. Also permissible is a motion to extend the time for considering the pending question. Although an extension of time is sometimes undesirable, and may be unfair to the next topic on the agenda, it is sometimes necessary. The motion requires a two-thirds majority to pass (in effect, it amends the agenda), and is put without debate. As soon as any pending motions have been decided, the meeting proceeds to the topic of the special order.

Question or Point of Privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can raise a point of privilege, which permits him/her to interrupt

pending business to make an urgent statement, request or motion. (If a motion is made, it must be seconded.) The motion might also concern the reputation of a member, a group of members, the assembly, or the association as a whole.

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature. Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time. A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.

Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting. A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote. If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting. The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.

Fix Time to Which to Adjourn

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting—before adjourning or postponing the business—may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A motion to fix the time to which to adjourn can be made even while a matter is pending, unless another meeting is already scheduled for the same or the next day. The usual form is: “I move that the meeting adjourn to Thursday, October 23, at 19:30 at _____.” The motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.

These motions are incidental to the motions or matters out of which they arise. Because they arise incidentally out of the immediately pending business, they must be decided immediately, before business can proceed. Most incidental motions are not debatable. Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending—that is, it must be decided immediately. The eight most common incidental motions are: 1. point of order 2. suspension of the rules 3. objection to consideration 4. consideration seriatim 5. division of the meeting 6. motions related to methods of voting 7. motions related to nominations 8. requests and inquiries

Point of Order

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged. A point of order can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. Suspension of the Rules

Sometimes a meeting wants to take an action, but is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority. Please note that only rules of procedure can be suspended. A meeting may not suspend by-laws. After the meeting, has taken the action it wants to take, the rules that were suspended come into force again automatically. Objection to the Consideration of a Question

If a member believes that it would be harmful for a meeting even to discuss a main motion, he/she can raise an objection to the consideration of the question; provided debate on the main motion has not begun or any subsidiary motion has not been stated. The motion can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair. A member rises, even if another has been assigned the floor, and without waiting to be recognized, says, "Mr. Chairman, I object to the consideration of the question (or resolution or motion, etc.)." The motion does not need a seconder, is not debatable, and is not amendable. The chair responds, "The consideration of the question is objected to. Shall the question be considered?"

A two-thirds vote against consideration sustains the member's objection. (The two-thirds vote is required because the decision in effect amends the agenda.) The motion can be reconsidered, but only if the objection has been sustained. Consideration by Paragraph or Seriatim

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion to consider by paragraph or seriatim. Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires a majority vote. Division of the Meeting (Standing Vote)

If a member doubts the accuracy of the chair's announcement of the results of a vote by show of hands, he/she can demand a division of the meeting—that is, a standing vote. Such a demand can interrupt the speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

Motions Related to Methods of Voting

A member can move that a vote be taken by roll call, by ballot or that the standing votes be counted if a division of the meeting appears to be inconclusive and the chair neglects to order a count. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes. (Note: By-laws may specify a secret ballot for such votes as the election of officers.)

Motions Related to Nominations

If the by-laws or rules of the association do not prescribe how nominations are to be made and if a meeting has taken no action to do so prior to an election, any member can move while the election is pending to specify one of various methods by which candidates shall be nominated or, if the need arises, to close nominations or to re-open them. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

Requests and Inquiries

- a. Parliamentary Inquiry—a request for the chair’s opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.
- b. Point of Information—a question about facts affecting the business at hand, directed to the chair or, through the chair, to a member.
- c. Request for Permission to Withdraw or Modify a Motion. Although Robert’s Rules of Order specify that until a motion has been accepted by the chair it is the property of the mover, who can withdraw it or modify it as he/she chooses, a common practice is that once the agenda has been adopted, the items on it become the property of the meeting. A person may not, therefore, withdraw a motion unilaterally; he or she may do so only with the consent of the meeting, which has adopted an agenda indicating that the motion is to be debated. Similarly, a person cannot, without the consent of the meeting, change the wording of any motion that has been given ahead of time to those attending the meeting—for example, distributed in printed form in advance, printed on the agenda, a motion of which notice has been given at a previous meeting, etc. The usual way in which consent of a meeting to withdraw a motion is obtained is for the mover to ask the consent of the meeting to withdraw (or change the wording). If no one objects, the chairperson announces that there being no objections, that the motion is withdrawn or that the modified wording is the motion to be debated. If anyone objects, the chair can put a motion permitting the member to withdraw (or modify) or any two members may move and second that permission be granted. A majority vote decides the question of modifying a motion—similar to amending the motion. A two-thirds majority is needed for permission to withdraw a motion, as this has the effect of amending the agenda.
- d. Request to Read Papers.
- e. Request to be Excused from a Duty.
- f. Request for Any Other Privilege. The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

Motions That Bring a Question Before the ore the ore the ore the ore the Assembly

There are four motions that can bring business back to a meeting. The four are: 1. Take from the Table 2. Rescind 3. Reconsider, and 4. Discharge a Committee The order in which the four motions are listed are no relation to the order of precedence of motions.

Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: “That the question concerning _____ be taken from the table.” Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the tables passes, the meeting resumes debate on the original question (or on any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Rescind

A meeting, like an individual, has a right to change its mind. There are two ways a meeting can do so—rescind or reconsider.

A motion to rescind means a proposal to cancel or annul an earlier decision. A motion to reconsider, if passed, enables a meeting to debate again the earlier motion and eventually vote again on it. However, a motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting. Another form of the same motion—a motion to amend something previously adopted—can be proposed to modify only a part of the wording or text previously adopted, or to substitute a different version.

Such motions cannot interrupt another speaker, must be seconded, are debatable, and are amendable. Because such motions would change action already taken by the meeting, they require: • a two-thirds vote, or • a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or • a vote of the majority of the entire membership—whichever is the most practical to obtain. Negative votes on such motions can be reconsidered, but not affirmative ones.

Reconsider

A motion to reconsider enables the majority in a meeting within a limited time and without notice, to bring back for further consideration a motion that has already been put to a vote. The purpose of reconsideration is to permit a meeting to correct a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred.

A motion to reconsider has the following unique characteristics: a) It can be made only by a member who voted with the prevailing side—that is, voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated. This requirement is a protection against a defeated minority's using a motion to reconsider as a dilatory tactic. If a member who cannot move a reconsideration believes there are valid reasons for one, he/she should try to persuade someone who voted with the prevailing side to make such a motion. b) The motion is subject to time limits. In a session of one day, a motion to reconsider can be made only on the same day the vote to be reconsidered was taken. In a convention or session of more than one day, reconsideration can be moved only on the same or the next succeeding day after the original vote was taken. These time limitations do not apply to standing or special committees. c) The motion can be made and seconded at times when it is not in order for it to come before the assembly for debate or vote. In such a case it can be taken up later, at a time when it would otherwise be too late to make the motion. Making a motion to reconsider (as distinguished from debating such a motion) takes precedence over any other motion whatever and yields to nothing. Making such a motion is in order at any time, even after the assembly has voted to adjourn—if the member rose and addressed the chair before the chair declared the meeting adjourned. In terms of debate of the motion, a motion to reconsider has only the same rank as that of the motion to be reconsidered. A motion to reconsider can be made when another person has been assigned the floor, but not after he/she has begun to speak. The motion must be seconded, is debatable provided that the

motion to be reconsidered is debatable (in which case debate can go into the original question), is not amendable, and cannot be reconsidered. Robert's Rules of Order specify that a motion to reconsider requires only a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered, except in meetings of standing or special committees. However, some groups follow the practice of requiring a two-thirds majority for any vote that amends an agenda once that agenda has been adopted. The motion to reconsider has the effect of amending the agenda, because if it passes, the original motion must be debated again—that is, it must be placed on the agenda again. To simplify matters, therefore, some groups require a two-thirds majority vote on all motions to reconsider. In regular meetings, the motion to reconsider may be made (only by someone who voted with the prevailing side) at any time—in fact, it takes precedence over any other motion—but its rank as far as debate is concerned is the same as the motion it seeks to reconsider. In other words, the motion to reconsider may be made at any time, but debate on it may have to be postponed until later. Moreover, as indicated earlier, in regular meetings a motion to reconsider is subject to time limits. In a one-day meeting it can be made only on the same day. In a two- or more day meeting, the motion must be made on the same day as the motion it wants to reconsider, or on the next day.

Discharge a Committee (From Further Consideration)

If a question has been referred, or a task assigned, to a committee that has not yet made its final report, and if a meeting wants to take the matter out of the committee's hands (either so that the meeting itself can deal with the matter or so that the matter can be dropped), such action can be proposed by means of a motion to discharge the committee from further consideration of a topic or subject. Such a motion cannot interrupt another speaker, must be seconded, is debatable (including the question that is in the hands of the committee), and is amendable. Because the motion would change action already taken by the meeting, it requires: • a two-thirds vote, or • a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or • a vote of the majority of the entire membership—whichever is the most practical to obtain. A negative vote on this motion can be reconsidered, but not an affirmative one.

Sample Order of Business Sample Order of Business Sample Order of Business Sample Order of Business Sample Order of Business

This section details a sample order of business for a regular business meeting and indicates how the chair should handle each item. The order is not intended to be prescriptive; each chairperson should follow an order that is satisfactory to him/her and to the association. The Order of Business

The chairperson of a meeting should prepare in advance a list of the order of business or agenda for the meeting. A sample order of business follows: • Call to Order • Adoption of the Agenda • Minutes • Executive Minutes • Treasurer's Report • Correspondence (listed) • Unfinished Business (listed) • Committee Reports (listed) • New Business (listed) • Announcements (listed) • Program (An alternative is to have a guest speaker make his/her comments before the business meeting begins so that he/she does not have to sit through the meeting.) • Adjournment Call to Order

The chairperson calls the meeting to order with such a statement as: "The meeting will now come to order." If the president is not present, the meeting may be called to order by the vice president, or by any person those attending are willing to accept as chairperson or acting-chairperson.

Adoption of the Agenda

In some associations, it is the practice to circulate copies of the agenda of the meeting in advance. Alternatively, the proposed agenda may be written on a chalkboard before the meeting begins. In either case the meeting should begin with the consideration of the agenda. The chairperson will ask if any of

the members have additional matters that should be placed on the agenda. After these have been taken care of, the chairperson should call for a motion to adopt the agenda.

A member should then move: "That the agenda be adopted." (Or "adopted as amended.") A seconder is required. Passage of the motion (requiring a simple majority) restricts the business of the meeting to items listed on the agenda. Many of the less formal associations do not bother with consideration of the agenda in this way. However, the procedure outlined above protects the membership from the introduction, without prior warning, of new, and perhaps controversial, matters of business. If a meeting does adopt an agenda, it can change that agenda only by a formal motion to do so. A member might move, for example, that an item be added to the agenda or deleted from the agenda or that the order in which the items are to be discussed be changed. Such a motion must be seconded and requires a two thirds majority vote. (See "Orders of the Day".)

Minutes

If the minutes have been duplicated and circulated to members before the meeting (a desirable procedure), they need not be read at the meeting. The chairperson asks if there are any errors in or omissions from the minutes. Some organizations prefer to have a formal motion to approve the minutes. A member should move: "That the minutes of the (date) meeting be approved as printed (or circulated)." In less formal meetings it is sufficient for the chairperson, if no one answers his/her call for errors or omissions, to say, "There being no errors or omissions, I declare the minutes of the (date) meeting approved as printed." Should there be a mistake in the minutes, it is proper for any member to rise and point out the error. The secretary

should then make an appropriate correction or addition. The motion will then read: "...approved as amended." Executive Minutes

Sometimes the minutes of the previous executive meeting are read or summarized by the secretary. One purpose is to give information to the membership on the disposition of less important items of business that have been handled by the executive. Occasionally a member will ask for more information regarding the matters disposed of by the executive, and sometimes the general meeting will want to change the action taken by the executive. Such cases are usually rare, but they are indications of the necessary subservience of the executive committee to the membership as a whole.

On important matters of business the executive committee may have been able to arrive at recommendations that can later be considered by the general meeting. The reading or summarizing of the executive minutes can therefore prepare the membership for the discussion of important business on the agenda of the general meeting. The executive minutes are not adopted or amended until the next executive meeting (having been read to the general meeting for information only).

Treasurer

The chairperson will call upon the treasurer to present a report on the finances of the association. For a regular meeting this need be only a simple statement of the receipts and disbursements since the last financial report, the balance of money held in the account of the association, and some information about bills that need to be paid. At the annual meeting the treasurer should submit a detailed record of the financial business of the year and this report should be audited (that is, checked thoroughly by at least one person other than the treasurer, to ensure that they present fairly the final financial position of the association and the results of its operations for the year). Although it is not necessary to have a motion to "adopt" the treasurer's report at a monthly meeting, it is advisable to adopt the audited annual report. The treasurer should move: "That this report be adopted."

Correspondence

Before the meeting, the secretary, in consultation with the chairperson, should separate the letters received into two groups—those requiring action and the others. Those letters that will probably require no action are summarized by the secretary. Usually it is sufficient to have one motion—“That the correspondence be received and filed.” Those letters that require action by the meeting will be read or summarized one at a time. The chairperson may state, after each has been read, that action on this letter will be delayed until “New Business,” or he/she may prefer to have discussion of each letter immediately after it has been read. Each letter in this group will require a separate motion to dispose of it.

Unfinished Business

Any business that has been postponed from a previous meeting, or that was pending when the last meeting adjourned, is called “old” or “unfinished” business or “business arising from the minutes.” It is usually advisable for the chairperson to remind the meeting of the history of this business before discussion begins (or he/she may call upon someone with special information to do this).
Committee Reports

Before the meeting, the chairperson should check with committee chairs to determine which committees or task forces have reports ready for the meeting and the importance of the material to be presented. All reports must be listed on the agenda. In establishing the order in which committees should be heard, the chairperson should give priority to those with the most important reports. If none of the reports is of particular importance, any committee report that is pending from the previous meeting should be heard first. Usually, standing committees are given precedence over task forces (a standing committee is one that functions over an extended period of time; a task force or ad hoc committee is set up to deal with a special problem and is discharged when its task is completed).

Committee reports should be in written form, so that a copy can be placed in the association’s files. There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard. If the report has been duplicated, the committee or task force chairperson should not read the report. He/she may want to make a few comments, however, before answering questions from the meeting. After all questions have been answered, the committee or task force chairperson will move any recommendations on behalf of the committee or task force. Robert’s rules indicate that a seconder is unnecessary for such motions, because the motion is being made on behalf of a committee. Amendments to the recommendations may be proposed by any member at the meeting. After all the recommendations have been dealt with, motions may be received from the floor dealing with the substance of the report or the work of the committee or task force concerned. Note: A committee or task force report need not be adopted. On rare occasions, says Robert’s Rules of Order, a meeting may have occasion to adopt the entire report. An affirmative vote on such a motion has the effect of the meeting’s endorsing every word of the report—including the indicated facts and the reasoning—as its own. The treasurer’s audited annual report should be adopted. Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the membership present at the meeting. The committee can be directed to review its work in the light of the discussion heard.

New Business

When all unfinished business has been disposed of, the chairperson will say: “New business is now in order.” Items not included on the agenda may not be discussed unless the agenda is amended. (The motion to amend the agenda requires a two-thirds majority.)

Announcements

The chairperson should give committee chairs and others an opportunity to make special announcements as well as making any of his/her own. Program

When the association is to hear a special speaker, it may be advisable to have the speaker before the official business (from "Adoption of the Agenda" on) begins. In other cases, the program occurs after pending new business has been disposed of. The chair of the meeting may ask a separate program chairperson to take charge at this point.

Adjournment

In organizations with a regular schedule of meetings a motion to adjourn is a "privileged" motion that is neither amendable nor debatable. A seconder is required and the motion should be put. If it is passed, the chair should announce formally that the meeting is adjourned