

RAISIN ADMINISTRATIVE COMMITTEE

PROCEDURAL DECORUM & GUIDELINES FOR RAC MEETINGS

The following guidelines have been developed to help facilitate productive RAC meetings. It is extremely important to maintain a level of decorum at meetings in order to conduct the business at hand. The Chair may wish to review these guidelines at the start of a meeting (particularly if there is a large crowd):

- Respectively request that members, and alternates sitting as members, sit at the tables in front of the dais. This will help to ensure the accuracy of votes on important issues. *(For subcommittee meetings, only subcommittee members, or alternates sitting as members, should be seated at the tables in front of the dais.)*
- All cell phones must be turned off.
- Prior to speaking, participants must be recognized by the Chair *(no individual debate between participants is allowed)*.
- If any member or alternate arrives late; it is their responsibility to notify management of their arrival *(this is specified in the RAC's by-laws)*.
- Committee *(or subcommittee)* members have first priority in addressing issues, and then others will be given the opportunity *(call of the Chair – may wish to be less formal with a smaller group)*.
- Each person will be allowed to speak to an issue two times only *(again - call of the Chair – may want to be less formal with a smaller group)*.

RAISIN ADMINISTRATIVE COMMITTEE

- All meeting participants are expected to act in a courteous and respectful manner, despite differences of opinion.
- In the event of unruly behavior or if a meeting in any way gets out of control, the Chair should recess the meeting. A second occurrence at the same meeting should result in the adjournment of the meeting.
- If a member “calls for the question” and everyone seems to be in agreement, the body can vote on the issue. However, if there is disagreement, a call for the question should be considered a motion to stop the debate, it needs a second; a motion to stop the debate needs to pass by 2/3 of the members. If the motion to stop the debate *passes* – a vote on the original issue is taken. If the motion to stop the debate *fails* – debate on the issue continues.
- If there is no quorum, the Chair should decide and announce a reasonable amount of time to wait for a quorum. The only actions that can legally be taken without a quorum are: 1) fix the time to adjourn; 2) adjourn; 3) recess; and 4) take measures to obtain a quorum (take a recess and make phone calls).

RAISIN ADMINISTRATIVE COMMITTEE

PROCEDURAL DECORUM & GUIDELINES FOR TELECONFERENCE MEETINGS

The following guidelines have been developed to help facilitate productive teleconference meetings. In this age of technology and the current pandemic environment, it is extremely important that all members are still allowed to conduct the business of the raisin industry. The Chair may wish to review these guidelines at the start of each teleconference meeting (particularly if there is a large group online):

- All members and alternates upon joining the call are asked to mute themselves. Roll call will be taken at the beginning of each meeting to establish a quorum. The Chair or staff will ask for any additional attendees to accurately account for all attendees.
- Staff will mute all members that have not or are unable to mute themselves. This helps eliminate background noise and allows everyone to hear the speaker.
- Please hold all discussions and questions until after the Chair or staff has presented the agenda item.
- If you are joining by computer, you have a chat feature that you can ask questions during the call.
- If you are joining by phone, we will ask at the appropriate time for questions. This will help move things along without confusion.
- Each motion may require a roll call vote. At that time when we call your name, please unmute yourself and respond, then re-mute yourself.

RAISIN ADMINISTRATIVE COMMITTEE

- Handouts will be sent out ahead of time and will appear on the computer as well.
- If any member or alternate arrives late; it is their responsibility to notify management of their arrival (*this is specified in the RAC's by-laws*).
- All meeting participants are expected to act in a courteous and respectful manner, despite differences of opinion.
- If a member “calls for the question” and everyone seems to be in agreement, the body can vote on the issue. However, if there is disagreement, a call for the question should be considered a motion to stop the debate, it needs a second; a motion to stop the debate needs to pass by 2/3 of the members. If the motion to stop the debate *passes* – a vote on the original issue is taken. If the motion to stop the debate *fails* – debate on the issue continues.
- If there is no quorum, the Chair should decide and announce a reasonable amount of time to wait for a quorum. The only actions that can legally be taken without a quorum are: 1) fix the time to adjourn; 2) adjourn; 3) recess; and 4) take measures to obtain a quorum (take a recess and make phone calls).

RAISIN ADMINISTRATIVE COMMITTEE
ROLES AND RESPONSIBILITIES OF SUBCOMMITTEES AND WORK GROUPS

SUBCOMMITTEE/ WORKGROUP	ROLES AND RESPONSIBILITIES	REPORTS TO
Executive Committee	Conducts preliminary appeals made before the RAC regarding non-compliance with programs, terms and conditions and special offers; provides guidance to management on normal or routine matters requiring Committee attention.	RAC
Personnel Subcommittee	Assists Committee/President (1) in matters pertaining to personnel policies as detailed in the employee handbook and/or employee agreements; (2) in a review of salary scales at least once each year; (3) in recommendations of solutions to personnel problems, including the employment of specific individuals or the termination of such employment.	RAC
Audit Subcommittee	Considers & explore matters relating to the financial operation of the Committee to include the review of cash flow analysis of the Committee and the approved programs thereof; advises the Treasurer and the President on matters pertaining to the performance of their financial duties and report to the Committee each of its findings or recommendations. Adopts internal control policies and any future modifications (authority delegated by the RAC).	RAC
Marketing Subcommittee	Recommend crop estimates. Provides oversight on all export programs, import issues, marketing, and export/domestic marketing.	RAC
Administrative Issues Subcommittee	Reviews and considers issues regarding informal & formal rulemaking, compliance plans, grades, standards, and inspection issues. Shepherd formal rulemaking proposals through the hearing process.	RAC
Export Workgroup	Reviews and provides oversight of FAS/MAP/MIP programs and provides updates and/or reports.	Marketing Subcommittee
Government Purchase "Bonus Buy" Workgroup	Reviews the industry's need for government purchases (entitlement/section 32).	RAC

**RAISIN ADMINISTRATIVE COMMITTEE
ROLES AND RESPONSIBILITIES OF SUBCOMMITTEES AND WORK GROUPS**

Rulemaking Workgroup	Develops informal/formal rulemaking proposals	Administrative Issues Subcommittee
Research (Crop/Health & Nutrition) Workgroup	Reviews and provides oversight for research programs and grants for the industry	RAC
Intellectual Property (IP) Workgroup	Reviews IP usage and agreements	Marketing Subcommittee
Grades & Standards Workgroup	Reviews potential changes to the grades and standards for raisins	Administrative Issues Subcommittee

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. **Robert's Rules** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of **Robert's Rules**, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that...") A second to the motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again later. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in (sub)committee. It requires a second. A majority vote must rule to carry it. At the next meeting the (sub)committee is required to prepare a report on the motion committed. If an appropriate (sub)committee exists, the motion goes to that (sub)committee. If not, a new (sub)committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a subcommittee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using **Robert's Rules** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in **Robert's Rules**.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, *stand and address the chair.***
- **If you approve the motion as is, *vote for it.***
- **If you disapprove the motion, *vote against it.***
- **If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act.***
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.***
- **If you want time to think the motion over, *move that consideration be deferred to a certain time.***
- **If you think that further discussion is unnecessary, *move the previous question.***
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled.***
- **If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered.***
- **If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.***
- **If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.***
- **If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches.***
- **If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.***

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that...(state the motion)... , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion) ... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing.
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

PARLIAMENTARY PROCEDURE AT A GLANCE (Motions Guide)

Based on Robert's Rules of Order Newly Revised (10th Edition)

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:		YOU SAY:	INTERRUPT ?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for	No	Yes	No	Yes	Majority
§19	Register compliant	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Make a main motion	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

Incidental Motions – no order of precedence. Arise incidentally and decided immediately.

§23	Enforce rules	Point of order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules which...	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand rising vote	I call for a division	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly – no order of precedence. Introduce only when nothing else pending.

§34	Take matter from table	I move to take from the table	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/notice
§37	Reconsider motion	I move to reconsider the vote...	No	Yes	Varies	No	Majority

RANKING MOTION	Class	Interrupt	Recognition	Second	Debate	Amend	Vote	Reconsider
<u>Privileged Motions (P)</u>								
1. <u>Fix</u> the time to which to adjourn (FORD)	P	No	Yes	Yes	No	Yes ⁽¹⁾	M	Yes
2. <u>Adjourn</u> (A)	P	No	Yes	Yes	No	No	M	No
3. <u>Recess</u> (RENT)	P	No	Yes	Yes	No	Yes	M	No
4. <u>Raise</u> a Question of Privilege (ROBERT)	P	Yes	No	No	No	No	Chair	No
5. <u>Call</u> for Orders of the Day (CAN)	P	Yes	No	No	No	No	2/3 to set aside	No
<u>Subsidiary Motions (S)</u>								
6. <u>Lay</u> on the Table (L)	S	No	Yes	Yes	No	No	M	No
7. <u>Previous Question</u> (P)	S	No	Yes	Yes	No	No	2/3	Yes ⁽³⁾
8. <u>Limit</u> or Extend Debate (L)	S	No	Yes	Yes	No	Yes ⁽²⁾	2/3	Yes ⁽⁴⁾
9. <u>Postpone</u> to a certain Time or Definitely (P)	S	No	Yes	Yes	Yes	Yes	M or 2/3 sp.ord	Yes
10. <u>Commit</u> or Refer to a Committee (C)	S	No	Yes	Yes	Yes	Yes	M	Yes ⁽⁵⁾
11. <u>Amend</u> (A)	S	No	Yes	Yes	Yes ⁽⁶⁾	Yes	M	Yes
12. <u>Postpone</u> Indefinitely (P)	S	No	Yes	Yes	Yes	No	M	Yes affirm
<u>MAIN MOTION</u>								
<u>Some Non-Ranking Incidental Motions (I)</u>								
Request for Information	I	Yes	Yes	No	No	No	Chair	No
Parliamentary Inquiry	I	Yes	No	No	No	No	Chair	No
Point of Order	I	Yes	No	No	No	No	Chair	See RONR
Object to Consideration	I	No	See RONR	No	No	No	2/3	Neg Only
Appeal decision of Chair	I	Yes	No	Yes	Yes	No	M	Yes
Division of Assembly	I	Yes	No	No	No	No	See RONR	No
Consider Seriatim	I	No	Yes	Yes	No	Yes	M	No
Divide the Question	I	Yes	Yes	Yes	No	Yes	M	No

(1) As to time, date, location only; (2) as to limits, extension or time; (3) if vote was affirmative, only before any vote has been taken under it; (4) if vote was affirmative, only unexecuted part of order; (5) if committee has not begun consideration of the question; (6) if motion to which applied is debatable.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, received recognition, and states the motion:

"I move that..."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says,
"Is there any discussion?"

Must be germane to the main motion.

To improve the motion, a member rises,
receives recognition and says, "I move
to amend the motion by..."

PRIMARY AMENDMENT

Another member seconds the amendment.

The Chair repeats the amendment and says,
"Is there any discussion on the amendment?"

To improve the amendment, a member rises,
receives recognition, and says, "I move to amend
the amendment by..."

Must be germane to the
primary amendment

Another member seconds the amendment.

SECONDARY AMENDMENT
(not amendable)

The Chair repeats the amendment to the amendment
And says, "Is there any discussion on the
amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The Chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

Common Parliamentary Procedural Questions

This article was published by [Michigan State University Extension](#)

What can the chairman do?

The chairman, as the presiding officer, must focus on running the meeting, as opposed to being an active participant. Presiding officers acknowledge members to speak, act as judge on point of orders, count the vote, and ensure the meeting is efficient and follows parliamentary procedure. The chairman does not get a vote unless a tie occurs. If the chairman has an agenda, or something they would like to get across to the members, they may have another member act on their behalf. In more extreme cases, the chairman may give the vice chairman control over the meeting. The vice chairman would then have complete control over the meeting as the presiding officer, and the chairman would then act as a normal member. In this case, the vice chairman does not have to yield control of the meeting back to the chairman, it is at their discretion.

When does the chairman vote?

Groups need to refer to their by-laws to determine this. If the chairman is named as a full member, then they would have voting rights on all issues. However, if the by-laws do not state any guidelines, then they would vote only to break a tie, create a tie or in the case of elections.

Why would a chairman want to vote to create a tie?

Creating a tie causes the motion to fail. It is the chairman's job to make sure decisions are being made fairly and for the good of the organization. If a vote is so close that the chairman can make it a tie, then maybe the issue needs more research or more time for the membership to consider the issue. The chairman can make the vote a tie, announce that the motion fails due to the tie vote and then turn it to committee for further research. When the committee brings it back to a later meeting, the motion needs to be a new and different motion but can be around the same issue or topic.

Can the chairman make a motion?

Technically the chairman can make a motion, but since they are supposed to remain impartial it isn't good practice to do so. However, the chairman can say, "I will now entertain a motion to..." This is a way to guide a motion without actually making it and can often get the same result. The chairman can assume a motion. For example, they may adjourn the meeting by stating, "If there isn't any further business, this meeting will adjourn. Hearing none, this meeting is adjourned."

Can the chairman enter a debate?

The primary role of the chairman is to facilitate discussion; remaining impartial and not giving their personal input is important to that discussion. To enter a debate, the chairman may choose to pass the role of chairman off to the vice chairman or another member that does not wish to speak on the issue. Best practice is to let the member who has assumed the chairman duties continue in this role for the remainder of the meeting.

How many times can members talk during a discussion?

Members, with the exception of the presiding officer, may speak an unlimited number of times during a discussion. Limits on number of turns and/or the time limit of discussion may be set by any member making a motion before a discussion begins.

Common Parliamentary Procedural Questions

This article was published by Michigan State University Extension

Do you have to read the minutes before they are approved?

You do not have to read the minutes if they have been provided to the membership in advance. If a copy has not been provided prior to the meeting, then the secretary needs to read the minutes before the chairman asks for a motion to approve.

Do you record who makes and seconds the motion in the minutes?

The person who makes the motion must be recorded as they are in support of the motion. The person who seconds the motion does not need to be recorded. The person seconding the motion may not actually support it, but merely wanted to move it forward for discussion.

Can minutes be corrected even after they have been adopted?

Minutes can be corrected even after approval for an unlimited time. To be corrected after they have been accepted requires a motion to amend minutes previously adopted. This requires a two-thirds vote or a majority vote with proper prior notification to the membership that corrections were going to be presented.

Do you have to vote on accepting the treasures report?

The treasurer's report is a statement of indisputable numbers (e.g., expenses, income, balance, etc.). It cannot be contested by the membership, therefore it is placed on file or received and not voted on. For example, the chair or chairman would say, "The treasurer's report has been placed on file." Treasurer reports should be sent to audit annually and then the annual audit may or may not be approved by the membership.

Should the person who makes the motion vote in favor of the motion?

Yes, the person presenting the motion is basically stating they are in favor of it. If after discussion takes place, they are no longer in favor of the motion, they should withdrawal the motion or amend the motion to be something they would support.

What is the proper procedure when someone "calls the previous question?"

The chairman will acknowledge the individual's request, ask for a second and if a second is received, call for an immediate vote as this motion is not debatable. If a two-thirds vote is achieved, then all discussion must end and the group will vote on the previous motion. If a two-thirds vote or a second is not achieved, discussion may continue.

When do you remove something that has been tabled?

An item can be removed from the table at the same meeting it was placed there provided other business takes place first or before the end of the following meeting. Placing something on the table may be done for many reasons. For example, there may be other pending business that must be done and this item is requiring more time than allowed. A motion may be made to table the item and then when other business is finished it can be taken back up from the table if time permits. In other cases, it may be tabled to find out more information before the next meeting and therefore wouldn't be taken back up from the table until the following meeting. Any item not taken off the table at the conclusion of the next regularly scheduled meeting fails. Best practice is to postpone items instead of tabling and give a specific date that they will be again addressed.