

## TCDP Participation Guide for CEC Meetings

### BASICS

The “Chair,” or presiding officer, is the person running the meeting. The “Parliamentarian” gives procedural advice to the chair. The “Speaker” is whoever is recognized by the chair to speak at a given time. “Business” is the work getting done as set by the agenda. A “motion” is a piece of business that the whole group needs to consider sometimes referred to as the “question.”

*Every motion has 6 steps:*

1. **Motion:** A member rises or raises a hand to signal the chairperson and says, “I move to [proposed motion].”
2. **Second:** Another member seconds the motion, moving it forward.
3. **Restate motion:** The chair restates the motion.
4. **Debate:** The members debate the motion. Debate allows for pro and con positions, preferably in alternating order, on the merits of the motion to be given when recognized by the chair. Limit each speech to 10 minutes per motion (unless special rules were agreed to) and let everyone else speak before being recognized a second time. Debate time can be limited if  $\frac{2}{3}$  of voting members approve a different time allowance or end debate early. Please remember, if not adding something new to the points given, the chair may interrupt and remind you to stay on the merits of the question at hand.
5. **Vote:** The chair restates the motion and instructs the method of vote (voice, voting cards, roll call, etc.), and then asks for affirmative votes, negative votes, and abstentions.
6. **Announce the vote:** The chair announces the result of the vote.

Remember, for record keeping, please state your name & precinct number in such a manner that the Secretary can hear you whenever making a motion, a second, or when debating.

If you have a question about the meeting, please say “point of information” and wait to be recognized by the chair. If you are concerned about the procedure of official business, you may interrupt the chair or speaker by stating “point of order” and raising your concern. Ex. “Point of order, there was no 2nd to that motion.”

### FOLLOWING THE AGENDA

**Call to order** - the chair will establish that “quorum” is present (TDP guidelines state at least 25% of Precinct Chairs establish a CEC Meeting quorum).

**Approval of minutes** - The chair will ask if there are any corrections to the minutes. Any member can offer corrections; the chair then says, “There being no further corrections, the minutes stand approved as distributed [or as corrected].”

**Treasurer’s Report** - The chair states “the Treasurer’s report will be filed for audit.” No motions or votes are needed.

**Committee Reports** - Motions dealing with committee recommendations are addressed while that committee is giving their report. A 2nd is not required because a committee is already more than one person. We do not need a motion to approve or accept a committee report.

**Old Business**, also known as unfinished business, might be a motion tabled from a committee report, or something from a previous meeting agenda that was not finished.

**New Business** - Any motions that didn’t come about during committee reports go here. Any member can make a motion at this point, even if not on the agenda. These motions DO need a 2nd.

**Announcements** - Please come to the front, if able, and give your short announcement while speaking into the mic. We invite non-members to speak here.

**Adjourn** - The speaker will ask for a motion to adjourn. Any member can say “I, (Name and Precinct #), move to adjourn.” Another member must second. This motion is not debatable so the chair will ask for “all in favor” and “all opposed.”

