

ASSOCIATION OF INSURANCE COMPLIANCE PROFESSIONALS  
MIDWEST FORUM CHAPTER GUIDELINES

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MIDWEST FORUM CHAPTER GUIDELINES OF THE  
ASSOCIATION OF INSURANCE COMPLIANCE PROFESSIONALS

**ARTICLE 1.**

**NAME & PURPOSE**

**Section 1.1. Name.** Subject to approval by the AICP Board of Directors, the name of the organization is Midwest Forum Chapter, and shall be referenced herein as the "Chapter". As used herein, all references to the "Association" or "AICP" shall mean the national Association of Insurance Compliance Professionals.

**Section 1.2. Purpose.** The Chapter's purpose is to provide educational and professional development opportunities to its members in the area of insurance regulatory compliance, including education and training with respect to statutes and regulations which govern insurance rates, rules, forms and general compliance issues. The Chapter may take any and all action consistent with this purpose, including, but not limited to, sponsoring, conducting, or participating in research and educational activities for the benefit of the insurance community within the geographic area served by the Chapter.

**ARTICLE 2.**

**MEMBERSHIP**

**Section 2.1. Membership.** Membership of the Chapter shall be comprised of all active members in good standing of the AICP who reside or work within the geographic area of the Chapter. Each Chapter member must remain a member in good standing of the AICP. Forfeiture of membership in the AICP will automatically terminate membership in the Chapter.

**Section 2.2. Rights of Members.** Each member of the Chapter shall have the right to participate in all Chapter activities; to make motions; to vote; and to hold elective office within the Chapter.

**Section 2.3. Property Rights.** No member shall have any right, title or interest in any property or assets, including any earnings or investment income of the Chapter.

**Section 2.4. Liability of Members.** No member of the Chapter shall be personally liable for any debts, liabilities or obligations of the Chapter or of the AICP.

**Section 2.5. Transfer of Membership.** Membership shall not be transferable between members in any way, whether voluntary, involuntary, or by operation of law.

**Section 2.6. Authorization.** Chapter members must be Association members in good standing. Any Association member can attend any Chapter Meeting. Voting on Chapter matters, policies and elections is limited to Chapter members.

## ARTICLE 3

### MEETINGS OF MEMBERS

**Section 3.1. Annual Meeting.** The Chapter shall hold an annual business meeting of members once per year for the purpose of electing officers of the Chapter, if not previously done electronically, and for the transaction of such other business as may come before the meeting. The date, time and location of the meeting shall be designated by the Chapter Executive Board Officers.

**Section 3.2. Special Meetings.** Special meetings of the members may be called for any purpose, unless otherwise prescribed by the Chapter's Guidelines. Special meetings: (1) may be called by the President or (2) Shall be called by the President or Secretary at the request of a majority of the Chapter Executive Board. Such request shall state the purpose or purposes of the proposed meetings.

**Section 3.3. Notice of Meetings.** Written notice of any special meeting of members, stating the time, place, and purpose thereof, shall be delivered via mail or electronic means to each member at least ten (10) calendar days prior to the date of the meeting. Written notice of a Chapter Meeting should be sent 3-45 days in advance of the meeting.

**Section 3.4. Quorum at Meetings.** Ten percent (10%) of the Chapter's enrollment, or a minimum of five (5) members, whichever is greater, shall constitute a Quorum at Chapter membership meetings.

**Section 3.5. Voting.** On all voting matters, each member shall be entitled to one vote. Voting of members shall be permitted either in person, by mail or by electronic means when requested by the Board. When voting is held, the vote of the members responding to the request for vote shall represent a majority, provided a quorum is met.

When Guidelines revisions or additions are proposed to the membership, such revisions, changes, or additions shall be voted upon separately by section.

## ARTICLE 4

### CHAPTER EXECUTIVE BOARD

**Section 4.1. Designation of Officers.** The Chapter shall have an Executive Board ("Board"), consisting of a President, a Vice President, a Secretary, a Treasurer, and an immediate Past President ("Past President"). The Chapter may elect such other or additional officers as it deems appropriate. Officers shall be members of the Chapter in good standing.

**Section 4.2. Duties of Officers.** The duties of the President, Past President, Vice-President, Secretary, and Treasurer are as follows:

**4.2.1 President:** The President is the Chief Executive Officer of the Chapter and performs all duties expected of the office and required by the Chapter's Guidelines. The President is a member, ex officio, of all committees and has the power to appoint and remove committee Chairs. The President is responsible for the day-to-day operations of the Chapter during his or her term of office. The President shall perform such other duties as may be prescribed by the Board; shall, with the Board's approval, appoint from the membership, Chairs of those committees as reasonably may be required; and shall preside at all meetings of the membership.

General duties of the President include:

1. To provide leadership and direction;

2. To plan Chapter goals and objectives for his or her term;
3. To conduct Chapter meetings, Board meetings, and membership meetings;
4. To respond to the questions and needs of the Chapter's membership;
5. To serve as Chief Executive Officer of the Board, and
6. To succeed to the position of Past President.

**4.2.2 Past President:** The office of the Past President shall be filled by the departing President following the expiration of his or her term. The Past President shall serve as a Board member and as an advisor and historian, and shall perform such other duties as may be prescribed by the Board.

General Duties of the Past President include:

1. To serve as an Executive Board member;
2. To be an advisor to the President and to the Board;
3. To perform such other duties as recommended by the Board;
4. To provide a historical reference with respect to the operations of the Chapter; and
5. Chair the Nominating Committee.

**4.2.3 Vice President:** The Vice President shall perform such duties as may be assigned by the President or Board and, if in office, shall automatically succeed to Presidency at the end of the President's term. The Vice President shall provide assistance to the President in the carrying out of his or her responsibilities, all in a mutually satisfactory coordination effort designed to provide continuity of the Chapter's administration. The Vice President shall perform the duties and exercise the powers of the President in the President's absence or in case the President is unable or unwilling to serve.

General duties of the Vice President include:

1. To assume the responsibilities of President in the event the President is unable or unwilling to serve in accordance with the Guidelines;
2. To coordinate and direct the activities of committees on behalf of the President;
3. To serve as an Executive Board member;
4. To observe and learn the duties of President;
5. To develop a plan for his or her term as President; and
6. To handle such assignments or special projects as directed by the President.

**4.2.4. Secretary:** The Secretary shall keep a full and accurate record of the proceedings of all meetings of the Chapter membership and the Board, shall take the roll at Chapter meetings, if the attendance is not otherwise recorded; and shall perform other duties as usually pertain to the Office of Secretary. The Secretary's general duties include:

1. To record and distribute accurate minutes of all Chapter meetings;
2. To maintain a complete and accurate minute book;
3. To maintain the Chapter Guidelines and keep them current;
4. To supervise the Chapter's elections procedures;
5. To direct the mailing of notices and agendas for Chapter meetings;
6. To serve as an Executive Board member; and
7. To keep the President and Vice President informed of all matters relating to the office.

**4.2.5 Treasurer:** The Treasurer shall be responsible for all funds of the Chapter and perform other such duties customary to the office and which the President or Board may assign.

Books and accounts of the Treasurer shall at all times be open to the inspection of any member or any authorized auditor. The Treasurer is responsible for maintaining all financial records. Additionally, the Treasurer is responsible for coordinating financial transactions with the Executive Director of the AICP.

General duties of the Treasurer include:

1. To maintain the Chapter's funds in a fiduciary capacity.
2. To help establish sound financial policies of the Chapter;
3. To interpret financial statements for the Board;
4. To present budgets and financial statements to the Board and to the Membership;
5. To serve as an Executive Board member; and;
6. To keep the President and Vice President informed of all matters relating to the office.

**Section 4.3 Compensation.** The Board shall serve without compensation for services rendered to the Chapter.

**Section 4.4 Liability of Board.** The Board members shall not be personally liable for the debts, liabilities or other obligations of the Chapter, or of the AICP.

**Section 4.5. Election and Term of Office.** The Vice President, Secretary and Treasurer shall be elected by the Chapter's members either electronically, or at the Chapter's annual membership meeting. The President and Past President need not be elected, as the incumbent Vice President and President, respectively, shall succeed to office upon expiration of their predecessors' terms. However, should the Vice-President office be vacant, then the position of President shall also be placed on the ballot and be voted on in the same manner as the Vice-President, Secretary and Treasurer. The term of office for Chapter officers shall be for such period as may be established by the Board, not to exceed two years, and shall run from the beginning of the Association's annual meeting immediately following such election. If the Chapter is new, the initial President shall be elected by the Chapter members with the other officers at the Chapter's organizational meeting.

The Nominating Committee shall present a slate of nominees for positions of Officers of the Chapter, after which other nominations may be made from the floor or write-in candidates may be presented. Election shall be by a majority of the members present and voting.

**Section 4.6. Removal of an Executive Board Member.** If a Board member ceases to reside and/or work within the defined geographical area of this Chapter, does not perform the duties prescribed by these Chapter Guidelines, or violates of the Code of Ethics of the Association, the Board member's service in the position shall be terminated. The President shall declare a vacancy to exist. The Board shall declare a vacancy if the office of the Presidency is to be declared vacant.

**Section 4.7. Vacancies.** A vacancy in any office, whether due to death, resignation, removal, or disqualification, or otherwise, may be filled as follows:

**4.7.1. President:** In the event of a vacancy, the Vice President shall succeed to the office of President.

**4.7.2. Past President:** In the event of a vacancy, this position shall not be filled. The Board may, at their discretion, appoint someone from the membership to fill the empty Board position until the next election of officers.

**4.7.3. Vice President:** In the event of a vacancy, or if the Vice-President assumes the position of President as described in 4.7.1, the President, with the consent and approval of the Board, shall appoint a successor to serve for the balance of the term. The appointed Vice President

shall not automatically succeed to the position of President, but may be added to the ballot for President for election by the membership.

**4.7.4. Secretary, Treasurer:** In the event of a vacancy, the President, with the consent and approval of the Board, shall appoint a successor to serve the balance of the term.

**Section 4.8. Re-Election.** The President and Vice President shall not be eligible for consecutive re-election to the same office. The Secretary and Treasurer are eligible for consecutive re-election, without limitation, to the same office.

## ARTICLE 5

### COMMITTEES

**Section 5.1. Committees.** The Board may establish such standing or special committees, in addition to those listed, as may be deemed advisable or necessary to further the interests of the members of the Chapter. Membership on such committees shall be from among the members, who need not be Board members. The President has the power to appoint Committee Chairs.

**5.1.1 Standing and Special Committees.** The Board may disband a committee if the need for such committee no longer exists. The President, with approval by the Board, may appoint, direct and terminate chairpersons of committees as the needs of the Chapter requires. All committee chairpersons shall be authorized to appoint and dismiss individual members to their committees as is necessary to accomplish those tasks assigned. Chairpersons shall advise the President in writing of their committee's composition and any changes thereto.

**5.1.2. Nominating Committee.** A Nominating Committee shall develop a slate of nominees for positions as Officers of the Chapter. The Past President shall serve as the nominating committee Chair and shall confer with the Board to determine three-to-four other members to serve on the committee. One of these should be the Vice President, as the Vice President will be working with the new Officers. The committee members should directly contact prospective individuals to determine their interest and eligibility in the Officer positions. After determining the eligible candidates, The Nominating Committee shall present the nominations to the Board for approval. After approval by the Board, the committee should present the slate to membership for their vote. This election may be done electronically or may be done at the annual meeting. The election should be held so that the elected officers take office at the same time the national officers assume their positions.

**5.1.3 Education Committee.** This Committee is responsible for the education of the Chapter members through chapter meetings and Chapter Education Day. The Committee is responsible for coordinating speakers to present topics of interest to the membership.

**5.1.4 Planning Committee.** This committee is responsible for planning chapter meetings and any other chapter functions. This may entail coordinating the date and time of the meeting, securing a host company, setting up a meeting location, and handling any details of the meeting from sending out the meeting notices to arranging for the meal choices. This Committee may also be deemed responsible for the education portion of the meeting or workshop should an education committee not be established.

**Section 5.2 Duties of Committee Chairs.** The Committee Chair is responsible for working with the Board to establish objectives for the committee. The Chair must meet these goals by assigning specific tasks to committee members. The Chair is responsible for monitoring the work of the committee

members to ensure that the goals and objectives are being met.

Regular meetings and open communication within the committees are essential. The Chair must realize when a member is not fulfilling his or her duties and may need to take action in order to protect the integrity of the committee. The Chair must keep the Board advised of all committee activities.

**Section 5.3 Duties of Committee Members.** The committee members are responsible for helping to carry out the goals and objectives of the committee. Members should work with the Committee Chair to determine their assignments and responsibilities. They should keep the Chair advised of all activities and should not make decisions without consulting the Chair. They should be included in all meetings and if a member is unable to participate, they should be sure to consult with the Chair or other member in order to stay informed. It is important that a member dedicates the time and effort in order to successfully complete their assignments. If not, the goals and objectives of the committee may not be realized. Should a member believe that they cannot fulfill their duties as a committee member, they should immediately approach the committee Chair with their concerns.

**Section 5.4 Term.** Membership on a committee, subject to the foregoing, is without limitation as to term. Each committee shall keep regular minutes of its meetings and report the same to the Board.

## ARTICLE 6

### MEETINGS OF CHAPTER EXECUTIVE BOARD

**Section 6.1. Regular Meetings.** The Board shall hold meetings as necessary during each calendar year. Meetings may be held in conjunction with Chapter meetings or separately. The Board shall meet at such times and places as may be determined by action of the Board, by call of the President, or by written request of a Board member.

**Section 6.2. Notice of Meetings.** A written notice of the time and place of all meetings of the Board shall be delivered via mail or other electronic means to each officer by a designee. Advance notice shall be given as promptly as possible.

**Section 6.3. Teleconference Meetings.** Members of the Board may participate in a meeting of the Board by means of a conference telephone or similar method by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

**Section 6.4. Quorum and Voting.** The affirmative vote of majority of the Board members present shall be required for Board action. At meetings of the Board, the presence of the majority of the Officers shall constitute a quorum.

**Section 6.5. Action Without a Meeting.** No meeting need be held by the Board to take any action required or permitted to be taken by law, provided a majority of the members of the Board shall individually or collectively consent in writing to such action, and such written consent is filed with the minutes of the proceedings of the Board. For purposes of these Guidelines, "written consent" includes, without limitation, consent by e-mail, facsimile transmission or any other written communication, and any such written consent may be executed in counterparts.

## ARTICLE 7

### EXPENDITURES/REIMBURSEMENTS

**Section 7.1. Reimbursement Requests.** Reimbursement requests, excluding expenses related to Education Day, require the approval of two Board members. If the expense is for payment to a member of the Board, then this person cannot be an approver for their own expense. An expense report, with accompanying receipt(s) is required for reimbursement.

**Section 7.2. Education Day Expenses.** Education Day expenses do not require two approvals as long as:

1. The Education Day Committee has a budget that has been reviewed and approved by the Education Day Committee and the Board.
2. The expenses were within the budgeted amount.

**Section 7.3. AICP Annual Meeting.** The Board is authorized to approve the expenditures related to Chapter activities held in conjunction with the AICP annual meeting.

**Section 7.4. Chapter Meetings.** The Host Company, Planning Committee, or individual(s) in charge of planning and implementing a chapter meeting, upon the Board's direction and approval, is authorized to incur expenditures related to Chapter Meetings.

**Section 7.5. Board Authority.** With the exception of Section 7.3. AICP Annual Meeting, and Section 7.4 Chapter Meetings, the Board has the authority to approve expenditures without obtaining membership approval up to \$500 per request and not to exceed \$2,000 or six requests per fiscal year, whichever occurs first.

**Section 7.6. Regional Director.** If the Regional Director is unable to attend the AICP Annual Conference due to lack of financial support of his/her company, the Board may incur the cost of the conference registration fee. Expenses for travel by the Regional Director to attend AICP Board Meetings will be reimbursed per the dollar amount approved by the Board.

**Section 7.8. Membership Approval.** Expenses not otherwise listed or previously authorized require membership approval.

## ARTICLE 8

### MISCELLANEOUS

**Section 8.1. Chapter Positions.** The Chapter shall not assume any position with regard to controversial issues either political, social or business. Statements made by Directors, Officers or members shall not purport to be by, or on behalf of the Association, its Board of Directors, the Chapter, its Board of Directors or any committee unless in accordance with authority given and procedures determined in each instance by the Association Board of Directors.

**Section 8.2. Policy Statement on Pricing Activities.** The following Policy Statement has been approved and provided by the Association Board of Directors. The Policy Statement shall be read by the President or other Officer at the opening of all Chapter meetings:

*Each Chapter and its members shall not discuss rate setting, rate structure, underwriting programs or policy, or issues related directly thereto, in order to avoid even the appearance of antitrust violation. Topics, questions and agenda items to be discussed at any Chapter meeting may be reviewed prior to the meeting by the President and other Officers or legal counsel who will ensure compliance with the policy statement. Any item with antitrust implications will either be revised or deleted.*

**Section 8.3. Notices.** Notices to the Board and members of the Chapter shall be by electronic means to their e-mail address as listed in the books of the Chapter, and electronic notice is complete when sent, or by postage-paid mail, to their address as listed in the books of the Chapter and mailed notice is complete when mailed.

**Section 8.4. Amendments.** These Guidelines may be amended by the affirmative action of a majority of a quorum of the members present at a meeting of the members of the Chapter called for that purpose, or by voting by mail or electronic means. The notice calling any such meeting shall contain a copy of the proposed amendments to these Guidelines.

**Section 8.5. Dissolution of the Chapter.** The Chapter shall use its funds only to accomplish the objectives and purposes specified in these Guidelines, and no part of these funds shall inure or be distributed to the members of the Chapter. On the dissolution of the Chapter, any remaining funds after all debts of the Chapter are paid shall be distributed: (1) to the AICP, if it is then qualified as a charitable, educational scientific or philanthropic organization exempt from taxation under Section 501(c) of the Internal Revenue Code; or (2) to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations selected by the Board of Directors.

**Section 8.6. Waiver of Notice.** Whenever any notice is required to be given under the provisions of law, under these Guidelines, or under any other organizational documents of the Chapter, a waiver or waiver thereof by the person(s) entitled to such notice, whether before or after the event giving rise to such notice, shall be deemed equivalent to the giving of such notice. A person's attendance and participation at any meeting for which notice was not properly given shall constitute a waiver of the notice, unless such person specifically objects to the notice given at the start of such meeting.

ASSOCIATION OF INSURANCE COMPLIANCE PROFESSIONALS  
CHAPTER GUIDELINES

**AGENDA/ORDER OF BUSINESS**

The Chapter shall have a written agenda for each meeting outlining the items to be discussed. The recommended\* order of business for the Annual Business Meeting of members is as follows:

1. Call to Order.
2. Reading of Policy Statement.
3. Approval of the minutes of the last Meeting.
4. Approval of the Treasurer's report.
5. Presentation of the President's report, including a summary of the business transacted by the Board since the last Meeting.
6. Presentation of the Regional Director's Report, including a summary as to the AICP Board's activities.
7. Reports of Committees.
8. Old Business.
9. New Business.
10. Election of Chapter Officers (if applicable).
11. Adjournment.

\*This order of business is a recommendation only; the Chapter's order of business will be set by the current Chapter's Executive Board prior to the meeting. Other meetings may, but need to, follow the order of business presented here. It is highly recommended, however, that an agenda incorporating an order of business be used for every meeting. Many Chapters conduct an educational meeting in conjunction with the Chapter's business meetings. At these meetings, the Chapters can conduct the business meeting after the educational presentation, before the presentation, or may adjourn the business meeting for the duration of the educational presentation, and re-call the meeting to order following the educational presentation.

ASSOCIATION OF INSURANCE COMPLIANCE PROFESSIONALS  
CHAPTER GUIDELINES

**CONDUCTING CHAPTER MEETINGS**

**A. PLANNING**

The planning process should start at least three-to-six months before the actual meeting date. This is to allow sufficient time to not only plan a meaningful meeting, but also arrange any guest speakers or change of meeting location.

Planning should be conducted by a Planning Committee or host company. Suggestions from the chapter members regarding desired topics of discussion or suggested speaker(s) should be obtained in advance of this planning session. The planning session will probably be conducted by e-mail or phone conference, since chapter officers and/or committee members generally come from different geographic areas. The meeting agenda/plan should include, but not be limited to the following:

1. Sufficient time for networking among the membership and guests.
2. Sufficient time for Chapter business to be conducted.
3. Adequate time (at least 3/4 hour to an hour) for the speaker's presentation and a question and answer session

Follow-up meetings should be conducted as necessary by the Planning Committee or host company to make sure the plan is complete including a contingency plan should a speaker be unable to attend at the last minute. This is crucial to good planning - never be left without a viable program.

**B. NOTIFICATION OF THE MEETING**

The chapter membership should be notified of each chapter meeting at least 30-45 days in advance of the meeting date. This will enable them to make travel and lodging arrangement, if necessary, and obtain necessary approvals to attend the meeting.

The notification should include the following as a minimum:

1. Time and date of the meeting
2. Location of meeting, including directions, if needed
3. Cost for AICP members/non-AICP members to attend the meeting\*
4. The agenda - note that a good agenda will help sell the meeting and increase attendance

\* The cost can be the same for members and non-members according to chapter desires

**C. CONDUCTING BUSINESS PORTION OF THE MEETING**

Generally the meeting should follow simple parliamentary procedures. Parliamentary procedure is a set of rules for conducting business meetings. They help to maintain order and allow the membership to make decisions without being confused. They allow the membership to be heard and enhance democratic rule while providing the flexibility needed to enable a fair hearing for everyone. Finally, they assist in the protection of right of the individuals.

1. Call to Order - If a quorum is in attendance, the President or ranking officer can call the

meeting to order. If a quorum is not present, the meeting can still be held but it is not an official meeting. What constitutes a quorum should be stipulated in the Chapter Guidelines.

2. Reading of the AICP Policy Statement - It should be presented to the membership by the person conducting the meeting right after the call to order. This statement must be read at any meeting of the AICP membership.
3. Minutes - Minutes from the last meeting should be read, or, better yet, distributed to the membership prior to the meeting. Amendments or corrections to the minutes should be made by motions. A vote should then be called to approve the minutes as read or as amended, whichever the case may be.
4. Report of Officers - This is the time to hear the Treasurer's report of the chapter finances and the Regional Director's report of events on the national level including recently attended Board of Directors meetings.
5. Committee Reports - Only those committee reports that need to be presented to the general membership should be discussed here. All others should be discussed with the executive board/committee prior to the chapter meeting.
6. Unfinished Business (old business) and Special Orders - Any business left over from a proper meeting or where some action was necessary before discussions could continue.
7. New Business - New topics to be discussed or assigned to respective committees
8. Announcements - To inform those in attendance of other subjects or events
9. Adjournment - The business meeting should end by a vote of those in attendance. This only adjourns the business portion of the meeting as the educational or speaker's presentation does not fall under the Roberts Rules of Order of Parliamentary Procedures.

**D. CONDUCTING THE EDUCATIONAL PORTION OF THE MEETING:** The following are suggestions as to how one should conduct this portion of the meeting.

1. Pre-Select a Monitor - This person should be selected/designated prior to the beginning of the meeting and will have certain duties to perform as follows:
  - a. Greet the speaker(s), introduce them to the President, if needed, and to other members of the chapter as appropriate.
  - b. Make the speaker feel welcome at the meeting. Remember he/she probably doesn't know anyone.
  - c. Make sure he/she/they are served a meal, if one is being presented to the general membership. Try to sit with or near them during the meal.
  - d. Be available to answer any question(s) the guest(s) may have.
2. Introduction of the Speaker(s) - This should be handled by one of the executive board/planning committee. To make this easier, the speaker(s) should be asked, prior to coming to the meeting, to prepare a simple biographical introduction that can be presented to the membership.
3. Questions and Answer Period - (Optional) since the speaker(s) will not know the names of the membership, the monitor can be used, or one of the executive board/planning committee, to identify the person(s) asking the question(s) and keep the question/answer

period in order.

4. Closing the Session - An expression of thanks to the speaker(s) and presentation of any memento(s), if appropriate. Remember: many State Department of Insurance personnel may not be allowed to accept gifts. If you intend on presenting a small gift, ask them if doing so will conflict with any standards they have to maintain.

## E. ADDITIONAL INFORMATION

1. Evaluation Forms – It is recommended that each attendee be provided with a Chapter Meeting Evaluation Form. Ask them to complete the form prior to the end of each meeting and turn it in as they are leaving. It is vital for your chapter members to provide the Planning Committee with input as to what they liked/disliked about the meeting and what they would like for future meetings.
2. Types of Motions:
  - a. Main Motion - introduces subjects for consideration and cannot be made when another motion is before the membership. They must receive a second from another member and then are open for discussion. When sufficient discussion has been held, the motion can be called by "Calling the question", which means the motion must be read as presented/amended. The vote must be held at that time, without further discussion. The motion either passes or fails.
  - b. Supplementary Motions, Amendatory Motions, and Subsidiary Motions - affect the main motion by requesting clarification, amending the motion or affecting a motion that must be dealt with before the main motion can be voted upon.
  - c. Incidental Motions - are generally questions of procedure that arise out of other motions. They must be considered before the other motion.
3. How to present a motion:
  - a. Obtain the Floor - address the chair and request to be recognized
  - b. Make your Motion
  - c. Wait for second. If there is no second, the motion dies.
  - d. The chair restates motion by saying "it has been moved and seconded that we ..."
  - e. Debate over your motion can now take place
  - f. "Friendly Amendments" can be presented by others within the membership, which you must either accept or reject
  - g. When the debate is concluded the chair or any member can call the questions, which evokes the vote
4. Acceptable types of voting procedures
  - a. Voice vote - if undeterminable or if the vote appears to be too close to call, another type of vote can be requested
  - b. Show of Hands Vote
  - d. Ballot Vote
  - e. General Consent Vote - when a motion isn't likely to be opposed, that chair says "If there is no objection...". Members show their approval by silence. If an objection is raised, the matter must be put to vote.

