

World Service Organization for Recovering Couples Anonymous, Inc.

*Supplement of Explanatory, Historical, and Reference Materials
Supporting the Standing Rules
for the Annual Business & Board-Election Meetings*

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1.0 Introduction to the Supplement

This supplement includes reference, explanatory, and historical materials applicable to the Standing Rules.

2.0 Explanation of the governing authorities applicable to the *Standing Rules*.

2.1 Governing authorities: The proceedings at the business and election meetings are governed by a number of legally binding statutes and rules that are summarized in sections 2.1.1 through 2.1.6. It is important to recognize the relative precedence of these various authorities. In the case of conflict, the authority with the highest precedence must be followed.

2.1.1 Relevant Missouri statutes: The governing authority with the highest precedence is the Missouri statutes governing non-profit corporations. The RCA–WSO is chartered as a non-profit corporation under Missouri law. Among a number of applicable provisions, Missouri law imposes the requirement for an annual business meeting and for certain reports to be given at that meeting.¹

2.1.2 RCA–WSO Articles of Incorporation: The articles carry the second highest precedence. But the RCA–WSO articles of incorporation are quite general and contain no provisions that are relevant to the proceedings at the business and election meetings.

2.1.3 RCA–WSO Bylaws: The Bylaws carry the third highest precedence and include a number of provisions applicable to the business and election meetings.

2.1.4 RCA–WSO Special-Rules-of-Order: The Special-Rules-of-Order rank in precedence under the Bylaws but above the RCA–WSO’s parliamentary authority, which is the 2011 edition of *Robert’s Rules of Order*. Special-rules-of-order are provisions that modify the standard provisions in *Robert’s Rules*. *Robert’s Rules* specifies procedures for the adoption of special rules of order. The RCA–WSO’s first special-rule-of-order was adopted at the 2007 annual business meeting. A second special rule was adoption at the 2012 business meeting. Adoption of a special-rule-of-order requires both *advance notice* and approval by a two-thirds majority.

2.1.5 RCA–WSO’s parliamentary authority: The Bylaws adopt the latest edition of *Robert’s Rules of Order* as the applicable parliamentary authority See paragraph 6.1 of the Bylaws. Relevant Missouri legal precedent requires a non-profit corporation to follow the provisions of the parliamentary authority that is specified in its bylaws.

2.1.6 The Board’s policies and procedures: This manual is provided for in the Bylaws and its provisions rank in legal precedence under the parliamentary authority. These policies and procedures are classified as “standing rules” in *Robert’s Rules* and usually address matters not covered in the parliamentary authority. Thus these policies and procedures should not conflict with the provisions of *Robert’s Rules*. These policies and provisions control the day-to-day operation of the RCA–WSO and are legally binding on those operations. Many of the decisions made by the delegates at the business meeting involve the adoption or modification of policies and procedures applicable to the RCA–WSO. Unless covered by an applicable special-rule-of-order, adoption of policies and procedures requires approval by a simple majority.

2.2 Authority for the adoption of standing rules: These standing rules were adopted pursuant to an RCA-WSO special-rule-of-order. A special-rule-of-order may modify the standard parliamentary procedures specified in *Robert’s Rules of Order*.² Approval of a special-rule of orders requires previous notice and approval by a two-thirds majority.³ In the case of any conflicts, the provisions in these Standing Rules shall take precedence over provisions in *Robert’s Rules of Order*.

2.3 Subordinate Board—relationship of the Board of Trustees to the Fellowship: It is important to understand that the RCA Board of Trustees is a *subordinate board* in that it is subordinate to the Fellowship as represented by the delegate couples voting at the business meeting or on by-mail ballots.⁴ The delegate couples are the assembly of voting members to which the Board is subordinate. For an organization with an assembly of voting members such as the RCA–WSO, *Robert’s Rules* notes that:⁵

“In any event no action of the board can alter or conflict with any decision made by the assembly of the society, and any such action of the board is null and void. Except in matters placed by the bylaws exclusively under the control of the board, the society’s assembly can give the board instructions which it must carry out, and can rescind or amend any action of the board if it is not too late.”

The subordinate status of the Board is consistent with RCA’s Tradition Two which notes with respect to those in RCA service or leadership positions:

“These are individuals and couples who are willing to devote time, work, and energy to the RCA Fellowship. These RCA members serve and direct our fellowship by following our group conscience. The positions do not give authority beyond the consent of the fellowship.”

This subordinate status is also consistent with RCA’s Tradition Nine which notes that: “Our World Service Organization Board of Trustees is directly responsible to the fellowship of RCA.”

2.3.1 Contrast with the authority of other boards: When describing a board’s subordinate status, *Robert’s Rules* contrasts subordinate status with the status of the board of a business corporation: ⁶

“It should be noted, however, that exactly the opposite condition prevails in connection with boards of business corporations, in which the board has exclusive power and authority to operate the business.”

Robert’s Rules In Brief provides an expanded contrast of subordinate boards when describing independent boards: ⁷

“A board may itself be the highest governing authority of an organization or corporation. This may be true of the board of an organization that has no voting membership other than the board members, such as a foundation or university. It may also apply to an entity, such as a stock corporation, in which the voting members (for example, stockholders) elect members of the board but otherwise exercise almost no binding authority over the affairs of the organization.”

3.0 Explanation of the Amendment Process.

3.1 Motions that can be amended: Except where specifically prohibited in these rules, main motions and amendments to main motions are subject to amendment. Except where specified otherwise in these rules, secondary motions may be amended in accordance with the limitations specified in *Robert’s Rules* (see section 4.6 of this *Supplement* which addresses the amendment of secondary motions). The *Structure Committee’s Guide to Parliamentary Procedure* includes tables summarizing which of the major secondary motions can be amended.

3.2 Steps in the amendment process: The major steps in the amendment process are summarized in sections 3.2.1 through 3.2.12.

3.2.1 Call for amendments: When a motion subject to amendment has been made and seconded and after questions for clarification have been completed, the presiding officer should announce that the floor is open for motions to amend the pending proposal or for the making of other appropriate secondary motions. If the presiding officer fails to make this announcement, a member of the assembly may make a *parliamentary inquiry* to determine if amendments and other secondary motions are in order.

3.2.1 Motion to amend: When feasible a written copy of the amendment motion should be provided to the presiding officer. If it is not feasible to provide a written copy, it may be necessary to repeat the motion so that the secretary can have an accurate copy of the motion. Motions to amend are required to be seconded.

3.2.1.1 Amendment must be in order and must be germane: In certain specified cases these rules prohibit amendments to main motions; additionally, some secondary motions may not be amended pursuant to *Robert’s Rules* (see section 4.6 of this *Supplement*). When an amendment is offered in either of these cases the amendment is out of order.” An amendment must also be germane to be in order. “To be *germane*, an amendment must involve *in some way involve* the same question that is raised by the motion to which it is applied.” ⁸ “An amendment cannot introduce an independent question; but an amendment

can be hostile to, or even defeat, the spirit of the original motion and still be germane.”⁹ Whether an amendment is germane can be raised by the presiding officer or by a point-of-order made by a delegate or RCA member. The decision of the presiding officer as to whether a proposed amendment is germane may be appealed.

3.2.3 Questions to clarify: Once the amendment has been read by the secretary, the floor shall be open for any questions seeking clarification. This is not a time for comments for or against the amendment, whether such comments are expressed in the form of questions or answers. Clarification involves the requesting or the providing of factual information concerning a proposal. Discussion covering the explanation of the meaning and the effects of an amendment is within the scope of clarification. Any discussion on the merits of the amendment—that is whether or not it should be adopted—is outside the scope of clarification and must be ruled out of order by the presiding officer. Discussion on whether an amendment should be adopted is proper only during debate. The clarification process is covered in section 5.6 of this *Supplement*.

3.2.4 Call for secondary amendments. After questions for clarification have been completed, the presiding officer shall call for amendments to the amendment (secondary amendments), if any. If the presiding officer fails to make this call, a parliamentary inquiry may be made to determine if amendments to the amendment are in order.

3.2.5 Motion to amend the amendment: When feasible a written copy of the motion should be provided to the presiding officer. If this is not feasible, it may be necessary to repeat the motion so that the secretary can have an accurate copy of the motion. Motions to amend the amendment are required to be seconded.

3.2.5.1 Secondary amendments must be germane. As noted in Robert’s Rules: “When a secondary amendment proposes a change in the primary amendment, it must be germane to that primary amendment—not just to the motion that the primary amendment would change.” “When a secondary amendment proposes a change in a section that a primary amendment proposes to strike out, either by a motion to strike out a section or by a motion to substitute, it must be germane to that section.”¹⁰ Whether a secondary amendment is germane can be raised by the presiding officer or by a point-of-order made by a delegate or RCA member. The decision of the presiding officer as to whether a proposed secondary amendment is germane may be appealed.

3.2.6 Clarification of secondary amendments: Once the secondary amendment has been read by the secretary, the floor shall be open for any questions seeking clarification. This is not a time for comments for or against the secondary amendment, whether such comments are expressed in the form of questions or answers. Clarification involves the requesting or the providing of factual information concerning a proposal. Discussion covering the explanation of the meaning and the effects of a secondary amendment is within the scope of clarification. Any discussion on the merits of the secondary amendment—that is whether or not it should be adopted—is outside the scope of clarification and must be ruled out of order by the presiding officer. Discussion on whether a secondary amendment should be adopted is proper only during debate. The clarification process is covered in section 5.6 of this *Supplement*.

3.2.7 Debate: If debate on the secondary amendment is requested, it shall proceed in accordance with the provisions in section 10.4 of the *Standing Rules* (two pro and two con for no more than two minutes each).

3.2.8 Vote on secondary amendments: After the close of debate, a vote shall be taken on the secondary amendment. The voting procedures are specified in section 7.2 of the

Standing Rules. Adoption of the secondary amendment requires approval by a simple majority.

3.2.9 Results of the vote: If the secondary amendment is adopted, the pending amendment shall be so modified. If the secondary amendment fails, the pending amendments stand unmodified. In either case the presiding officer shall call for any additional secondary amendments. If there is one, the sequence covered in sections 3.2.5 through 3.2.8 of this *Supplement* shall be repeated. If there are no further secondary amendments, the next step shall be debate on the amendment, as modified by any secondary amendments that were adopted.

3.2.10 Debate on the amendment: This step covers debate on the amendment including any secondary amendments that have been adopted. If debate is requested, it shall proceed in accordance with the provisions in section 10.4 of the *Standing Rules* (two pro and two con, up to two minutes each).

3.2.11 Voting on the amendment: After the close of debate, a vote shall be taken on the amendment. The voting procedures are specified in section 7.2 of the *Rules*. The required vote is approval by a simple majority.

3.2.12 Results of the vote: If the amendment is adopted, the underlying motion shall be so modified. If the amendment fails, then the underlying motion stands unmodified by the failed amendment. In either case the presiding officer shall call for any additional amendments. If there is one, the sequence covered in sections 3.2.1 through 3.2.12 of this *Supplement* shall be repeated. If there are no further amendments, the amendment process is concluded and the underlying motion stands with any amendments that were adopted.

4.0 Explanation of secondary motions excluding amendments.

4.1 Motions covered: This section covers secondary motions. Secondary motions include subsidiary, privileged, and incidental motions. The subsidiary motion to amend, however, is covered in section 3.0 of this *Supplement*.¹¹

4.2 In order: The first inquiry is whether the motion is in order at this point in the proceedings. These standing rules include a number of provisions that preclude secondary motions at various junctures in the proceedings, generally for one of two reasons: (1) to protect the integrity of the by-mail voting process; or (2) to simplify the parliamentary procedures in use at the meetings. The presiding officer can raise the issue of whether a motion is in order, or it may be brought up by a point of order raised by a delegate or an RCA member. The ruling of the presiding officer is subject to appeal.¹²

4.3 Precedence: The second inquiry is whether the precedence of the motion is sufficient for the motion to be considered. The *Structure Committee's Guide to Parliamentary Procedure* includes a basic summary of the precedence of motions, as well as a table that shows the relative precedence of the secondary motions that are likely to arise in the business meeting. The presiding officer can raise the issue of whether a motion is in order, or it may be brought up by a point of order raised by a delegate or an RCA member. The ruling of the presiding officer is subject to appeal.¹³

4.4 Clarification of the scope of a motion: Of particular concern is the intended scope of the *motion to close debate*. It is important for the presiding officer to ascertain the intended scope of the motion when there are a number of motions pending at the time this motion is made. There are similar issues of intended scope when the motion to refer is made when there are

other secondary motions pending. The *Structure Committee's Guide to Parliamentary Procedure* includes a brief summary of the issues involved for both of these motions.

4.5 Decision of the presiding officer: If this matter is one committed to a decision by the presiding officer under standard parliamentary procedure, the presiding officer will either provide the requested information or rule on a *point of order*. Any ruling is subject to appeal. After the presiding officer has finished dealing with the matter, the proceedings will return to the previously pending matter. If this is not a matter to be handled by the presiding officer, the next issue is whether the secondary motion can be amended.

4.6 Can the motion be amended: Many secondary motions can be amended but others may not be amended. The *Structure Committee's Guide to Parliamentary Procedure* contains tables that indicate which secondary motions may be amended. If the secondary motion can be amended, the amendment process in section 3.0 of this *Supplement* should be followed.

4.7 Is the motion debatable: Debate is permitted on some secondary amendments but not on others. The *Structure Committee's Guide to Parliamentary Procedure* contains tables that indicate which secondary motions may be debated. If debate is permitted the procedure in sections 4.7.1 through 4.7.2 is followed. If no debate is permitted, ordinarily the next step is to proceed to voting. But sometimes business may be expedited by allowing a few words of factual explanation while an undebatable motion is pending.

4.7.1 Questions to clarify: Once the motion has been read or re-stated, the floor shall be open for any questions seeking clarification about the motion. This is not a time for comments for or against the proposal, whether such comments are expressed in the form of questions or answers. Clarification involves the requesting or the providing of factual information concerning the motion. Discussion covering the explanation of the meaning and the effects of a motion is within the scope of clarification. Any discussion on the merits of the motion—that is whether or not it should be adopted—is outside the scope of clarification and must be ruled out of order by the presiding officer. Discussion on whether a motion should be adopted is proper only during debate. The clarification process is covered in section 5.6 of this *Supplement*.

4.7.2 Debate: If debate is permitted and requested, debate will proceed in accordance with the provisions of section 10.4 of the *Standing Rules*, which applies because the motion being debated is not a main motion.

4.8 Voting: After the close of debate, if debate is permitted, a vote shall be taken on whether to adopt the secondary motion. Before the vote is taken the presiding officer must announce the required majority for passage of the secondary motion. The voting procedures shall be as specified in section 7.2 of the *Standing Rules*. Some privileged motions are not voted on but are addressed by decision of the presiding officer. Some of these decisions are subject to appeal, others are not. The *Structure Committee's Guide to Parliamentary Procedure* contains tables that indicate which of these privileged motions are decided by the presiding officer and in which cases that decision is appealable.

4.9 Results of the vote: If the secondary motion is passed, the action required by the motion shall be effected. Often this will result in the resolution of some or all of the pending motions. If the secondary motion fails, the proceedings shall resume with the motion that was immediately pending when the failed secondary motion was made.

5.0 Explanation of the modifications to parliamentary procedures.

5.1 Background: The RCA–WSO Bylaws adopt the latest edition of *Robert’s Rules of Order* as the parliamentary authority for the Fellowship. See paragraph 6.1 of the Bylaws. The modifications to and clarifications of the various aspects of *Robert’s Rules* that are included in this *Supplement* (and elsewhere in the *Standing Rules*) have been made for three basic reasons:

First, to simplify the parliamentary procedures for the business meeting, so those with limited experience with parliamentary procedure may participate more fully during the meeting.

Second, to ensure that the procedures comply with the bylaw provisions covering by-mail voting and also ensure the integrity of the by-mail voting process.

Third, to streamline the procedures so that as many proposals as is possible may be addressed in a one-day business meeting.

In the case of any conflicts, the provisions in the *Standing Rules* and in this *Supplement* take precedence over any conflicting provision in *Robert’s Rules of Order*.

5.1.1 The Standard Code of Parliamentary Procedure: A number of the modifications and clarifications included in this section have been based, at least partially, on provisions included in *The Standard Code of Parliamentary Procedure*.¹⁴

5.2 Modification or clarification of selected procedures and processes: Modification and clarification of selected procedures and processes are covered in this section.

5.2.1 Providing previous or advance notice: The procedures defined in *Robert’s Rules* for providing *previous or advance notice* are not applicable for the annual business meetings.¹⁵ The exclusive way that *previous or advance notice* is provided for the business meeting is by the inclusion of a proposal in the final notice of proposals to be addressed at the business meeting. This notice covers the proposals that are on the by-mail ballot that is sent out prior to the meeting. For a proposal to be included on by-mail ballot, notice must be given to the Board of Trustees not later than December 1st of the year prior to the business meeting; but if December 1st is not at least 210 days prior to the business meeting, the written notice must be filed not later than 210 days prior to the business meeting.¹⁶ Subsequently, two notices are submitted to the Fellowship, a notice of the initial wording of proposals at least 90 days prior to the meeting¹⁷ This is followed by a notice of final wording that is issued in a window ranging from 60 to 30 days prior to the meeting.¹⁸

5.2.2 Distinction between sessions and meetings: For the sake of simplicity the term “meeting” is used herein to identify the Annual Business meeting and the Annual Board-Election meeting. *Robert’s Rules of Order*, however, includes technical distinctions between the terms “meeting” and the terms “session.” *Robert’s Rules* contains the following provisions:

Session of an assembly: “is a meeting or series of connected meetings devoted to a single-order of business, program, agenda, or announced purpose, in which—when there is more than one meeting—each succeeding meeting is scheduled with a view to continuing business at the point where it was left off at the previous meeting.”¹⁹

Meeting of an assembly: “is a single official gathering of its members in one room or area [see next item covering remote attendees] to transact business for a length of time during which there is no cessation of proceedings and the members do not

separate, unless for a short *recess* Depending on the business to be transacted, a meeting may last from a few minutes to several hours.”²⁰

Meeting of an assembly including remote participants: “regardless of the technology used, the opportunity for simultaneous aural communications is essential to the deliberative character of the meeting.” Thus, *as a minimum*, the meeting must be conducted by a technology that allows all participating members to hear each other at the same time.²¹

Thus, pursuant to these provisions, each annual RCA convention is composed of two sessions: the all-day annual business session usually held on the Friday of the convention weekend; and the brief annual Board-Election session usually held Sunday morning of the convention week end. The annual business session usually consists of two meetings in the morning and three meetings in the afternoon. With the exception of the last meeting during the annual business session, the meetings are separated by either by short scheduled recesses or by a lunch recess. The last afternoon meeting of the business session ends with adjournment. The brief annual Board-Election session consists of one brief meeting, which ends with the adjournment of the election session. When the specific provisions of *Robert’s Rules* are applied, the technical distinction between sessions and meeting may be important. But for simplicity in the *Standing Rules* the generic designations are used: business meeting and election meeting. Moreover, the preference for the use of the *meeting* designation is consistent with the terms used in the Bylaws, which contain multiple references to the *annual business meeting*.

5.2.3 Classes of Motions: A motion is a proposal by a member of the assembly, made in a meeting or contained in a by-mail ballot, that the assembly take certain action.²² Motions are classified into five groups according to their purposes and characteristics:

1. *Main motions:* are motions “whose introduction brings business before an assembly.” “A main motion can only be made when no other motion is pending, and it ranks lowest in the order of precedence of motions.”²³
2. *Subsidiary motions:* “assist the assembly in treating or disposing of a main motion and sometimes other motions.” There is a specified order of precedence for subsidiary motions.²⁴
3. *Privileged motions:* “do not relate to pending business, but have to do with pending matters of immediate and overriding importance which, without debate, should be allowed to interrupt anything else.” These motions also fit into an order of precedence.²⁵
4. *Incidental motions:* “An incidental motion is said to be *incidental* to the other motion or matter out of which it arises. With few exceptions, incidental motions are related to the main question in such a way that they must be decided immediately. Most incidental motions are undebatable.”²⁶
5. *Restorative motions:* are “*motions that bring a question back before the assembly* since, either by their adoption or their introduction, they allow the assembly to consider again the merits of a question that has been disposed of in some way.”²⁷ In general, these motions are a subcategory of main motions and usually are made while no business is pending.²⁸

More information regarding the classes of motions is included in the *Structure Committee's Guide to Parliamentary Procedure*.

5.2.3.1 Secondary motions: Subsidiary, privileged, and incidental motions can be grouped together under the label of *secondary motions*. *Robert's Rules* includes the following descriptions of *secondary motions*:

“When a secondary motion is placed before the assembly, it becomes the immediately pending question; the main motion remains pending while the secondary motion is also pending. A main motion is the *immediately pending question* whenever it is pending with no secondary motion.”²⁹

“Certain secondary motions also take precedence over others, so that it is possible for more than one secondary motion to be pending at a time (together with the main motion). In such a case, the motion most recently stated by the chair (among those that have not been voted on) is the immediately pending question.”³⁰

Secondary motions are related to the following fundamental principle of parliamentary law:¹

“Only one question can be considered at a time; once a motion is before the assembly, it must be adopted or rejected by a vote, or the assembly must take action disposing of the question in some other way, before any other business (except for matters called “privileged questions”) can be introduced.”

Secondary motions provide the assembly with the tools needed to comply with this fundamental principle. The concept of *secondary motions* is also related to the *precedence of motions*, which is covered in the next section, 5.2.4. The process for handling *secondary motions* is covered in sections 3.0 and 4.0 of this *Supplement*. Additional explanatory material on *secondary motions* is included in the *Structure Committee's Guide to Parliamentary Procedure*.

5.2.4 Precedence of Motions: *Robert's Rules* provides the following introduction to the *precedence of motions*:³¹

“The rules under which secondary motions take precedence over one another have gradually evolved through experience. While these rules are proper to each of the specific motions, they follow patterns that are related to the division of secondary motions into the classes of *subsidiary*, *privileged*, and *incidental* motions.”

The *subsidiary* and the *privileged* motions have a defined order of precedence with the *privileged motions* having the highest precedence. The specific order of precedence for these motions is explained in the *Structure Committee's Guide to Parliamentary Procedure*.³²

Robert's Rules notes the following relatively complex points regarding the precedence of *incidental motions*:

“The incidental motions each have a certain relationship to the order of precedence of motions; but this relationship can be discussed only in terms of the rules governing the individual motions. . . . When a particular incidental motion is in order, it takes precedence over the main motion and any other motion that may be pending. Incidental motions have no rank among themselves, and none of them can be assigned a *position* in the order of precedence of motions.”³³

“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 the business at hand; it then takes precedence over any other motions that are pending.”

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There are two basic rules followed when the precedence of motions is considered:³⁵

1. “When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed.”
2. “Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.”

The precedence of secondary motions (other than the *motion to amend*) is addressed in section 4.3 of this *Supplement*. Additional explanatory information on the precedence of motions is provided in the *Structure Committee’s Guide to Parliamentary Procedure*.

5.2.5 Changes in the classification of motions: The secondary motions can sometimes be classified within the category of main motions:³⁶

“A motion that usually is listed in one classification may belong to another if it is proposed in a different situation. The classification of a motion usually is based on the relationship of that motion to the main motion. The main motion is the foundation motion that determines the classification of other motions.

Usually a main motion is already pending when a subsidiary, privileged, or incidental motion is proposed. But certain of the subsidiary, privileged, or incidental motions may be proposed when no main motion is pending. In this situation they are classified as main motions.”

The various categories of main motions are addressed in the next section.

5.2.6 Distinctions between the various categories of main motions. *Robert’s Rules* distinguishes an original main motion from an incidental main motion:

“An *original main motion* is a main motion that introduces a substantive question as a new subject. This is the motion most often used, and is the basic device by which a matter is presented to the assembly for possible action”³⁷

“An *incidental main motion* is a motion that is incidental to or relates to the business of the assembly, or its past or future action. Such a motion is distinguished by the following characteristics:

- 1) It proposes an action specifically defined under parliamentary law and described by a particular parliamentary term. There are thus a definite number of incidental main motions somewhat as in the case of the secondary motions (subsidiary, privileged, and incidental) and the motions that bring a question again before an assembly [restorative motions].
- 2) It does *not* mark the beginning of a particular involvement of the assembly in a substantive matter, as an original main motion does. (Like all main motions, however, it can be made only when nothing is pending, and it brings business before the assembly.) Action that can be proposed by the incidental main motions may relate: (a) to further steps in dealing with a substantive matter in which the assembly’s involvement has begun earlier; or (b) to procedure, without direct reference to a particular substantive item of business.”³⁸

“Most of the incidental main motions closely correspond to secondary (subsidiary, privileged, or incidental) motions described by the same or similar names”³⁹ While it is not totally clear whether *Robert’s Rules* classifies the *restorative motions* as being within the categories of main motions, *The Standard Code of Parliamentary Procedure* clearly does:

“There are five main motions that have specific names and are governed by somewhat different rules. They are referred to as *restorative main motions* because unlike other main motions they do not present a new proposal but concern actions that were previously taken.”⁴⁰

While the *restorative main motions* have a number of characteristics similar to the *Robert’s Rule’s* category of *incidental main motions*, within these Standing Rules they will be considered a distinct category of main motions. Thus, for the purposes of these rules, there are three categories of main motions: *original main motions*; *incidental main motions*; and *restorative main motions*. The processes for all main motions, other than main motions appearing on the pre-meeting by-mail ballot, are covered in sections 9.4 and 10.0 of these rules.

5.2.6.1 Illustration of a motion that can occur in several classes of motions:

Consideration of one specific motion provides an instructive illustration of the various classes of motions and the changes in classification that may occur: that specific motion is the *motion to amend*. In its basic form, the *motion to amend* is considered a *subsidiary motion* when it is offered to amend a pending main motion. A *motion to amend* made under the provisions in section 9.1.1 of these rules (relative to a by-mail ballot proposal) is classified as an *incidental main motion* because it addresses a matter previously considered by the assembly. In section 3.0 of this *Supplement*, the *motion to amend* could possibly be offered as a motion falling in any one of four classes: (1) as a *subsidiary motion* to amend a pending main motion; (2) as an *incidental main motion* to address a failed proposal that appeared on a by-mail ballot; (3) as a *restorative main motion* addressing a proposal that was adopted at a prior business meeting; or (3) as an *original main motion* to address a policy or procedure previously adopted by the Board of Trustees. As a *subsidiary motion*, the process covered in section 3.0 of this Supplement would apply; as any one of the three forms of a *main motion*, the processes covered in sections 8.0 or 9.0 of the *Standing Rules* would apply.

5.3 Motions and Procedures Not Permitted: As recommended in *The Standard Code of Parliamentary Procedure*, the following arcane motions and procedures covered in *Robert’s Rules* shall not be permitted:⁴¹

1. Adjourning to an Adjourned Meeting;
2. Call for the Orders of the Day;
3. Committee of the Whole;
4. Fix the Time to Which to Adjourn;
5. Object to Consideration;
6. Postpone Indefinitely;
7. Quasi-Committee of the Whole;
8. Reconsider and Enter on the Minutes.

5.4 Modification to and clarification of selected motions: The requirements in *Robert’s Rules of Order* for the selected motions addressed in this section are clarified and modified as

indicated in sections 5.4.1 through 5.4.4 of this *Supplement*. For convenience these motions are grouped by the basic classifications within which they are covered in *Robert's Rules*.

5.4.1 Modification to and clarification of subsidiary motions: This section covers three subsidiary motions, *moving the previous question*, *motion to commit or refer*, and the *motion to table*.

5.4.1.1 Move to Close Debate: When this motion is made, there are at least three variants of phrasing that are commonly used: *move the previous question*; *call the question*; and *move to close debate*. For simplicity and clarity, the preferred phrasing is *move to close debate*.⁴² The **most frequent error** made by presiding officers is the mishandling of the motion to close debate. At a minimum there are two votes required in response to this motion: *first*, there must be a vote on whether or not to end debate, a non-debatable motion that requires a two-thirds majority for passage. *Second*, there then must be an immediate vote on the pending main motion (assuming that is the only other motion pending at the time of the *motion to end debate*). The **error that is frequently made** is the failure of the presiding officer to actually conduct the first vote, the vote on whether not to close debate. If necessary, a member of the assembly may make a *point of order* to preclude this error. The *Structure Committee's Guide to Parliamentary Procedure* covers the procedures required when there are other secondary motions pending at the time the *motion to close debate* is made.⁴³

5.4.1.2 Motion to commit or refer: Two variants of this motion shall be available: (1) the *motion to refer as specified* in section 5.4.1.3 of this *Supplement*; and (2) the *motion to consider informally as specified* in section 5.4.1.4 of this *Supplement*.

5.4.1.3 Motion to refer: This motion is used to send a pending question to a committee, to the Board, or to the Board to assign to an appropriate committee. The assignment includes any amendments that may be pending. The following provisions apply to the *motion to refer*:⁴⁴

1. Unless the referral contains instructions to the contrary, the group to which the question is assigned shall take whatever action that it deems appropriate with respect to the question in terms of proposing modifications, if any, or proposing that no further action be taken. Unless the assignment specifies otherwise, the body to whom the question was assigned shall report the results of the action that it has taken, if any, or that it recommends no later the next scheduled annual convention.
2. Debate on the motion to refer shall be limited to the desirability of referring the main question and to the appropriate details of the assignment.
3. When a motion to refer proposes to assign a task or refer a matter to a committee when no other main motion is pending, the motion is not the secondary *motion to refer* but is a main motion. See sections 5.2.5, 5.2.6, and 5.4.1 through 5.4.4 of this *Supplement*.

5.4.1.4 Motion to consider informally: The *motion to consider informally* is the one variant of the motion to commit that is permitted under these rules.⁴⁵ Given the limited time available in a one-day business meeting this motion is disfavored. The presiding officer should rule this motion out of order unless, in the judgment of the presiding officer, a brief period of informal discussion may be more efficient (time-saving) than continuing to proceed formally. The presiding officer may consult with the parliamentarian when making this decision. The following provisions apply to the *motion to consider informally*:

1. When this motion is made, the informal consideration shall be limited to a specified period not to exceed fifteen minutes.
2. By appropriate motion the period of informal consideration may be extended once, for an additional specified period not to exceed ten minutes.
3. Arguments and discussion pro and con shall not be permitted on the pending motion that led to the request for informal consideration. The discussion during informal consideration must be limited to clarification of that pending motion or to filling in essential details for that pending motion.
4. No votes may be taken or other motions (except for the one-time motion to extend the informal discussion) made during this period of informal consideration.
5. There were two occasions during the 2012 business meeting during which informal consideration might have been a more efficient manner of proceeding: (1) during the clarification of the first alternative of a set of two alternatives that were presented on the by-mail ballot; and (2) during *New Business* when a very general proposal, lacking essential details, was offered (informal consideration of this motion may have saved time when compared to the formal amendment process). The use of this motion must be limited to cases like these.

5.4.1.5 Motion to table: The use of this motion as a general motion to postpone shall not be permitted. This motion shall only be used for a slight delay to address an urgent matter that is specifically identified when the motion is made.⁴⁶

5.4.2 Modification to and clarification of privileged motions: This section covers clarification of two of the three privileged motions available under these rules: *the motion to adjourn* and the *motion to recess*.

5.4.2.1 Motion to adjourn: The motion to adjourn should have only limited application during the annual meetings:

1. At the business meeting, the motion to adjourn should only be made at the scheduled time in the approved agenda for completion of the meeting, or earlier only in the very unlikely event that all pending business has been completed before that scheduled time for completion. The presiding officer should rule any other use of this motion out-of-order because of the drastic consequence of terminating the business meeting (technically business session) and postponing the conducting of any further business until the next annual business meeting.
2. At the election meeting, the motion to adjourn should only be made at the completion of the election process as specified in section 11.9.10 of the *Standing Rules*. It should be noted that the election meeting covers a brief period of time, usually less than one hour. The presiding officer should rule out-of order any use of this motion prior to the completion of the election because of the drastic consequence of terminating the election meeting (technically session) prior to the completion of the election, thus preventing the election of any new board members until the next annual election meeting.

5.4.2.1 Motion to recess: Ordinarily there should be no need for this motion during the annual meetings. The approved agenda for the business meeting usually includes a number of scheduled breaks during the course of the day. Additionally, there should be no need for a recess during the election meeting because of its brief duration, usually less than one hour.

5.4.3 Modification to and clarification of incidental motions: Only one of the many *incidental motions* is addressed here. The *Structure Committee’s Guide to Parliamentary Procedure* provides explanatory information on many of the other incidental motions.

5.4.3.1 *Suspend the Rules:* With a number of limitations, if the assembly wishes to take an action that would violate these Standing Rules, it may adopt a motion to *suspend the rules*. There are a number of limitations that apply to a *motion to suspend the rules* including the following:

1. The rules may not be suspended to take an action that is in conflict either with the Bylaws or with applicable Missouri law or that is in conflict with any other federal, state, or local law.⁴⁷
2. “Rules which embody *fundamental principles of parliamentary law*, such as the rule that allows only one question to be considered at a time, cannot be suspended even by a unanimous vote.”⁴⁸
3. “Rules *protecting absentees* cannot be suspended, even by unanimous consent or an actual unanimous vote”⁴⁹ Examples of such rule are quorum requirements and rules requiring advance notice for a matter to be considered.
4. Rules protecting a *basic right of an individual member* cannot be suspended.

5.4.3.2 Requirements for suspending the rules. The following requirements apply to a *motion to suspend the rules*:

1. When the motion is made, “the particular rule or rules to be suspended are not mentioned; but the motion must state its specific purpose, and its adoption permits nothing else to be done under the suspension.”⁵⁰ Thus, when this motion is made, the member of the assembly making the motion does not have to indicate the specific section in the rules that the request covers, instead the member should focus on the purpose of the motion—that is what action the member desires to be permitted that might not otherwise be permitted under the rules.
2. Approval of the motion requires a two-thirds majority.
3. The motion is not amendable nor is it debatable.

5.4.4 Modification and clarification of restorative motions:

5.4.4.1 Reconsideration: To simplify the complexity of this motion, the following modifications shall apply:⁵¹

1. Anyone can move for reconsideration. Without this modification, only those who voted in favor of a proposal may move for reconsideration.
2. The motion for reconsideration can only be applied to main motions that have been adopted or have failed adoption. But, reconsideration of proposals on the by-mail ballot shall not be permitted whether they were adopted or failed adoption on the initial vote.
3. The reconsideration of a secondary motion is not permitted.
4. Before a motion is reconsidered, the maker of the reconsideration motion must provide a brief summary of the new information or changed conditions that justify reconsideration. If the presiding officer determines that this rationale does not justify reconsideration, the presiding officer shall rule the motion out of order.
5. The motion to reconsider may not be amended.

6. Reconsideration may be requested only once for any specific matter.
7. Debate on this motion shall be limited to the reasons for reconsidering the matter in question and shall not address the merits of the motion that is the subject of the motion to reconsider.
8. If the motion for reconsideration is made, the debate and vote on whether to reconsider shall be scheduled no sooner than the completion of the consideration of all the proposals that have been presented on the by-mail ballot.
9. Given the fixed duration of a one-day business meeting, any pending motions for reconsideration that have not been voted on by the end of the business meeting shall have no effect on the prior votes that are the subject to any pending reconsideration motions.

5.4.4.2 Motions to amend or rescind previously approved matters: The procedures applicable to these motions depends on the process by which the matter was previously approved as is addressed in sections 5.4.4.3 and 5.4.4.4 of this *Supplement*.

5.4.4.3 Matter previously approved as a result of a by-mail ballot: Final approval of a motion to rescind or amend a proposal that was previously approved as a result of the adoption of a by-mail-ballot proposal shall not be permitted at the business meeting. Such motions, if approved at the business meeting, shall be presented to the entire Fellowship by inclusion on a special by-mail ballot before the next year's business meeting or on the by-mail ballot for the next year's business meeting. Approval to place such a motion on a future by-mail ballot requires only a simple majority.

5.4.4.4 Matter previously approved by other means: If the motion to amend or rescind addresses a matter that was previously approved at a prior business meeting or by the Board of Trustees, approval requires adoption by a two-thirds majority when there has not been *advance notice* of the motion. *Advance notice* is covered in section 5.2.1 of 5.4.1 through 5.4.4 of this *Supplement*. But, only a simple majority is required to place the matter on a future by-mail ballot. Additional requirements are covered in section 9.0 of the *Standing Rules*.

5.5 Specific situations when some or all secondary motions are not allowed: There are specific situations specified in these rules when there are restrictions on secondary motions that are otherwise permitted. Generally, these restrictions have been included for one of two reasons: (1) to ensure the integrity of the by-mail voting process; or (2) for simplicity in the process when the restrictions place no meaningful limitation on the parliamentary process. Among the cases in the *Standing Rules* to which restrictions apply are the following:

1. In section 8.1.2 during the initial voting on by-mail ballot proposals.
2. In sections 9.2.10.2, and 9.3.10.2 during the proceedings related to the use of a special by-mail ballot.
3. In section 9.3.7.2 during the proceedings related to considering whether a proposal should have immediate effect.
4. In section 11.9.8.1 during the election process, a motion to elect by acclamation is not permitted

5.6 Questions for Clarification: Although there is no specific provision in *Robert's Rules of Order* covering the topic of *Questions to Clarify*, these questions have been permitted in every set of *Standing Rules* used since their first use at the 2007 annual business meeting. But

problems that arose during the 2012 business meeting demonstrated the limited guidance previously provided by the rules was insufficient. Thus more detailed guidance is provided in the sections that follow.

5.6.1 Clarification policy for use with these rules: Once the proposal has been read or summarized, the floor shall be open for any questions seeking clarification about the proposal. This is not a time for comments for or against the proposal, whether such comments are expressed in the form of questions or answers. Clarification involves the requesting or the providing of factual information concerning a proposal. Discussion covering the explanation of the meaning and the effects of a proposal is within the scope of clarification. Any discussion on the merits of the proposal—that is whether or not the proposal should be adopted—is outside the scope of clarification and must be ruled out of order by the presiding officer. Discussion on whether a proposal should be adopted is proper only during debate.

5.6.2 Role of the presiding officer during *Questions to Clarify*: All questions to clarify must be directed to the presiding officer, who may direct the questions to another member to provide an answer. Additionally, while the presiding officer must allow necessary clarification, the presiding officer must pay close attention during periods of clarification so that the following problems are not allowed to occur:

1. The presiding officer must be careful not to allow the clarification period to develop into an extended colloquy between members or to take the semblance of debate.
2. The presiding officer must be alert to any dilatory tactics that occur during the clarification period. Such tactics include the asking of pointless or redundant questions, or the repeated asking of the same question by one or more members. Once such conduct is evident, the presiding officer must rule it out of order.⁵²

5.6.3 Clarification for proposals on the by-mail ballot: Ordinarily there should be less need for clarification for proposals that appear on the by-mail ballot than for proposals offered in *New Business*. Given the limited time available during the one-day business meeting, it is important that delegate couples and members attending the business take time before the business meeting to review the information available on the by-mail ballot proposals including any on-line discussion forum that is provided for. Additionally, prior to the business meeting, questions may be submitted to the Structure Committee by e-mail.⁵³

5.6.3.1 Clarification in the case of alternative proposals: When there is set of alternative proposals on the ballot, more extensive clarification may be appropriate, particularly when the first proposal in the set is addressed. In this situation, the scope of clarification may be expanded to include factual information that compares and contrasts the alternatives in terms of meaning and effects. But the restrictions covered in section 5.6.1 must be enforced: Discussion on the merits of the proposal—that is whether or not a proposal should be adopted—is outside the scope of clarification and must be ruled out of order by the presiding officer. In some cases, it may be appropriate for the presiding officer to permit a *motion to consider informally*. See section 5.4.1 through 5.4.4 of this *Supplement* for the circumstances in which this motion may be appropriate.

5.6.4 Request for Information: If appropriate clarification of the business at hand is needed by a member of the assembly during the proceedings at a point other than a specific period covering *questions to clarify*, that member may use a *Request for Information* to seek clarification. The member may interrupt a speaker to make this request if it requires an immediate answer.⁵⁴ But no member should interrupt a speaker with an inquiry if it can reasonably wait until the speaker is finished speaking.

5.6.5 When a Request for Information interrupts debate: If the presiding officer allows an answer to be given to a Request for Information during a period of allotted time for debate, the time consumed to pose and answer the request shall not be taken out of time allotted to the speaker.

5.7 Guide to Parliamentary Procedure: The Structure Committee is authorized to publish and maintain an informational guide on parliamentary procedure applicable to the annual meetings. The guide shall address the procedures as specified in the Standing Rules and the Supplement. The guide shall not include any modification to these Standing Rules. In the event that there is any conflict between the information provided in the guide and the provisions of the Standing Rules or this Supplement, the latter shall take precedence.

6.0 The History of the Development of the Standing Rules

6.1 The early years 2006 through 2011.

6.1.1 The 2006 Bylaw Amendments: When the bylaw amendments enabling delegate-couple voting were adopted at the 2006 Annual Business Meeting in Boston, the amendments adopted expressed a preference for the use of by-mail voting. The purpose was to ensure that the decisions made at the annual business meeting are guided by the collective group conscience of the entire membership to the maximum extent possible.

6.1.2 The 2010 Challenge to By-Mail Voting: At the 2010 annual business meeting, a proposed amendment to the Bylaws to preclude the combining of by-mail votes with those of the delegates present at the business meeting was rejected by the Fellowship.⁵⁵ The changes to the proposed standing rules for 2011 were made to minimize the potential problems raised in *Robert's Rules of Order*, which advises against combining by-mail voting with the voting of delegates in attendance.⁵⁶

6.1.3 Experience with the Standing Rules: 2007 through 2010: In 2011 the Structure Committee formulated the proposed standing rules after assessing the rules used at the four prior business meetings, from the 2007 meeting in St. Louis through the 2010 meeting in Niagara Falls. The rules used in 2007, 2008, and 2010 were basically the same while a simplification to the rules was used at the 2009 meeting in Fort Lauderdale. The standing rules used in the 2009 required the vote on the original proposals included in the ballot before any amendments to these proposals were considered. In contrast, the rules used at the other three meetings permitted the voting on amendments prior to the vote on the proposals as stated in the by-mail ballots, a process that resulted in much confusion and inefficiency.

6.1.4 Voting on Bylaw Amendments between the 2007 and the 2008 Business Meetings: Another factor in the Structure Committee's formulation of the proposed rules for 2011 was the Fellowship's experience with by-mailing voting on proposed bylaw amendments between the 2007 and the 2008 business meetings. The delegates at the 2007 business meeting voted to send two proposed bylaw amendments out to the Fellowship on a special by-mail ballot so that these amendments, if approved, would become effective prior to the 2008 business meeting. One amendment on the special by-mail ballot received the required 75 per cent majority and the other did not. The 2011 proposed standing rules provided for the option of a special by-mail ballot.

6.2 The changes made for the 2012 rules: Since the permanent standing rules are largely based on the standing rules adopted for the 2012 annual meetings, the details of the changes in the rules for 2012 are summarized in the following subsections.

6.2.1 The starting point was the 2011 version of the proposed rules: The 2011 rules were devised to capture the most effective of the rules used the previous four years, 2007 through 2010. In 2011, the committee concluded its assessment by stating the procedures incorporated in the 2011 rules represented what it saw as the best compromises to deal with the complexity imposed by combining by-mail votes with those of the delegates present. The changes made for 2012 relied to a major degree on the compromises that served as a basis for the 2011 rules. The changes in the 2012 were principally due to two reasons: (1) the inclusion of provisions dealing with a number of new topics; and (2) the inclusion of a number of provisions that explicitly cover a number of matters that were implicit in the conduct of the business meetings for the last five years, but that were never explicitly included in the rules.

6.2.2 Provisions covering new topics: There were a number of topics covered in the 2012 proposed rules that were not addressed previously. The following list summarizes the major new topics covered in the 2012 rules:

- 1. The Annual Board-Election Meeting:** The previous editions of the rules only covered the business meeting; in 2012 provisions were added to cover the election meeting, usually held on Sunday morning of the convention weekend.
- 2. Participants attending remotely:** The Bylaws were amended in 2010 to permit RCA members and delegates to attend the business meeting remotely—presently by either teleconference or by means of Skype. In 2012 a number of provisions were added to cover various aspects of remote participation.
- 3. Dealing with a set of alternative proposals:** The by-mail ballot for the 2012 business meeting included alternative proposals on a single topic. This was the first time that this had occurred since the delegate-couple voting process was instituted in 2007. The 2012 rules included provisions that covered the procedures for dealing with alternative proposals on the same topic.
- 4. Proposed special rule of order establishing higher approval thresholds for some proposals:** Since it was possible that this special rule of order could be adopted in 2012, the committee included provisions in the rules that permitted the delegate couples at the business meeting to make the final decision as to which policy proposals should require a higher approval threshold (a two-thirds majority rather than a simple majority).
- 5. Special quorum requirement of Missouri law:** Provisions were added to address a special quorum requirement applicable under Missouri law (representation of one-third of the RCA member groups). This requirement applies when the subject matter of a proposal made during *New Business* is outside the scope of the notice provided to the member groups through the by-mail ballot. The question that must be addressed is whether the subject matter of the proposal in question is reasonably related to the subject matter of any of the by-mail-ballot proposals.

6.2.3 Making explicit meeting practices that had not been included in the rules: Seven new sections were added to the rules to explicitly cover practices or to cover principles that were implicit in the conduct of previous business meetings. One of these new sections was added to cover the election meeting. The following new sections were added:

1. **Governing authorities:** A new section was added to address the governing authorities applicable to the meetings (now section 2.0 of this *Supplement*).
2. **Presiding officer and appointed positions:** A new section was added addressing who may serve as the presiding officer during the meetings and addressing the key appointed positions required to support the conduct of the meetings (now section 4.0 of the *Standing Rules*).
3. **Recognition to speak:** A new section was added addressing the process by which those participating in the assembly, either locally or remotely, are recognized by the presiding officer (now section 5.0 of the *Standing Rules*).
4. **Sequence of proceedings in the business meeting:** A new section was added to document the steps required for the conduct of the business meeting (now section 6.0 of the *Standing Rules*).
5. **Amendment process:** A new section was added detailing the steps in the amendment process (now section 3.0 of this *Supplement*).
6. **Secondary motions:** A new section was added detailing the steps required to deal with secondary motions (excluding amendments) (now section 4.0 of this *Supplement*).
7. **The election meeting:** A new section was added to provide the procedures applicable to the election meeting. (now section 11.0 of the *Standing Rules*)

6.2.4 Additional sequence diagrams: The sequence diagrams were included in Appendix Two. This appendix was separately bound for ease of use during the meetings. The diagrams illustrate the steps in the major proceedings conducted during the course of the meetings. These diagrams were intended for use as aids to assist attendees in participating in the meetings and in following the course of the proceedings. In 2011 there were three sequence diagrams included in the appendix. In 2012 the set was expanded to nine diagrams.

6.3 Adoption of Permanent Standing Rules

6.3.1 Motion presented by the Structure Committee: Authorization to develop permanent standing rules was granted at the 2012 annual business meeting. During *New Business* at the 2012 business meeting, the Structure Committee requested authorization to send out a special by-mail ballot, after the 2012 business meeting but before the next business meeting, and to include on that ballot a proposal to adopt standing rules for use at subsequent annual meetings. Thus, each business meeting would not be required to spend the first part of the meeting adopting an entire set of standing rules. The result would be to allow the delegates at the business meeting more time to focus on the other matters that have been brought before them.

6.3.2 Approval of the motion and subsequent implementation: The motion was passed by the delegate couples (seventeen in favor, none opposed, and two abstaining). After updating the 2012 rules, the Structure Committee issued the notice of the special ballot and the ballot in January 2013 with the requirement that ballots be returned in May 2013. On May 08, 2013, the Fellowship approved *RCA Special Rule of Order No. 3* and thus the Standing Rules referenced therein. Approval was by a 96% majority of the member groups voting (20 in favor, 1 oppose, and one abstaining).

6.4 Comparison of the Standing Rules to Prior Versions

6.4.1 Overview: The rules for the annual business meeting are basically the same as those approved by the delegates for use at the 2011 and 2012 business meetings. The rules for the annual election meeting are the same as those approved by the delegates for use at the 2012 annual election meeting—the first election meeting that has been covered by written rules.

6.4.2 Details of the changes to the 2012 Standing Rules that are included in the permanent rules: While the key features of the permanent rules are basically the same as the standing rules approved by the delegate couples for use at the 2012 annual meetings, several changes were incorporated in the permanent rules. The following list provides a brief summary of the changes that have been incorporated in these:

1. The authority permitting adoption of permanent standing rules is different from that used for the annual standing rules adopted for each convention.
 - a. Prior to these permanent standing rules, the rules for each annual convention were adopted annually under the provisions of *Robert's Rules of Order* covering conventions of delegates (*see* sections 58 and 59 of *Robert's Rules*).
 - b. The convention provisions permitted the simplifications to the requirements of *Robert's Rules* that have been included in the Standing Rules used at each annual convention from 2007 through 2012. But these provisions required that the standing rules be adopted each year at the beginning of each annual business meeting.⁵⁷
 - c. To enact permanent standing rules, reliance has been placed on the provisions in *Robert's Rules* covering special-rules-of-order (*see* section 2 of *Robert's Rules*). Use of the special-rule-of-order provisions also permits the use of the simplifications to *Robert's Rules* that have been used at the last six annual conventions.⁵⁸
 - d. Standing rules require approval by a two-thirds majority whether they are enacted under the conventions provisions or the special-rules-of-order provisions of *Robert's Rules*. Thus, there is no change in the majority required for approval.
 - e. Modification of the basis for the adoption of the standing rules required changes in three areas of the 2012 standing rules.
 - i. In section 2.3 the discussion of the authority for adoption of the standing rules has been updated.
 - ii. Section 7.0, covering the sequence of the proceedings at the business meeting, has been simplified by the elimination of the procedures used to adopt standing rules each year, rules that were only applicable to that year's annual convention.
 - iii. Additionally, section 18.0, addressing modification of the standing rules, has been updated to reflect the requirements applicable to the modification of standing rules enacted pursuant to a special-rule-of-order.
2. Several new provisions have been added to section 16.0 covering the modification and clarification of the parliamentary procedures to be used at the annual meetings.
 - a. A provision has been added to permit limited informal discussion to take place during the course of the business meeting. The addition of this provision is based on the Structure Committee's assessment that there were two occasions during the course of the 2012 business meeting when the proceedings could of had been facilitated if informal discussion had been permitted. *See* section 16.4.1.4.
 - b. During the course of the 2012 business meeting, there was some confusion as to the permissible scope of questions for clarification. To help alleviate any confusion in the future, more detailed guidelines on the scope of permissible questions to clarify are included in section 16.6.
 - c. A several new provisions have been added in section 16.0 to provide reference information to help clarify various provisions of parliamentary procedures covered in *Robert's Rules*.

3. Finally, there has been significant editing of a number of the provisions to improve the clarity and the consistency of presentation.

7.0 Reference information: factors to consider under *Special-Rule-of-Order Two*.

7.1 *Special-Rule-of-Order Two*: This special-rule-of-order states as follows:

“Rule 2: Vote Required for a Policy that is Designated as a ‘Fellowship Approved Policy’. To designate a significant, substantive policy as a ‘Fellowship Approved Policy,’ approval shall require a two-thirds majority of the delegate couples of RCA member groups voting.

Proviso: This special rule shall be effective on the date of its passage. This special rule of order is not applicable to those types of procedural policies that will ordinarily be included in the RCA-WSO Policies and Procedures Manual. Whether this special rule is applicable to a proposed policy shall be initially determined by the Structure Committee when the final notice of wording of a proposed policy is published. This decision of the committee may be challenged at the annual business meeting, prior to the tallying of votes on the policy. If challenged, the delegate couples in attendance at the meeting will determine, by a majority vote, if the special rule applies.”

7.2 The basis for this rule: Under basic concepts of 12-step recovery, substantial unanimity should be sought by a 12-step Fellowship when it makes an important decision, particularly when the decision establishes or modifies a significant, substantive policy. But the present reality for the RCA-WSO is that the Fellowship has a one-day business meeting in which to address all matters brought before it. Thus decisions must be made by using a voting process. Adoption of a significant, substantive policy should require more support than a simple majority. To ensure that there is broad acceptance of a significant, substantive Fellowship policy, a two-thirds majority should be required.

7.3 A judgment call: Since any proposed policy may have a mixture of substantive and procedural elements, it is a judgment call as to whether this special rule should be applicable to a proposed policy. Requiring a two-thirds majority for all matters would run the risk of impeding the ability of the Fellowship to decide the many ordinary matters that are addressed at the annual business meeting. Many of these matters either are procedural in nature or are in the nature of business-judgment decisions related to the operations of the WSO.

7.4 Factors to be considered: Among the factors to be weighed when deciding whether a matter involves a significant, substantive policy are the following:

1. If the matter is largely procedural in nature, establishing procedures to be followed but not resulting in the approval of any specific item or action, this factor would suggest that the special-rule-of-order should not apply.
2. If the matter involves a business-judgment involving the expenditure of funds, the matter would ordinarily be decided by the Board of Trustees. If a matter involving this type of business judgment is brought before the Fellowship at the annual business, special-rule-of order two should not apply unless the matter has some unusual significance.
3. If the matter is highly controversial within the Fellowship, this factor would suggest that the special-rule-of-order might be applied, particularly if there are other factors suggesting its application.

4. If the matter involves a policy which is largely substantive in nature and the policy has a significant impact on the Fellowship or on member groups, this factor would suggest that special-rule-of order two should apply.

7.5 Challenge at the Business Meeting to the Initial Determination: The judgment on whether Special-Rule-of-Order Two applies will be initially made by the Structure Committee. This determination by the committee is subject to challenge at the annual business meeting. If challenged, the delegate couples in attendance at the meeting will determine, by a majority vote, if the special rule applies.

7.6 Subsequent Changes to a *Fellowship Approved Policy*. If a change is proposed to a previously adopted *Fellowship Approved Policy*, the required majority for the approval of the change is a two-thirds majority in favor, the same majority that was required for the original passage.

8.0 Reference Information: Questions for Clarification

8.1 Background Guidance in *Robert's Rules*: There is very little specific guidance in *Robert's Rules* regarding procedures for members of an assembly to seek clarification on a pending motion. But *Robert's Rules* does provide some procedures and discussion that enunciate some principles upon which an appropriate clarification process may be based. Among the relevant procedures and discussion are the following:

1. In *Robert's Rules* the incidental motion *request for information* is defined as “a request directed to the chair, or through the chair to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.”⁵⁹
2. Other guidance can be inferred from the discussion in *Robert's Rules* of *allowable explanation of a pending undebatable motion*, which states in pertinent part:⁶⁰

“Sometimes business may be expedited by allowing a few words of factual explanation while an undebatable motion is pending. The distinction between debate and asking questions or making brief suggestions should be kept in mind in this connection. The [presiding officer] should be careful not to allow this type of consultation to develop into an extended colloquy between members or to take the semblance of debate”
3. At several places in *Robert's Rules* “debate” is defined or explained:
 - (1) *Debate* “is the parliamentary name given to any discussion of the merits of a motion.”¹
 - (2) The term *debate* “applies to discussion on the merits of a pending question—that is whether the proposal under consideration should, or should not be agreed to.”⁶¹
 - (3) Statements made in debate “must have bearing on whether the immediately pending motion should be adopted.”⁶²

8.2 Guidance in the *Standard Code of Parliamentary Procedure*: The *Standard Code* provides a number of points that relate to the need and scope for *Questions to Clarify*. Among them are the following:

1. The *Standard Code* specifies *The Right to Information* as follows:⁶³

“Every member has the right to know the meaning of the question before the assembly and what its effect will be. The presiding officer should keep the pending motion clearly before the assembly at all times and, when necessary should explain it or call on some member to do so. Any motion and its effects should be explained if there are any members

who do not understand it, members have a right to request information on any motion they do not understand so that they may vote intelligently.”

2. The *Standard Code* provides the following guidance, in pertinent part, on what is not debate:⁶⁴

“A brief comment or remark by the proposer of a motion before stating it is generally permissible. Similarly, a brief explanatory remark or question is sometimes permitted on an undebatable motion. An inquiry, or a brief suggestion or explanation, is not debate.

• • •

Before voting on a question every member is entitled to know precisely what the question is and what its effects will be and is entitled to ask for a reasonable explanation or to raise a parliamentary inquiry.”

3. The seeking clarification is not without important limits. In this regard the *Standard Code* provides the following guidance on *Dilatory Tactics*:⁶⁵

“Dilatory tactics—that is, delaying the proposal or the vote on a subject by making unnecessary motions, asking pointless questions, or talking around and not on the question—are always out of order. As soon as it is evident that a member or group of members is using dilatory tactics, the presiding officer should point out that such conduct is out of order. If members persist in dilatory tactics, the chair should refuse to recognize them or should rule them out of order.”

9.0 Tables and Forms Applicable to the Annual Meetings.

9.1 Election Form: The election ballot is as follows:

Candidate Couples (First names and First Letter of Last Name for each partner) (Their Home Group: enter city, state, province, or country to identify.)				You may vote for up to ___ couples. Indicate your vote by inserting a check mark for the couples you select.
Seq.	Partner 1	Partner 2	Home RCA Group:	
1.				
2.				
3.				
4.				
5.				
6.				

7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

9.2 Sequence Diagrams: Sequence diagrams covering the steps in the major proceedings conducted during the course of the business and election meetings are in a separate document for ease of use. These diagrams are intended to be used as aids to assist attendees in following the course of the proceedings at each meeting. Not all individuals may find the diagrams helpful, in which case the diagrams can be ignored.

10.0 Correction of clerical and grammatical errors.

10.1 Reformatting of the Standing Rules: Pursuant to section 14.4 of the Standing Rules, the RCA-WSO Structure Committee is authorized to correct clerical and grammatical errors found in these rules as long as these changes do not involve substantive changes. All such corrections will be summarized in a table that will be a part of this appendix. Since the approval by the Fellowship on May 08, 2013, there have been no substantive changes to the Standing Rules, On October 05, 2014, the Structure Committee transferred all reference, explanatory, and historical materials to a separately bound Supplement to the Rules. This reformatting was done to improve the usability of the Standing Rules without cluttering the basic rules with reference, explanatory, or historical materials. Additionally, some redundant and non-substantive materials were removed. The following table summarizes the details of the reformatting.

Summary of Non-Substantive Changes Made during Reformatting	
I. Non-Substantive Deletions:	
1.	The ten-page detailed table of comments was deleted. (pages ii to xi)

Summary of Non-Substantive Changes Made during Reformatting	
2.	The seven-page non-substantive summary was deleted. (page 1 to 7)
3.	A second alternative procedure for dealing with amendments to failed ballot proposals was deleted. The simpler alternative procedure remains. Having two procedures for the same process added unnecessary complication to the rules. Results in: deletion of several subsections in section 8.2 of the rules; deletion of section 8.4 in its entirety; and modifications to sections 8.2.6 and 9.1.1
II. Transfer of explanatory, historical, and reference materials supporting the <i>Standing Rules</i> to the <i>Supplement</i>	
4.	The following sections were transferred to the supplement: 2.0; 11.0; 12.0; 16.0; and Appendices 1 through 6.
5.	Sections 1 through 4 of Appendix 1 were combined into one chronologically-ordered history of the rules.
III. Miscellaneous Non-Substantive Revisions.	
6	Section numbers and cross-references were updated when required. Footnotes were converted to end notes and all end note were included in the <i>Supplement</i> .
7.	Section 10.0 on New Business (section 9.0 in the reformatted Rules) was reorganized in to single linear presentation of the requirements rather than repeating similar provisions in a parallel presentation.
8.	Rather than repeating several identical provisions in sections 9.0 and 10.0, cross references were used.

Endnotes:

Endnotes for the Standing Rules.

- ¹ The following conventions are used for cross-referencing within these standing rules: all numbered subdivisions of the rules are referred to as *sections*, for example section 2.0 or section 2.1 or section 2.1.1 When a section includes numbered, lower-level subdivisions, the cross-reference is intended to include any numbered, lower-level subdivision within the referenced section. For example a cross-reference to section 2.1 is intended to include the numbered, lower-level subdivisions 2.1.1 through 2.1.6.
- ² General information on secondary motions, parliamentary inquiries, and appeals is provided in the *Structure Committee's Guide to Parliamentary Procedure*. This guide is not a part of these Standing Rules, but it is a useful reference source that is easier to use during the meetings than referring directly to *Robert's Rules of Order*.
- ³ RONR (11th ed. 2011) § 47, pp. 452–54
- ⁴ *See, for example*, section 5.4.1.4 of the *Supplement*.
- ⁵ *See generally* RONR (11th ed. 2011) § 3, pp. 29–31 and § 42, pp. 376–83
- ⁶ RONR (11th ed. 2011) § 3, p. 30, ll. 10–13 (in pertinent part).
- ⁷ Title 23 of the Missouri revised statutes includes the following provision in section 281 of chapter 355, which reads, in pertinent part: "*Quorum requirement*. 1. Unless this chapter or the articles or bylaws provide for a higher or lower quorum, ten percent of the votes entitled to be cast on a matter must be represented at a meeting of members to constitute a quorum on that matter." Since neither the RCA–WSO articles of incorporation nor the Bylaws contain a provision addressing quorum, the requirement of the statute applies.
- ⁸ Title 23 of the Missouri revised statutes also includes a second quorum provision in section 281 of chapter 355, which reads, in pertinent part: "*Quorum requirement*. 4. Unless one-third or more of the voting power is present in person or by proxy, the only matters that may be voted upon at an annual or regular meeting of members are those matters that are described in the meeting notice." *See* item 4 in sections 9.5 and section 9.5.1 of the *Rules*
- ⁹ *See also* section 5.2.1 of the *Supplement*.
- ¹⁰ This second quorum requirement is interpreted to only preclude final action on a proposal when its conditions

are not met. It does not preclude the placement of a proposal on a by-mail ballot (the entire Fellowship will receive notice of the proposal, and each member group will have the opportunity to vote on the proposal). Moreover, it does not preclude a vote to refer because again in this case no final action is taken.

- 11 Title 23 of the Missouri revised statutes includes the following applicable provision in section 231 of chapter 355, which reads, in pertinent part: “*Annual, regular meetings.* 4. At the annual meeting: (1) The president and chief financial officer shall report on the activities and financial condition of the corporation;”
- 12 Secondary motions are addressed in section 5.2.3.1 of the *Supplement* and in the *Structure Committee’s Guide to Parliamentary Procedure*.
- 13 Described in section 5.4.1.4 of the *Supplement*
- 13a Additional guidance on Special-Rule-of-Order Two is provided in section 11.0 of the *Supplement*.
- 13b The clarification process is covered in section 5.6 of the *Supplement*. Ordinarily there should be less need for clarification for proposals that appear on the by-mail ballot than for proposals offered in *New Business* (see section 5.6.3 of the *Supplement*).
- 14 See section 5.6.3.1 of the *Supplement*.
- 15 See section 5.4.1.4 of the *Supplement* for the circumstances in which this motion may be appropriate.
- 15a Special Rule of Order Two is summarized in section 7.0 of the *Supplement*.
- 16 If clarification is requested, it may be helpful to read the four factors that are listed in section 11.4 of the *Supplement*.
- 17 Whether the proposal passed or failed on the initial vote, if the matter is considered during *New Business*, the motion to amend or refer is an *incidental main motion*, as described in section 5.2.6 of the *Supplement*.
- 18 Submit to structure@recovering-couples.org.
- 18a See Bylaws paragraphs 3.6 and 3.6.1.3. See also Concepts of Service One and Two.
- 19 See section 5.4.1.4 of the *Supplement*.
- 21 The procedures for secondary motions are covered in section § 3.0 (amendments) and 4.0 (other secondary motions) of the *Supplement*.
- 21 a If there is, the limitations on the clarification process are covered by section 5.6.1 of the *Supplement*.
- 22 For background information on “secondary motions,” see RONR (11th ed. 2011) § 5, p. 58, l. 1 through p. 62, l. 10. See also the *Structure Committee’s Guide to Parliamentary Procedure*
- 23 A “main motion” brings business before an assembly. The motions included on the by-mail ballot are all “main motions.” During the *New Business* portion of the annual business meeting, each new topic considered is presented by means of a “main motion.” The subject matter of a “main motion” may encompass proposed bylaw amendments, special rules of order, and any other matter properly presented to the delegate couples for their consideration. See section 16.2.6 for the categories of main motions.
- 24 See RONR (11th ed. 2011) § 42, p. 380, ll. 7–12.
- 25 RONR (11th ed. 2011) § 43, p. 392, ll. 13–17.
- 26 Subject to the limitations covered in section 5.4.3.1 of the *Supplement*.

Endnotes for the Supplement to the Standing Rules:

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- 1 There are other Federal and state statutes that give Federal law governs the RCA-WSO status as a non-profit charitable organization. In addition the business operations in California are governed by California law. The RCA-WSO is registered as a foreign (out-of-state) corporation in California. In certain aspects of the operations of the RCA-WSO.
 - 2 RONR (11th ed. 2011) § 2 at p. 16, ll. 1–2 (RONR is the standard abbreviation used to cite to *Robert’s Rules of Order Newly Revised*). The abbreviation “ll.” in the citation stands for *line numbers*. The current edition of *Robert’s Rules* is the eleventh edition, which was published in 2011.

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- ³ RONR (11th ed.2011) § 2 at p. 17, ll. 28–31.
- ⁴ See description of a subordinate board in *Robert’s Rules of Order Newly Revised: In Brief* [RONR: In Brief] (2d ed. 2011) at p. 157. Two provisions of the Bylaws note that the Board is a subordinate board: see paragraphs 4.1.8 and 4.1.10 at item 3.
- ⁵ RONR (11th ed. 2011) § 49 at p. 483, ll. 6–13 (cross-references omitted). The latest version of *Robert’s Rules of Order* is the 2011 eleventh edition which is cited as: RONR (11th ed. 2011). Paragraph 6.1 of the Bylaws adopts the “latest edition of Robert’s Rules of Order” as the parliamentary authority for the RCA–WSO.
- ⁶ RONR (11th ed.2011) § 49 at p. 483, ll. 13–16.
- ⁷ RONR: In Brief (2nd ed. 2011) at p. 157.
- ⁸ RONR (11th ed. 2011) § 12, p. 136, ll. 5–9 (emphasis in the original).
- ⁹ RONR (11th ed. 2011) § 12, p. 136, ll. 16–19
- ¹⁰ RONR (11th ed. 2011) § 12, p. 136, ll. 16–19.
- ¹¹ See generally RONR (11th ed. 2011) § 5, at p. 58–59. These categories are mentioned for completeness: knowledge of the category into which a motion falls is not essential (but is helpful) for active participation in the proceedings at the business and election meetings. Sections 16.2.3 through 16.2.5 provide detailed information on the classification of motions. Additionally, this topic is covered in the *Structure Committee’s Guide to Parliamentary Procedure*
- ¹² As to precedence of motions, see generally RONR (11th ed.) § 5, pp. 60–62 and table at tinted page 4 (the tinted pages follow page 669). See also RONR: In Brief (2nd ed. 2011) at pp. 104–106. See section 16.2.4 which covers the precedence of motions. The *Structure Committee’s Guide to Parliamentary Procedure* includes tables addressing the precedence of secondary motions.
- ¹³ See RONR (11th ed. 2011) § 16, p. 198, l. 26 to p.199, l. 29.
- ¹⁴ See generally, *The Standard Code of Parliamentary Procedure* (as revised by the American Institute of Parliamentarians), (Fourth Edition 2001) and *The Standard Code of Parliamentary Procedure* (as revised by the American Institute of Parliamentarians) (Third Edition 1993). In 2012, the American Institute of Parliamentarians published a new version entitled *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*. This new version includes some new and updated materials but, in large part, follows the 2001 fourth edition of *The Standard Code of Parliamentary Procedure*. This new versions, however, does not include the materials from the third and fourth editions that address certain arcane provisions of *Robert’s Rules*, provisions addressed in section 16.3 of these Standing Rules. Compare fourth edition at Chapter 29 at pages 231 to 237 and third edition at Chapter 29 at pages 221 to 226 with the 2012 version. After reviewing the major changes in the 2012 version, the Structure Committee continues to place primary reliance on selected provisions of the 2001 fourth edition of *The Standard Code of Parliamentary Procedure*. On occasion, reference may be made herein to the 2012 version. When there is conflict between the provisions in the 2012 version and those in the 2001fourth edition, preference is given to the provisions of the 2001 fourth edition.
- ¹⁵ See RONR (11th ed. 2011) § 10 at p.121, l. 19 through p. 124, l. 6 for a discussion of previous notice.
- ¹⁶ Bylaws paragraph 6.2 covers the required submission date for proposed Bylaw amendments (at least 210 days prior to the business meeting). As a matter of prior practice to ensure that the subsequent notice deadlines are met, this deadline is applied to all proposals that are to be included on the by-mail ballot.
- ¹⁷ The 90-day notice requirement is covered by paragraph 3.6.1.1 of the Bylaws
- ¹⁸ Notice within this window is required by applicable Missouri law. See *Missouri Revised Statutes*, Chapter 355, *Nonprofit Corporation Law* at section 251, *Notice of Meeting*, and at section 596, *Amendment [to Bylaws] by Directors and Members* (August 28, 2011).
- ¹⁹ RONR (11th ed. 2011) § 8 at p.82, ll. 6–13.
- ²⁰ RONR (11th ed. 2011) § 8 at p.81, l. 16 through p. 82, l. 5 (in pertinent part),
- ²¹ See generally RONR (11th ed. 2011) § 9 at p.98. The Bylaws in paragraph 3.6.1.4 provide for remote

attendees: “The Delegate Couples are authorized to meet by teleconference or video-conference or by any other technical means that allows the Delegate Couples in attendance at the R.C.A.C. to hear each other at the same time.”

- 22 When used in these rules, the term *assembly* refers to the RCA members and delegate couples in attendance at an annual meeting, either locally or remotely
- 23 RONR (11th ed. 2011) § 6 at p. 62, ll. 18–21.
- 24 RONR (11th ed. 2011) § 6 at p. 62, ll. 34–35. *See also* § 6 at p. 63, ll. 1–14
- 25 RONR (11th ed. 2011) § 6 at p. 66, ll. 30–35
- 26 RONR (11th ed. 2011) § 6 at p. 69, ll. 21–25.
- 27 RONR (11th ed. 2011) § 6 at p. 74, ll. 32–36.
- 28 *See generally* RONR (11th ed. 2011) § 6 at p. 74, l. 36 through p. 75, l. 3.
- 29 RONR (11th ed. 2011) § 5 at p. 60, ll. 13–17.
- 30 RONR (11th ed. 2011) § 5 at p. 61, ll. 4–9.
- 31 RONR (11th ed. 2011) § 5 at p. 59, ll. 18–23 (emphasis deleted).
- 32 This information is based on the simplified table of precedence shown in *Robert’s Rules of Order Newly Revised: In Brief* [RONR: In Brief] (2d ed. 2011) at p. 105. *See also* RONR (11th ed. 2011) chart at tinted page 4 (tinted pages follow page 669).
- 33 RONR (11th ed. 2011) § 6 at p. 61, l. 32 through p. 62, l. 6 (in pertinent part).
- 34 RONR (11th ed. 2011) § 6 at p. 72, ll. 26–30 (cross-reference and emphasis omitted).
- 35 *The Standard Code of Parliamentary Procedure* (4th ed. 2001) Chap. 5 at p. 22.
- 37 RONR (11th ed. 2011) § 10 at p. 100, ll. 12–15 (in pertinent part).
- 38 RONR (11th ed. 2011) § 10 at p. 101, ll. 5–25.
- 39 RONR (11th ed. 2011) § 10 at p. 102, ll. 16–18 (in pertinent part).
- 40 *The Standard Code of Parliamentary Procedure* (4th ed. 2001) Chap. 4 at p. 16 (emphasis added). In the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, 2012 edition, these motions are referred to as *specific main motions*. *See* Chap. 3 at p. 11.
- 41 *See Standard Code*, fourth edition at Chapter 29 at pages 231 to 237 and third edition at Chapter 29 at pages 221 to 226.
- 42 In *Roberts Rules* the *previous question* phrasing is used. *The Standard Code of Parliamentary Procedure* recommends the *move to close debate* phrasing to avoid the confusion that has been caused by the *previous question* phrasing, *See The Standard Code of Parliamentary Procedure* (4th ed. 2001) at Chap. 8 at pp. 65–68.
- 43 Relevant background information on the two basic rules to be followed when there are multiple secondary motions pending is provided in section 16.2.4.
- 44 For background on the *motion to commit or refer*, *see* RONR (11th ed. 2011) § 13 at pp. 168–179.
- 45 As specified in section 16.3, the motions to *commit to a committee of the whole* and to *commit to a quasi-committee of the whole* shall not be permitted.
- 46 For a discussion of the general misuse of the *motion to table*, *see Standard Code* (4th ed. 2001) pp. 70–71.
- 47 RONR (11th ed. 2011) § 25 at p. 260, ll. 19–26.

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- ⁴⁸ RONR (11th ed. 2011) § 25 at p. 263, ll. 15–18 (cross-reference omitted).
- ⁴⁹ RONR (11th ed. 2011) § 25 at p. 263, ll. 29–31 (in pertinent part).
- ⁵⁰ RONR (11th ed. 2011) § 25 at p. 262, ll. 1–4.
- ⁵¹ These modifications to the *motion to reconsider* have been based, in part, on the features of the reconsideration motion contained in the *Standard Code*. See *Standard Code* (4th ed. 2001) at pp. 38–42.
- ⁵² Additional guidance on actions that the presiding officer may take when dealing with dilatory tactics are suggested in point 3 of section 8.5 of the *Supplement*.
- ⁵³ Send to: structure@recovering-couples.org.
- ⁵⁴ See RONR (11th ed. 2011) § 33 at p. 294, ll. 19–23. This motion is also covered in the *Structure Committee’s Guide to Parliamentary Procedure*
- ⁵⁵ While a change to the Bylaws requires a 75 percent majority for passage, this rejected proposal did not receive a simple majority in favor.
- ⁵⁶ RONR (11th ed. 2011) § 45 at p. 423, ll. 25–35.
- ⁵⁷ RONR (11th ed. 2011) § 59 at p. 618, ll. 2–17.
- ⁵⁸ RONR (11th ed. 2011) § 2, p. 16, ll. 1–2 and p. 17, ll. 28–31.
- ⁵⁹ RONR (11th ed. 2011) § 33 at p. 294, ll. 19–23.
- ⁶⁰ RONR (11th ed. 2011) § 43 at p. 396, ll. 17–25 (in pertinent part).
- ⁶¹ RONR (11th ed. 2011) § 3 at p. 29, ll. 12–13.
- ⁶² RONR (11th ed. 2011) § 43 at p. 385, ll. 20–23.
- ⁶³ *Standard Code* (4th ed. 2001) Chap. 2 at p. 9.
- ⁶⁴ *Standard Code* (4th ed. 2001) Chap. 15 at p. 124
- ⁶⁵ *Standard Code* (4th ed. 2001) Chap. 15 at p. 125