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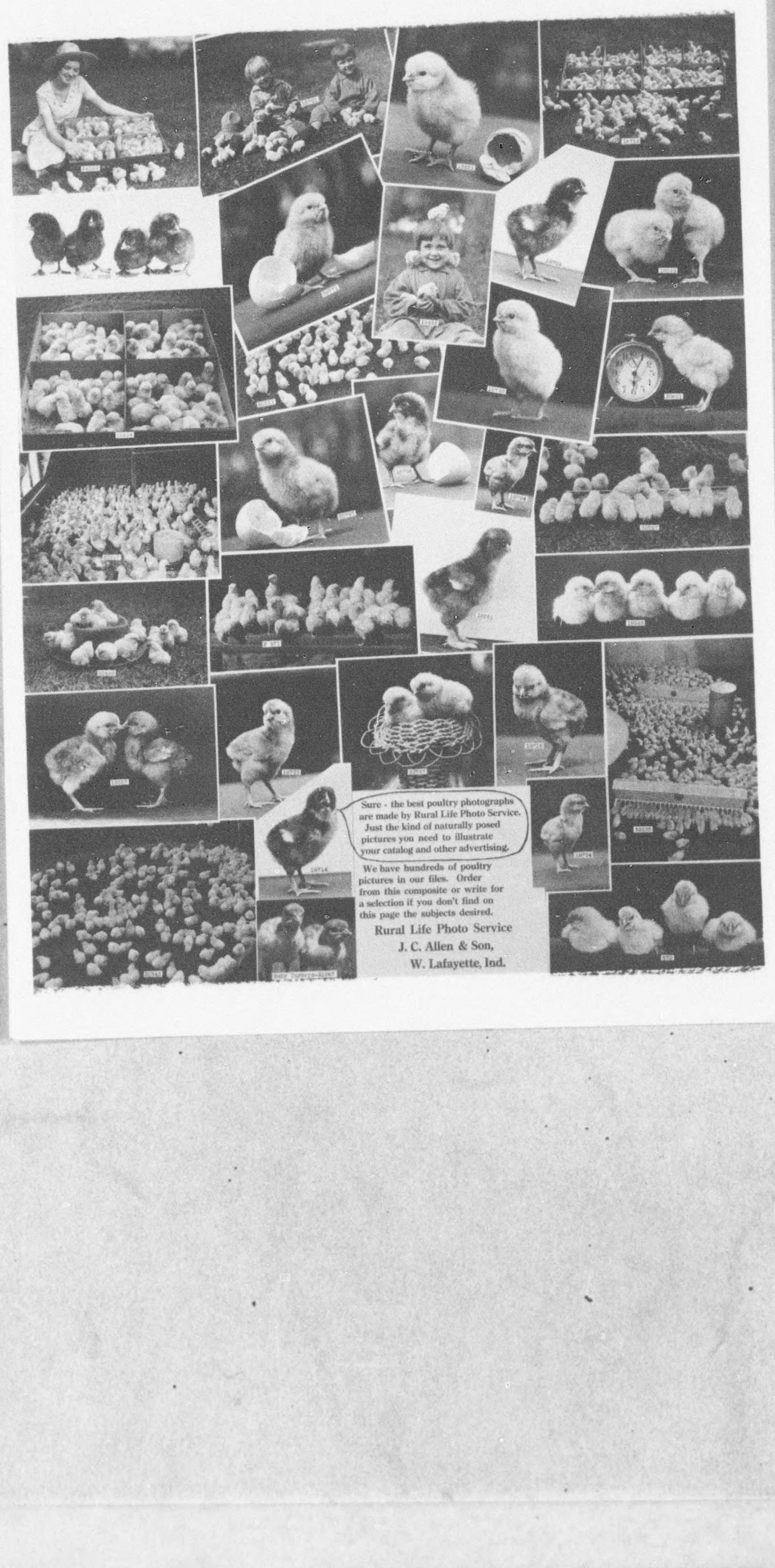

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A Manual

FOR OFFICERS AND MEMBERS OF HOME ECONOMICS EXTENSION UNITS AND STUDY CLUBS

Parliamentary procedure has grown out of a background of democracy. It is designed to help insure democracy in practice. For this reason, some method of parliamentary practice should become a part of the business procedure of every group or organization in a democratic country. This bulletin gives in simple form, parliamentary procedure needed in conducting a business meeting. It is also designed to help officers and members of Home Economics Extension Units and Study Clubs in performing their duties.

Oregon State System of Higher Education
Federal Cooperative Extension Service
Oregon State College
Corvallis

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A Manual for Officers and Members of Home Economics Extension Units and Study Clubs

by

AZALEA SAGER
State Home Demonstration Leader

Parliamentary law is based on the principle of equality of membership, free discussion, the will of the majority to prevail and at the same time protect the minority by guaranteeing the individual certain privileges, and the rule of one thing at a time. Good procedure in meetings is valuable in order that the business of the organization may be accomplished in a dignified way and in the shortest time.

IMPORTANCE OF LEADERSHIP

A home, a club, a community, a nation, cannot exist long as a unit without leadership. A real leader is one whose personality, ability, and knowledge are such that others are willing to work with him toward certain ideals. Only through properly trained leaders can any organization function and develop to the best advantage. There are many persons with potential qualities of leadership who have never had an opportunity to develop them and who, with proper training and experience, may become effective leaders in their community.

CHARACTERISTICS OF LEADERSHIP

"Leadership is the more or less intangible quality of knowledge and power of feeling or friendliness, which when exercised by a good personality in a common-sense way, secures, first, attention, then respect, and finally, the confident following of others."—M. C. BURITT.

Every officer, project leader, study club leader, or committee member is a successful leader insofar as she possesses or acquires certain characteristics, abilities, and information. The qualifications of leadership in all these positions are the same, though the specific information necessary to perform the duties of each differs.

Good Address

1. Neat and clean in body and apparel.
2. Good posture.
3. Good voice.
4. Always careful and observant of social customs.
5. A keen sense of humor and not readily offended.
6. A variety of interests and effective in conversation.
7. Genuinely interested in people and seeks to know them better.
8. Attracts and retains friends.

Vitality (Forcefulness)

1. Possesses good physical and mental health.
2. Has the habit of hard and effective work.
3. Takes a positive and aggressive attitude toward personal and professional problems.
4. Gives prompt and definite decisions.

Courage

1. Has ideas and viewpoints of her own based on broad and thorough scholarship, and dares to maintain them.
2. Refuses to grant favors to individuals contrary to her best principles.
3. Gives frank and helpful criticism when it is needed.

Independence, assumption of responsibility

1. Willingly assumes responsibility for direction of important enterprises.
2. Contributes to discussions, even in the face of popular opposition.
3. Aids in the organization of groups.
4. Does more than she is expected and required to do.

Enthusiasm and optimism

1. Is thoroughly convinced of the essential worth of the work she is doing.
2. Shows a whole-hearted purpose in the performance of activities, both at work and at play, and inspires others with the same type of interest.
3. By teaching and example, encourages others to believe in their own efforts.

Sympathy

1. Understands people.
2. Uses judgment in dealing with people of various moods.
3. Is careful not to embarrass people.
4. Is never snobbish or patronizing.
5. Tells associates the good things heard about them.

Loyalty

1. Gives unstinted loyalty to particular group and to friends.
2. Keeps silent about co-workers rather than criticize adversely to outsiders.
3. Is devoted to the organization, but at the same time modifies its policies and practices if necessary.
4. Shows loyalty to honor, justice, truth, and reliability.

Sincerity

1. Is not a self-seeker.
2. Takes credit only for work actually done.
3. Acknowledges own mistakes and takes the blame for them.
4. Is not influenced by personal bias or interest.
5. Practices what she preaches.
6. Presents both sides of a question.

Initiative and originality

1. Perceives new problems.
2. Suggests new solutions and ways of performing them.
3. Is guided in own work by the findings of other experimenters.

4. Makes findings known to others.
5. Has definitely outlined policies for activities she must direct.

Progressiveness

1. Is familiar with current events and topics of general interest.
2. Takes a critical attitude toward own work, methods, and results achieved.
3. Seeks carefully for plans to strengthen work.

DUTIES OF OFFICERS, PROJECT LEADERS, AND MEMBERS

Much of the success of an organization will depend upon the care with which the officers and leaders are chosen. When they are willing to give unselfishly their service for the club and community and yet not neglect their homes, then that club will thrive and flourish. Wise leaders will develop other leaders who will also "carry on."

The Chairman

Duties:

1. To arrange for local meetings (unless delegated to committees)
   a. Date
   b. Place
   c. Comfortable arrangement of room
   d. Equipment and supplies
   e. Luncheon
   f. Publicity
2. To see that all members are notified of any change of meeting date or place. The secretary may be given this responsibility but the chairman is responsible for seeing that it is done.
3. To preside at all meetings (unless incapacitated for duty or one yearly meeting is granted to vice chairman).
4. To open and close meetings at appointed time.
5. To call meetings to order, announce order of business, present all business not presented by members.
6. To see that the requirements of the Constitution are carried out.
7. To see that the proceedings are conducted by parliamentary procedure.
8. To announce the result of each vote and then the next order of business to come before the house.
9. To vote only to break a tie, or to make a tie.
10. While presiding, the chairman never participates in a debate. If she wishes to do so, she may relinquish the chair to the vice chairman or anyone she may choose.
11. To preserve order.
12. To appoint special committees.
13. To appoint standing committees. (The vice chairman may be appointed chairman of one of the important standing committees.)
14. To call special meetings of entire club or committee meetings.
15. To have charge of special and regular elections.
16. To represent club at Program Planning.
17. To attend Organization training meetings.

Etiquette of office:

1. The chairman sets a good example by close observation of parliamentary

usage. For instance, she refers to herself as "your chairman" or "the chair."

2. She stands when:
   a. Putting a question and announcing a vote
   b. Recognizing a member
   c. Addressing house on any subject
   d. Introducing participants in program and visitors.
3. She remains seated during:
   a. Reading of minutes
   b. Talks, demonstrations, reading of papers
   c. Debate, unless necessary to demand order.

Responsibilities:

1. Cooperate with county and state Extension workers.
2. Understand the aims and objectives of Extension work and the broad scope of the work.
3. See that project leaders have sufficient time for presenting their demonstration.
4. Be responsible for appointing substitute project leaders if regular project leaders cannot attend training meetings.
5. Help and encourage project leaders. Create and secure good attention for them.
6. See that every member has some responsibility during the year.
7. See that arrangements are made for taking care of children at meetings.
8. See that members understand their responsibility toward cooperators' reports.
9. Encourage song and recreation leaders to function at every meeting.
10. See that group sponsors 4-H club work.
11. Welcome new women in community to membership.
12. Encourage club participation in community and county affairs.
13. Attend State Council annual meeting as representative of Unit or Club and report on State program.

The Vice Chairman

1. Presides in the absence of the chairman and assumes other duties of chairman on request.
2. In case of resignation of chairman, succeeds her in office.
3. Chairman of one standing committee. Standing committee possibilities:

Finance	Publicity
Housing	Hospitality
Luncheon	Standard Extension Unit
Membership	Community Enterprises
	4-H Club

The Secretary

Qualifications:

1. Ability to organize material in writing minutes. Bear in mind that minutes are merely a record of what is done at meetings; therefore, the secretary should not inject her personal comments or opinions.
2. Knowledge of parliamentary law and Constitution and Bylaws of organization.

Duties:

1. Keep accurate current record book and transfer those items starred to the county office annually on report.

*a. Attendance
Members
Nonmembers
*b. Officers and project leaders by years.
c. Reports
Copies of all reports
*Secretary's monthly reports
Delegates' reports
*Cooperators' reports
*Secretary's annual report
d. Programs
County
*Local
e. Minutes
*f. Record of all finances

2. Send out notices of meetings if necessary.
3. Prepare order of business with chairman.
4. Keep directory of members, nonmembers, officers, and project leaders.
5. Call roll when requested.
6. Keep minutes of meeting (see page 21).
7. Assist chairman on questions of parliamentary procedure.
8. During course of meeting, address chairman as to what business is in order.
9. Read any communication that should be brought before the body.
10. Sign, jointly with the President, all orders on the treasury authorized by action in business meetings, unless this is otherwise specified in the Bylaws.
11. Notify officers, delegates, or committee members of appointment or election if absent when appointment or election took place.
12. Preside at meetings in absence of Chairman and Vice Chairman until Chairman pro tem is elected.
13. Collect cooperators' reports.
14. Have charge of all special documents of organization except Treasurer's books.
15. Send monthly reports to office of home demonstration agent. This report should include a copy of the minutes of the meeting, a record of the work being done in the community. Collect all possible material from meetings, project leaders, and members so as to make report a complete picture of month's work.
16. Prepare annual report and send to home demonstration agent. (See Duty 1.)
17. If there is but one secretary she conducts all the official correspondence of the organization.

Etiquette of Office:

The secretary is seated at the right of the chairman and is ready to assist chairman at all times.

The Treasurer

Qualifications:
1. Should be familiar with simple accounting methods.
2. Must be honest and accurate.

Duties:

1. Has charge of all funds of organization.
2. Present statement at every business meeting, unless only given quarterly, and make annual report.
3. Pay all bills authorized by organization.
4. Be prepared to furnish evidence of receipt or disbursement of funds.
5. Always have specific authorization from organization to spend money.
6. In case of a community project where the treasurer is handling sums of money, for her own protection she should ask for a periodic audit of the books.

Note.—In most of Oregon's Home Economics Extension Units or Study Clubs, the work of the treasurer is not heavy and so the office is frequently combined with that of secretary. Dues are purely a matter of the local unit, county committee, and State Extension Council.

The Librarian

Duties:

1. Has charge of bulletins and mimeographed circulars.
2. Brings library collection to unit and study club meetings for display. Briefly reports on new bulletins available.
3. Has charge of loaning material; keeping records of same.
4. If organization has cooperative library project, has charge of books from county library, reporting on new books at meetings, keeping records of books loaned; obtains and returns books either to home demonstration agent or county library; attends unit librarian's planning meetings.

The Project Leader

Qualifications:

1. Ability both to receive information and to pass it on to others.
2. Ability either to give a demonstration or to lead a discussion. Be able to acquire the techniques of either.
3. Have great interest in the project.
4. Especially adept in that particular project so as to have respect of community.
5. Sufficient time from home duties to not only attend training meetings, but practice with cooperator before demonstrating at meetings.
6. Means of transportation to and from training meetings. (In many of the Extension Units and Study Clubs, leaders' transportation costs to and from training meetings are met by the local group.)
7. Dependable.
8. Strong desire to help others.
9. Willingness to adopt improved practices in her own home life.
10. Alertness in checking program and results at completion of short-time project or periodically with long-time project.

Duties:

1. Act as leader of work with the project in the community.
2. Attend all leader training meetings. As soon as possible after the leader training meeting, go over material to organize it. Make new and condensed notes.
3. Practice demonstration with cooperator before demonstrating at meeting. If leading discussion, see that assistant has some part. Practice aloud for timing.

4. Obtain demonstration kit from home demonstration agent office and return to office immediately following meeting.
5. Prepare necessary illustrative material.
6. Keep records and make reports of meetings held and work done.
7. Check with chairman on arrangement of room.
   a. Have sitting room for all members; allow no one to stand.
   b. Have group seated in such a way that they face away from light in windows.
   c. For demonstration, arrange group in semicircle; for discussion, around a table or in a semicircle.
   d. Have room well ventilated.
8. Some demonstrations entail time in setting them up; be ready when meeting is called to order at regular time.
9. Check on all equipment needed.
10. Check on mimeographs and circulars for distribution at meeting.

Members

Duties:

1. Attend every meeting of the club possible and take an active part in business meetings, programs, and recreational features.
2. Attend county meetings.
3. Assist in the community program planning.
4. Participate in community and county project undertakings.
5. Pass on the information gained to others in the community.
6. Cooperate by carrying out in the home the teachings of the Extension Service.
7. Keep records and make reports.
8. Interest new members.
9. Be on time.
10. Accept committee or program responsibilities cheerfully.
11. Strive to grow mentally and spiritually.
12. Be loyal to self and fellow members. Discourage destructive criticism.

Etiquette:

1. Stand when addressing the chair, as in making a motion, discussing a question before the house, or making a committee report. After addressing chair, wait for recognition. (In small groups this formal procedure is not necessary.)
2. Address chair as "Madam chairman."
3. Never stand to get recognition from the chair while another member has the floor.
4. If considerate of others, show officers and project leaders an appreciation of their efforts. Refrain from whispering and talking during business meeting or program.
5. Refrain from hand work during business meeting, or any other part of program unless it is part of the program.
6. Should consider assembly as a whole and speak loudly enough to be heard by all.

ORDER OF BUSINESS

Every well-conducted organization has an accepted order of business. Following is the usual order of regular meetings:

Call to order and purpose of day
Roll call
Reading of minutes of previous meeting (approval, if not previously done)
Report of treasurer
Report of standing committees
Report of special committees
Report of project leaders
Unfinished business
Communications and bills
New business
Program
Announcements
Adjournment

Note.—The time of the business meeting varies in different organizations. For example, some Extension Units open the morning session with the business, then proceed to the project demonstration or discussion; while others hold the business meeting following the luncheon hour and in the middle of the morning and afternoon demonstration; while still other groups hold the demonstration or discussion first and close with the business session. The time of the business session depends on the local group.

DETAILED PROCEDURE OF A BUSINESS MEETING

1. Call to order	*Chairman stands.* "The meeting will please come to order." If it is not a regular meeting, she should state the purpose.
2. Roll call	*Chairman:* "We will have the secretary call the roll." The secretary rises. Each member responds when her name is called. Roll call may be omitted entirely.
3. Reading minutes of previous meeting	*Chairman:* "The secretary will read the minutes of the last meeting." Secretary rises and reads the minutes. If they have been approved at previous meeting, they are read for instruction only. If not approved, when she has finished the secretary resumes her seat and the Chair says, "You have heard the minutes. Are there any additions or corrections?" Corrections may be made by members of the assembly upon standing and addressing the chair, or by the chairman who instructs the secretary as to what changes should be made. The secretary then makes the changes and, if they are numerous, the minutes should be reread as corrected. If the minutes are approved now and an error is noted later, a vote is then required to amend them. For example of minutes, see page 21. *Chairman:* "Are there any corrections?" (pause) "There being none, the minutes stand approved as read." Or, if corrections have been made, the Chair says, "The minutes stand approved as corrected."
4. Treasurer's report	*Chairman:* "We will now have the treasurer's report." Treasurer stands and reads report which should include balance at given time, itemized expenditures, amount received and sources of it, balance. For example, see pages 21 and 22.

Chairman: "What shall we do with the report of the treasurer?"
Member: "Madam Chairman, I move it be accepted." (Member should stand.)
Member: "I second the motion." (Member need not stand.)
Chairman: "It has been moved and seconded that the report of the treasurer be accepted. Those in favor say Aye; those opposed, No. The Ayes have it and the report is accepted."

5. Report of Standing Committees

Report of Special Committees

Only such committees need be called on as have a report to make at this time. In each case the chairman calls upon the chairman of the committee to make the report. Officers and committee chairman seated at front table or on platform speak from that point. Those seated in house may speak from that point if all can hear. For example:

Chairman: "May we now have the report of the membership committee?" (standing committee)
Chairman of Committee: "Madam Chairman, the membership committee presents the following report. Total membership ..... New members since last report (give names). Number of visitors present....."
This report, since it is that of a standing committee and contains nothing controversial, may be accepted in the following way:
Chairman: "You have heard the report of the committee. If there are no objections, the work of the membership committee will be accepted." Any expression of appreciation of committee's work may be given by the chairman.

6. Report of Project Leaders

The report of project or lay leaders may take the form on which action is needed, or it may be in the form of plans for the next project leader meeting. If action is needed, see page 14.

7. Unfinished Business

This includes any business left over from a previous meeting. For example:

Chairman: "We will now consider business postponed from the last meeting. You will recall that a motion was offered that the chairman appoint a committee to make a survey of undernourished children in our schools. Some of our members questioned whether this was feasible and a motion was made to postpone action upon the appointment of such a committee until this meeting. You have had time to consider the matter and are now able to discuss and vote upon it. The secretary will read the motion."

Secretary reads motion. If no second from floor, the chair asks, "Is there a second to this motion?" If no

second, the motion is lost. If seconded, the chair proceeds to open up discussion and take vote in customary way.
Each item of unfinished business must be disposed of separately before the house can take up new business.

8. Communications and Bills

Chairman: "Will the secretary read the communications." The corresponding secretary reads all letters or communications, whether acknowledgements, invitations, appeals, or bills. If there is only one secretary, she performs the duties of both recording and corresponding secretary. If action is needed, proceed in usual way, see page 14.

9. New business

Chairman: "Has anyone any new business to present before this meeting?" Chair recognizes first person to stand. The new business may be presented in the form of a resolution, or a simple motion from the floor. A motion must be presented and seconded, then opened to discussion before voting. See pages 12 and 13.

10. Program

Chairman: "The demonstration today (or discussion) will be on . . . . . and will be led by Mrs. . . . . ."

11. Adjournment

If a definite time has been set for adjournment, the chairman may say, "The time for adjournment has arrived. The meeting is adjourned." If no time has been set, the chairman says, "If there is no further business, motion for adjournment is in order."
Member: "Madam Chairman, I move we adjourn."
Chairman: "Is there a second to this motion?"
Member: "I second the motion."
Chairman: "It has been moved and seconded that we adjourn. All in favor signify by saying Aye, contrary, No. Meeting stands adjourned."

SIMPLE PARLIAMENTARY PROCEDURE

Matters may be brought before the house for deliberation in three ways: motions, committee reports, and communications.

1. By main motion

Bringing motion before the house (obtain the floor):

This is done by standing and addressing the chairman, by saying, "Madam Chairman." The chairman then recognizes the speaker by saying, "Mrs. . . . ."

Stating the motion:

A motion is stated in some such form as "I move that . . . ." or "I move the adoption of the following resolution . . ."

Seconding the motion:

The motion cannot be discussed until seconded, and unless it receives a second it is lost. Any member other than the one who made

it, may second the motion. He need not rise to do so, but say, "I second the motion."

Putting the question:

Motion must be repeated in full by chairman. This statement to be made is: "The motion has been made and seconded that . . . .; is there any discussion?"

Discussion:

All desiring to participate in the discussion must first rise and be recognized by the Chair. Only one member may have the floor at one time. After the floor has been thus assigned to a member, he cannot be interrupted by a call for the "question," or by a motion to adjourn, or for any other purpose by either the Chair or any member *except* to have entered on the minutes a motion "to reconsider" and accept a call for the "orders of the day" or a "question of privilege." The chairman recognizes speakers for both sides of the question. No member should dominate the discussion. If much debate, one speaker may not be allowed the floor more than three times.

Closing debate:

A member may call for "previous question," commonly called "question." The chairman may close the discussion by saying, "Are you ready for the question?" The call of "question" does not compel the Chair to take the vote if there are others who desire to speak on the question. This is a very common error. The correct procedure is to address the Chair, and after recognition to say "I move the previous question." This motion must be seconded. After it has been seconded, the Chair will say "Shall the previous question be now put? All in favor . . . ." If there is a two-thirds affirmative vote the motion at issue is put to a vote at once; but if the "previous question" does not carry, the motion at issue is still open for discussion. Also if the "previous question" is laid on the table, the motion at issue before the house can be debated.

The action to "put the previous question" applies to whatever motion is under discussion at the time. For example, if the question before the house has amendments, and the "previous question" is called and approved, the vote must be taken at once beginning first with the amendments. If the "previous question" is specifically called on an amendment, and approved, however, the vote is on the amendment only, and the main question remains open for debate and further amendment.

Taking the vote:

The chairman repeats the motion with any amendment that may have been added. Voting methods:

a. Acclamation or by "Aye" and "No."
b. Standing or by raising the hand.
c. Roll call.
d. Balloting.
e. Vote of chairman. In most cases the chairman does not vote. If the vote of the chairman will make a tie and she is a member of the body and has not voted, however, she may cast her vote and thereby cause a tie. The motion is then lost. If the vote is a tie without the vote of the chairman, she may, if

she wishes, cast her vote in the affirmative and thus carry the motion. When voting by ballot, the chairman must vote with the other members and then has no deciding vote.

Announcing vote:

Chairman: "The Ayes have it and the motion has been adopted;" "The No's have it and the motion is lost." Or if method b, c, or d is used, the number for and against is announced by the chairman.

2. **By committee reports**

Committee reports may be of three kinds, reports of:

a. Work done
b. Recommendations
c. Work done and recommendations.

Ways of presenting reports:

Chairman of Committee: "Madam Chairman, the committee on . . . submits the following report": (reads report). The report should be signed by the entire committee or by the name and title of the chairman of the committee and the report handed to the secretary.

Methods of acting on reports:

a. By motion

If a report carries recommendations, or work done and recommendations, the chairman of the committee should move the adoption of the report before sitting down. Another member of the committee should second the motion. If the report embodies only a record of work done and no recommendations, its acceptance should be moved and seconded by members who are not on the committee.

b. By silent consent

If no comments are made and the report carries no recommendations, the chairman may say, "If there is no objection, this report will be accepted as read." This procedure is a time saver and may be used to good advantage but it should not bar discussion.

3. **By communications**

The secretary, not the chairman, reads any communications that should be brought before the body. If they embody recommendations or resolutions, they should be handled as questions. If not understood, they may be informally discussed and then acted upon.

MOTIONS

A "motion" is the accepted name applied to the procedure of getting a matter before a group. The motion under consideration is often called "the question."

There are two major types of main motions, depending upon the form in which they are presented. There are simple motions and resolutions. After being presented to the assembly, they are both considered in the same manner. Simple motions are usually short and presented before the assembly without

much previous thought. Resolutions are often long and usually the result of careful thought and planning. They are always written and take such form as:

"Whereas, this community has a large group of boys and girls of 4-H club age . . .

"Be it resolved . . . ."

There are four kinds of motions: (1) Main or principal motions; (2) Subsidiary motions; (3) Incidental motions; and (4) Privileged motions.

1. **Main or principal motion** (may be in form of either simple motion or resolution) is made to bring any particular subject before the group for its consideration. While this is pending or until it has been adopted, rejected, or otherwise disposed of, no other *main motion* may be introduced. It is one of the lowest values and yields to all other motions. See diagram.

2. **Subsidiary motions** are those used to modify the main motion or dispose of it in some other way than by direct vote. They must be decided before the main motion to which they are applied is acted upon. They are considered after Incidental and Privilege motions, however. (See diagram.) Each subsidiary motion takes precedence over those below it. They are defined following order in chart, from lowest to highest.

TO POSTPONE INDEFINITELY. The object is to defeat the measure. It is debatable. It may be reconsidered.

AMENDMENT. A change made in the previous motion. An amendment is debatable and may be reconsidered.

Amendments must be related to the motion. They may be by:

(1) Addition of words
(2) Substitution of words
(3) Elimination of words

Form of stating amendments:

"Madam Chairman, I move that the motion be amended by adding (or substituting, or eliminating) the words . . ."

TO AMEND THE AMENDMENT. The second amendment must relate to the first amendment. Only two amendments may be under consideration by an assembly at one time; an amendment to a question, and an amendment to the amendment. If there is a question with two such amendments, the vote is taken first on the amendment to the amendment, and if that carries, then on the amendment as amended, and if that carries, then on the original motion as thus amended. If the amendment to the amendment carries but the first amendment loses, then only the original motion is left. If the second amendment loses and first amendment carries, then the original motion with the *first* amendment of course remains. After the assembly has disposed of one or both of the amendments pending, other amendments may be offered. If the "previous question" is approved on an amendment it means that a vote on the amendment must be taken at once, but the original question is still open for debate.

REFER TO A COMMITTEE. The usual form of the motion is to "refer the matter to a committee," and it is well to name in the motion the committee, if a standing one, or the method to be used in selecting the committee. This is discussed under "committees." Such a

motion is debatable, and may be amended by altering the committee, or by giving it more specific instructions.

TO POSTPONE TO A DEFINITE TIME. The object is to postpone consideration of the question to a certain time. The question should then be taken up at the specified time. Its only amendment possible is that of changing the time. It is debatable.

PREVIOUS QUESTION. Its object is to bring the question which is under consideration before the assembly for vote without further debate. It cannot be debated and cannot be amended. It requires a two-thirds vote for its adoption.

LAY ON THE TABLE. The purpose is to postpone consideration to a more convenient time. This is often considered a polite way of defeating a motion with the assumption that it is to lie on the table permanently. If carried, a motion to "lay on the table" usually takes with it everything concerned with the question. It is not debatable, and cannot be amended.

3. **Incidental motions** are motions that arise incidentally in considering other motions and must be disposed of before the main motion or subsidiary motion can be acted upon. (See diagram.) These motions are listed in order of their importance; that is "question of order" takes precedence over all those listed underneath it. (See diagram.)

Requests growing out of business pending:

a. *Parliamentary inquiry.* Any member not understanding the parliamentary procedure may rise and request chair for explanation.

b. *Requests for information.* Any member not understanding question before house may request information.

c. *Withdraw a motion.* Permitting a previous motion to be withdrawn. It is not debatable, cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who made it with the consent of the person who seconded it, if done before stated by the chair. If it has been stated by the Chair it cannot be withdrawn without consent of the members of the Assembly. If anyone objects, it must either go to a vote, or a motion must be made to withdraw it. Consent is usually determined by the Chair asking the question, "Mrs. . . . desires to withdraw her motion. Are there any objections?"

d. *Reading of papers.* Every member has the right to hear papers read once before she is compelled to vote on them. When thus requested, the chairman may ask that the papers be read, or may put the question to a vote of the assembly. Such a motion cannot be debated or amended.

e. *To be excused from duty.* Any member may request to be excused from duty but should state the reason why.

DIVIDE A MOTION. A motion should have one main idea involved. If two or more main ideas are involved, the motion should be divided and action taken on each.

OBJECTION TO CONSIDERATION OF A QUESTION. The object of this motion is to avoid consideration of a question which is irrelevant or otherwise improper. Such an objection may be made to any principal motion, but only when it is first introduced and before it is debated. It cannot be made when another member has the floor, and does not require a second. It cannot be debated or amended. The chairman may decide the point, or may put the question, "Will the assembly consider it?" If decided in the negative by a two-thirds vote, the matter is dismissed.

SUSPEND THE RULES. Used in urgent cases to save time. Usually resorted to only by unanimous consent. Cannot be amended or reconsidered.

APPEAL FROM DECISION OF CHAIR. Any member disagreeing with a decision of the chairman may thus put the matter to a vote of the assembly. This is in order, even though another member has the floor. The member rises saying, "I appeal from the decision of the chair." If the appeal is seconded, the chairman must say, "Shall the decision of the chair be sustained?" It cannot be amended but may be reconsidered. A tie vote sustains the chair.

POINT OF ORDER. To correct disorder in the proceedings or in the deportment of members. Any member may obtain the floor and say, "I rise to a point of order." The member then states the point, and the chairman decides whether it is well taken. It does not require a second, and cannot be debated except that the chairman may ask for the opinions of others before giving his decision. Neither can it be amended, but it may be reconsidered.

4. **Privileged motion** is one relating to the well-being of the group or any of its members. It takes precedence over all other questions. (See diagram.) These privileged motions are listed in accordance with their importance. For example, a motion to fix "time and place to adjourn" takes precedence over all others.

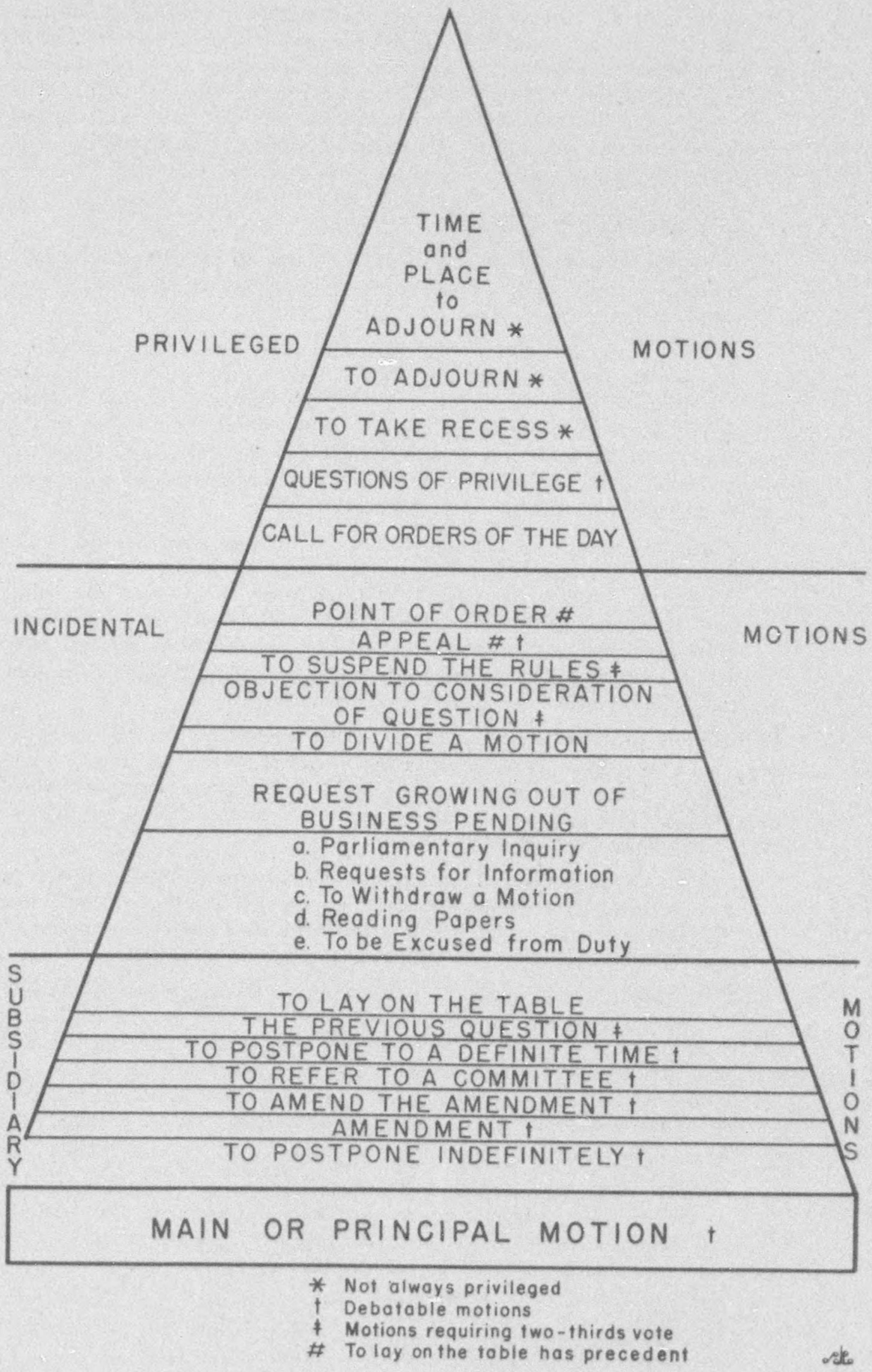
ORDERS OF THE DAY. This commonly refers to the order in which the assembly has decided to take up certain matters of business. To change this order of business after the time for consideration of each question is once set requires a vote of the assembly.

QUESTIONS OF PRIVILEGE. Concerned with the health or well-being of the members. The form is: "Madam Chairman, I rise to a question of privilege." The chairman then says, "The speaker will state his question of privilege." The chairman then decides on the merits of the case. Although another member may have the floor, the question is in order, and requires no second. It is debatable, may be amended, and may be reconsidered.

RECESS, TAKE A. Used to secure for the members a resting period or intermission without adjourning the meeting. If the time to resume the meeting is named in the motion to take a recess, it cannot be amended or debated. If the time is not named, however, it may be debated or amended.

TO ADJOURN. If order of business has fixed time for adjournment, the chairman may say, "The time of adjournment has arrived. The

DIAGRAM OF PARLIAMENTARY MOTIONS



* Not always privileged
† Debatable motions
‡ Motions requiring two-thirds vote
# To lay on the table has precedent

meeting is adjourned." If no set time has been stated, the chairman may ask for a motion for adjournment. Or a member may move for adjournment at any time except:

a. When a speaker is speaking from the floor.
b. When the assembly is engaged in voting.
c. When the Chair is stating or putting the question.
d. During the verification of a vote.

RESIGNATIONS

A resignation is handled as a main motion; or it may be referred to a committee which is instructed to ask the member to reconsider. If handled as a motion, the chairman should say, "You have heard the resignation, the question is on its acceptance. Is there any discussion?" (pause) "All those in favor say Aye, opposed, No. The Ayes have it and the resignation is accepted."

COMMITTEES

Committees may be appointed by the chairman or elected by the body, or selected by the chairman of the committee. The motion to form a committee should state the number of members and method of their selection, and the work of the committee. For example of a motion to form a committee:

Member: "I move that the chairman appoint a committee of three to investigate the cost of building a stage in the hall and report at the next meeting."

Committees are of three different kinds: (1) Standing; (2) Special; and (3) Committee of the whole.

1. **Standing.** Serving throughout the year.
   Example: Membership Committee, Finance Committee.

2. **Special.** Serving for a short time for a specific purpose with or without time limit. Example: Fair Committee.

3. **Committee of the whole.** When by motion of a member, the group becomes a committee of the whole, the chairman appoints some member to take her place as chairman pro tem and leaves the chair. Each member may speak as frequently as she desires. A report is formulated, the meeting again convenes, the chairman returns to the chair, and the chairman pro tem reports as chairman of the committee. The action taken is the same as for any other committee report.

NOMINATIONS AND ELECTIONS

Nominations may be made in three ways: (1) by committee, (2) from the floor, or (3) by ballot.

1. **Nominations by committee**
   A nominating committee saves time and should insure careful selection. The committee should be appointed or elected one month in advance of the election of officers. Persons whose names appear on the ballot should have been interviewed and should have given their consent to be considered as candidates.

The committee reports as follows: "Madam Chairman, the nominating committee desires to submit the following report: The following persons have consented to permit the use of their names as candidates for the several offices of this organization for the ensuing year:

Chairman—Mrs. S.
Vice-Chairman—Mrs. G.
Secretary-Treasurer—Mrs. M.

Respectfully submitted,

.....

.....

Committee on Nominations"

Chairman: "Are there any other nominations?" (pause)

If other nominations are made, names are voted on separately. If no other nominations are made and the constitution provides no definite method, the secretary may be asked to ballot.

Chairman: "If there are no other nominations the secretary will cast one ballot for the ticket as read." The secretary after writing the names on the ballot hands it to the chairman saying, "I hereby cast the unanimous ballot of the organization for the candidates for the several offices of this organization for the ensuing year."

The chairman announces the vote by saying, "The persons recommended by the nominating committee are unanimously elected." (Reads names.)

2. **Nominations from the floor**

Chairman: "Nominations are in order for chairman." Nominations are made from the floor and written on board if available.
Chairman: "Are there any other nominations? (pause) If not, I declare the nominations closed and appoint Mrs. X. and Mrs. Y. as tellers."

Tellers' duties:

a. Distribute and collect ballots
b. Count votes and record them
   (1) Total number of votes cast
   (2) Number necessary to elect
   (3) Number of votes cast for each person

The vote report is handed to chair, who announces results. *Chairman:* "Mrs. A, having received the majority of all votes cast, is duly elected chairman of this unit." The same procedure is followed in electing all other officers.

3. **Nomination by ballot**

Teller distributes ballots and members write name of candidate desired. Tellers write out report and announce result. A *second vote* by ballot must be taken to *elect* as a nominating ballot cannot be made an election ballot. Nominations from the floor cannot be made.

METHODS OF VOTING

Voting may be done by any of the methods described on page 13.

ORDER OF MINUTES

Good minutes are a valuable asset to any organization. They are an accurate account of what is done in the business meeting. They should be in ink and in a bound book. In writing minutes the following order should be used:

1. Kind of meeting
2. Name of organization
3. Date
4. Place
5. Presence or absence of regular officers and members
6. Action on minutes (whether the minutes of the previous meeting were approved or this action dispensed with)
7. Treasurer's report
8. Reports
   - Standing committees:
     - Name of committee, with its chairman, is recorded.
     - Synopsis of reports of standing committees is included.
     - Entire report is placed on file.
   - Special committees:
     - Entire report of special committees with recommendations is usually entered on minutes.
   - Delegates and project leaders:

   Note.—Copies of all reports should be given to secretary.
9. Motions and resolutions
   - All motions and resolutions are recorded but if withdrawn at same meeting they need not be kept in record.
   - Name of maker of motion is recorded.
   - The form of recording motions is as follows:
     - "Mrs. A moved that . . ." Seconded and adopted.
   - Record number of negative and affirmative votes if rising vote is taken.
10. Statements
    - All important statements are recorded even though action on them is not taken.
11. Brief summary of program of day.
12. Indicate approval of minutes by writing "Approved."

SAMPLE OF TREASURER'S REPORT

The financial report is given for information of members. The following brief report is a form usable when the finances are a very minor part of the work.

Report of the treasurer of the.....
Extension Unit for the quarter ending.....

RECEIPTS

Balance on hand, January 1	$	$ 3.00
One-act plays	10.00	
Members' dues	3.00	13.00
Total		$ 16.00

DISBURSEMENTS

Rent of hall	$ 3.00	$
Programs	.50	
Flowers for	1.00	
County Committee dues	1.00	5.50
Balance on hand, March 31		10.50
Total		$ 16.00

.....
Treasurer

HOME EXTENSION UNIT CONSTITUTION

ARTICLE I. NAME. The name of this group shall be the.....
Home Extension Unit.

ARTICLE II. OBJECT. The object shall be to cooperate with the Extension Service of Oregon State College in a Home Economics program of education, recreation, and community improvement.

ARTICLE III. MEMBERSHIP. The membership shall be unlimited.

ARTICLE IV. OFFICERS. The officers shall be a chairman, vice chairman, secretary, and treasurer, who shall be elected at an adjourned meeting succeeding the adoption of the constitution, and shall hold office until the annual meeting, when their successors shall be elected as prescribed in Article VII of this constitution.

ARTICLE V. EXECUTIVE COMMITTEE.

ARTICLE VI. PROJECT LEADERS AND STANDING COMMITTEES. In counties having home demonstration agents, project leaders may be appointed annually for each project included in the program, if the project is organized on a local leader basis. These may be appointed by the chairman from volunteers in conference with the county home demonstration agent; or a nominating committee may be appointed by the chairman to nominate project leaders after conference with home demonstration agent, the project leaders to be elected as other officers. Standing committee shall be appointed by the chairman at the first regular meeting after the annual meeting, to serve for the term of one year.

ARTICLE VII. PROGRAMS. Program and project material to be used by the groups is provided by the Home Economics Division of the Extension Service at Oregon State College. In counties having home demonstration agents the organization and supervision of home extension units are in their charge.

Section 1. The annual meeting shall be held each year at the last regular meeting before Program Planning Day, for the election of officers and receiving of annual reports, and any other business that may come regularly before the group. The term of office shall be one year, or until the successors are elected and installed. Officers elected shall enter on the discharge of their duties immediately preceding the adjournment of the annual meeting.

No officer may be elected to a given office for more than three consecutive years.

Section 2. Nominations shall be by a nominating committee selected by the members.

Section 3. Election shall be by personal ballot. A majority of those present and voting shall constitute an election.

ARTICLE VIII. AMENDMENTS. This constitution may be amended at any regular meeting by a two-thirds vote of those present and voting, provided the amendments have been submitted in writing at the previous meeting, and with the approval of the county Home Economics Extension committee in those counties having home demonstration agents, and of the State Leader of Home Economics Extension in other counties.

BYLAWS

ARTICLE I. DUTIES OF OFFICERS.

Section 1. It shall be the duty of the Chairman to preside at all meetings, regular and special, of the group and of the executive committee. She shall be ex-officio members of all committees, but shall not be required to attend committee meetings.

Section 2. It shall be the duty of the Vice Chairman to perform all the duties of the Chairman in her absence or her inability to serve.

Section 3. It shall be the duty of the Secretary to keep the minutes of all regular and special meetings, and to attend to the correspondence of the group, and to make out and send reports to the home demonstration agent after the meetings.

Section 4. It shall be the duty of the Treasurer to take charge of all moneys of the group. She shall pay all bills upon order of the group. She shall keep a full and accurate account of moneys received and expended, and shall report at each regular meeting.

ARTICLE II. DUES. Dues may be.....per annum for each member, payable during the month of the annual meeting; or necessary funds shall be raised for expenses as determined by the Unit.

ARTICLE III. REGULAR AND SPECIAL MEETINGS.

Section 1. The regular meeting of the group shall be held the..... week of each month, or as necessary for carrying out the Unit program, unless otherwise ordered by the executive committee.

Section 2. Special meetings of the group may be called at the discretion of the Chairman.

Section 3. Meetings of the executive committee shall be called at the discretion of the Chairman.

ARTICLE IV. PARLIAMENTARY RULES. Roberts' Rules of Order, revised, shall be authority on all questions of parliamentary law not covered by the Constitution and Bylaws.

ARTICLE V. AMENDMENTS. These bylaws may be amended at any regular meeting of the group by a two-thirds vote of those members present and voting, providing the proposed amendment has been submitted in writing at the previous meeting, and with the approval of the county Home Economics Extension Committee in those counties having home demonstration agents, and of the State Leader of Home Economics Extension in other counties.

CONSTITUTION OF

..... COUNTY HOME EXTENSION COMMITTEE

ARTICLE I. NAME. The name of this organization shall be the..... County Home Extension Committee.

ARTICLE II. OBJECT. The object of the.....County Home Extension Committee shall be to cooperate with the United States Department of Agriculture, the State College, and.....County through the office of the State Leader of Home Economics Extension and county home demonstration agent, in the development and supervision of the county home economics extension program.

ARTICLE III. MEMBERSHIP. Membership shall be of two kinds, active and alumni (or former). Members shall be selected from those women living in the county who have actively participated in local home economics extension projects and who believe it possible to attend all monthly meetings of the county home extension committee. The county home demonstration agent shall be ex-officio member of the County Home Extension Committee.

The first time members shall be elected to serve for the following terms: Two for three years, two for two years, and three for one year. Thereafter three members will be elected annually, two for three years and one for one year. No member shall serve continuously for more than four years.

Alumni or formers shall consist of all members of the county committee who have completed terms on the committee. At least once a year they shall meet with the committee to discuss problems, organization, and policies.

The nominating committee shall consist of three members appointed by the County Committee chairman from the membership of active organized Home Extension Units and special project groups representing the different sections of the county. The home demonstration agent shall act as ex-officio member.

The nominating committee shall report on Program Planning Day, at which time members are elected. The vote shall be by ballot, each cooperating group being allowed one vote. The local chairman shall cast the vote. In her absence the vice chairman, secretary or treasurer, in the order of office, shall cast the vote for the local group. The majority of all votes cast shall constitute an election.

ARTICLE IV. OFFICERS.

Section 1. Officers shall be a chairman, vice chairman, secretary, and treasurer.

Section 2. All officers shall be elected at the first meeting of the committee following Program Planning Day, and shall continue in office one year or until the first meeting following the next annual Program Planning Day.

Section 3. Vacancies shall be filled until the following Program Planning Day by the recommendation of the chairman and the approval of a majority of the members of the committee. A member who is absent three successive meetings shall be dropped from the committee.

ARTICLE V. MEETINGS.

Section 1. Regular meetings shall be held once a month on the.....
.....except during July, August, and December.

Section 2. Meetings during July, August, and December may be held upon the call of the chairman.

Section 3. Special meetings may be called by the chairman, or by any three members.

ARTICLE VI. QUORUM. Four members of the County Home Extension Committee shall constitute a quorum.

ARTICLE VII. AMENDMENTS. This constitution may be amended by any regular meeting of the committee by a two-thirds vote, providing all members of the committee have been notified one month in advance, and providing it has the approval of a majority of the county committee and of the State Leader of Home Economics Extension.

BYLAWS

ARTICLE I. DUES. The committee shall raise annually for its treasury a minimum of ten dollars.

ARTICLE II. DUTIES.

Section 1. Duties of committee members:

a. To assist agent in determining home needs.
b. To determine how the home demonstration agent can serve the home.
c. To help the agent understand the community and its home life.
d. To help the agent to share in community life.
e. To assist in developing a community understanding of the Home Economics Extension program.
f. To help the Extension Service coordinate with other groups in its work, groups interested in home and family life.
g. To help the agent develop an adequate program in homemaking which will be reflected in a changed family and community behavior.

Section 2. Duties of officers shall be such as their titles imply.

Section 3. Duties of Chairman—Appointment of standing committees.

ARTICLE III. COMMITTEES.

ARTICLE IV. MEETINGS. The order of business of all regular meetings shall be:

Call to order
Roll call
Reading of minutes
Report of home demonstration agent
Reports of county project leaders
Communications
Report of treasurer
Report of committees
Unfinished business
New business: Program and calendar for following month
Adjournment

ARTICLE V. AMENDMENTS. These bylaws may be amended at any regular meeting of the committee by a two-thirds vote, providing all members of the committee have been notified one month in advance, and providing it has the approval of a majority of the county committee members and of the State Leader.

OREGON HOME ECONOMICS EXTENSION COUNCIL CONSTITUTION

ARTICLE I. NAME. The name of this organization shall be the Oregon Home Economics Extension Council.

ARTICLE II. OBJECT. The object of the Council shall be to encourage adult education in home economics through the Extension Service, and to co-operate in promoting other educational and recreational programs which have for their purpose the development of home and community life.

ARTICLE III. MEMBERSHIP. Membership in the Council shall consist of two kinds:

(1) *Active:* Those eligible shall be the seven members of each County Home Economics Extension Committee, all past members who have completed their terms of office, and one member of the Home Economics Advisory Committee in each unorganized county.

(2) *Associate:* Those eligible shall include six of the seven members of county Home Economics Extension Advisory Committees in counties not having home demonstration agents, chairmen of local home extension units in counties having home demonstration agents, and individuals interested in the Extension program.

ARTICLE IV. OFFICERS.

Section 1. The elective officers shall consist of a president, a vice president, second vice president, recording secretary, treasurer, historian, and one director from each county having a home demonstration agent and not otherwise represented by an officer. A corresponding secretary shall be appointed by the president during her term of office. No county shall have more than one elective officer. The officers shall constitute the executive board.

Section 2. Officers shall be elected to serve for two consecutive years at the time of the annual meeting in 1937 and biannually thereafter. The active officers may be re-elected to any office, but not to exceed two terms, except the outgoing president, who shall represent her county as director.

Section 3. The State Leader of Home Economics Extension, the President of the Home Demonstration Agents' Association, and the Senior Extension Specialist in Home Economics, shall be members ex-officio of the Executive Committee, provided they are members of the Council.

Section 4. Vacancies in office shall be filled until the next annual meeting by the Executive Committee.

Section 5. A majority of all votes cast shall constitute an election.

ARTICLE V. HONORARY OFFICERS AND MEMBERS. The title Honorary President, or honorary officer of any degree, or honorary member, may be conferred upon a person at any annual meeting by three-fourths vote.

ARTICLE VI. MEETINGS.

Section 1. The annual meeting shall be held during the week of the State Conference for the Study of Home Interests.

Section 2. A state or regional meeting shall be held during the third or fourth quarter of the year.

Section 3. Special meetings may be called by the president or upon request of a majority of members of two County Home Economics Extension committees.

Section 4. A meeting of the Executive Committee shall be held during the week of the Conference for the Study of Home Interests, and at any other time during the year upon the call of the president.

ARTICLE VII. AMENDMENTS. This constitution may be amended at any regular meeting by a two-thirds vote of the active members in attendance, provided that all active members of the Council have received notice of the proposed change at least one month before the meeting.

BYLAWS

ARTICLE I. DUTIES OF OFFICERS.

Section 1. The President of the Council shall preside at regular and special meetings of the Council, and shall perform all duties implied in her title.

Section 2. The vice president and second vice president shall, in the order of their offices, assume the duties of the President in her absence.

Section 3. The recording secretary shall keep in permanent form a record of all action taken at regular and special meetings of the Council and of the Executive Board. The corresponding secretary shall receive and receipt all Council funds, and shall send notices of bills due, and have charge of all correspondence.

Section 4. The recorder shall act as historian and shall include in her annual report to the Council a comprehensive account of the progress of the Home Economics Extension program in the state.

Section 5. The treasurer shall receive from the corresponding secretary all Council funds and give a receipt therefor, and shall make all disbursements only upon a written order from the President of the Council; and shall keep a full and complete record of all moneys received and expended.

Section 6. The directors shall be members of the Executive Committee of the Council.

ARTICLE II. The Executive Committee of the State Council shall meet prior to the meetings of the Council. Not less than one-half the members of the executive committee shall be required to constitute a quorum.

ARTICLE III. COMMITTEES. There shall be.....standing committees.

ARTICLE IV. QUORUM. A majority of the members registered and in attendance shall constitute a quorum.

ARTICLE V. DUES. The annual dues of each county Home Economics committee in counties having home demonstration agents shall be $1.50 per Extension unit actually participating in the Home Extension program during the current year. The annual dues of counties not having home dem-

onstration agents shall be $1.00 per county. The annual dues of all staff members shall be 50 cents. All dues for the current year shall be payable at the annual meeting of the Council.

ARTICLE VI. AMENDMENTS. These bylaws may be amended at any regular meeting by a two-thirds vote of the active members registered or by a majority vote if one month's notice has been given.

ARTICLE VII. RULES OF PROCEDURE. This organization shall be governed by Roberts' Rules of Order in all cases not otherwise provided for in the constitution, bylaws, or standing rules of the organization.

ARTICLE VIII. OREGON HOME ECONOMICS EXTENSION SCHOLARSHIP. A scholarship gift of $25.00 shall be given each year to a senior in the School of Home Economics at Oregon State College.

ARTICLE IX. TRAVELING EXPENSES. Traveling expenses in the amount of $5.00 each shall be allowed the President, the Recording Secretary, the Corresponding Secretary, and the Treasurer, for the annual meeting of the Council.

SELF-CHECK ON PROJECT MEETINGS CONDUCTED BY TRAINED PROJECT OR LAY LEADERS*

1. Was the business effectively conducted? .....
2. Was there a good summary and check of the last meeting? ..... Report of results? .....
3. Was adequate provision made for physical comfort, air, light, heat? ..... Were the women tired? ..... Kept too long? .....
4. What was the objective of the meeting? ..... Was it effectively put over? .....
5. Was the subject matter clear? ..... Logical? ..... Accurate? ..... Simply stated? ..... Seemingly clear to all? .....
6. (a) Was the manipulation and technique good? ..... Was the necessary equipment available? ..... Was the equipment used within the reach of those present? .....
   (b) Were the supplies and equipment for demonstration so arranged that all could see the process? .....
   (c) Was the table orderly at all times? .....
   (d) Were the finished products creditable? ..... Attractively displayed? .....
   (e) Was each significant step in demonstration carefully explained? ..... Were a few simple things done well? .....
7. (a) Was the speaker at ease with her subject matter? .....
   (b) Was her appearance neat? ..... Voice pleasant? ..... Well understood? ..... Did she have originality and ingenuity? ..... Did she maintain a pleasant relationship with the group? .....
8. Was the illustrative material adequate and effectively used? .....

COMMON PARLIAMENTARY TERMS

Both officers and members familiarizing themselves with terms commonly used in parliamentary procedure will be better able to conduct and participate in a business meeting.

1. *Acclamation.* A method of voting, page 13.
2. *Accepting a report* is the same as adopting it and should not be confused with *receiving* a report, which is allowing it to be presented to the assembly.
3. *Adjourn.* To close the meeting or session. It is a privilege motion.
4. *Amend.* To change a motion by means of another motion. This proposed change is called an amendment. To amend is a subsidiary motion. See page 15.
5. *Amendment.* A change made in a previous motion. See page 15. Such an amendment is debatable and may be reconsidered.
6. *Assembly.* The group of eligible voters gathered to transact the business of the organization.
7. *Ballot.* A method of voting.
8. *Chairman or The Chair.* The person who presides at the meeting.
9. *Convene.* To meet, or call to order.
10. *Debatable.* The discussion of a motion or question according to the rules of order.
11. *Discussion.* The debating or talking about a motion or question. It must always follow the accepted rules of order.

* Developed by Extenion Nutritionists of Pennsylvania, Virginia, and the Office of Cooperative Extension Work, Washington, D. C.

12. *Floor.* Any place in the formal assembly room, other than the chairman's desk.
13. *House.* The Organization or Club.
14. *Majority.* More than half the votes cast.
15. *Meeting.* The time an assembly remains together without adjournment. A call to order after an adjournment constitutes another meeting.
16. *Minutes.* The written records of the proceedings of the meetings, as kept by the secretary (discussed, page 21).
17. *Motion.* The accepted name applied to the procedure of getting a matter before a group or assembly (discussed under "Motions," page 14).
18. *New business.* Matters which have not been formally discussed before, but are brought up for the first time (discussed under "Accepted Order of Business," page 12).
19. *Nomination.* Suggesting the name of a person for an office, to be used at the time of election. It is not a motion, and requires no second (discussed under "Election of Officers," page 19).
20. *Obtain the floor.* Securing the right to speak, either to make or discuss a motion (discussed under "Motions," page 12).
21. *Parliament.* The law-making body of England. The source from which the term "parliamentary practice" has been derived.
22. *Pending and immediately pending.* A question is said to be pending when it has been stated by the Chair and has not yet been disposed of, either permanently or temporarily. When several questions are pending, the one last stated by the Chair, and therefore the one to be disposed of first is said to be the immediately pending question.
23. *Plurality.* The person receiving the greatest number of votes. It is not necessarily the majority, although it may be.
24. *Proxy vote.* Vote cast for an absent member by some one authorized to act as her substitute.
25. *Question.* The motion before the assembly is called "the question." When members wish to close the discussion and put the matter to a vote they may call "question—question."
26. *Quorum.* A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the constitution.
27. *Reconsider.* "To reconsider" is a means whereby a decision once made and which later seems wrong, may be corrected or changed. It must be made by some person who voted on the affirmative side of the question. It cannot be amended or reconsidered. If carried, the original question is again put before the assembly. It usually takes the order of a principal motion.
28. *Reports.* The records of findings of officers or committees (preferably in written form) which are submitted for consideration and approval at a meeting of the main body.
29. *Rescind.* A motion to rescind is designed to nullify a former action of a group or assembly when it is too late to reconsider the action. It may come up at any meeting as a new motion and has no privileges. If sentiment is exceedingly strong, a motion may be made to "strike from the records" the rescinded action. If carried, the secretary writes across the material in the records "stricken from the records by order of the assembly, (date)."
30. *Resolution.* A formal type of principal motion (discussed under "Motions," page 15).
31. *Second.* An indication that at least a second person approves of the motion.

32. *Special committee.* A committee chosen for some particular purpose (discussed under "Committees," page 19). When its object is attained, the special committee is usually discontinued automatically. A special committee, when it has not completed its work, however, may ask permission of the main body to "sit again."
33. *Standing committee.* A committee appointed for a long period of time, often a year (discussed under "Committees," page 19). Such committees are frequently named in the constitution.
34. *Unanimous ballot.* A ballot cast by the secretary or clerk for a candidate when he is the only person nominated for a particular office, and no one objects to him for that office. The usual form is for the chairman to instruct the secretary to "cast an unanimous ballot" for the candidate for the certain office. If anyone objects, however, the balloting must be done in the usual way.
35. *Unfinished business.* Motions that have not yet been decided, and have been left over from preceding meetings (discussed under "Accepted Order of Business," page 11).
36. *Roberts' Rules of Order.* A manual of rules of order for deliberative assemblies. This is a standard and authoritative source. It should be consulted regarding many detailed points which could not be included in this circular; likewise, as the authority for many statements which have been included.

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Cooperative Extension Work in Agriculture and Home Economics
Wm. A. Schoenfeld, Director
Oregon State College and United States Department of Agriculture, Cooperating
Printed and distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914

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Shikoku Civil Affairs Region
APO 1050, c/o Postmaster
San Francisco, Calif.

27 June 1950

J. C. Allen and Son
West LaFayette, Indiana

Gentlemen:

Thank you very much for your prompt reply to my letter to Mrs. Charles W. Sewell, which she forwarded to you. Also I was very much interested in looking at the sample pictures which you sent. Perhaps since you did not receive my first letter to Mrs. Sewell, I should explain what kind of pictures I am looking for and why I would like them.

I am with the Civil Education Section of Civil Affairs. One of my responsibilities is working with women Home Demonstration Agents. One of them asked me if I would get some pictures of family divisions of responsibilities on American farms. For example, she would like pictures of the kind of work farm women do (such as your print # 24464), what the children can do (such as your print # 18099), what the men do (such as your print # 244294), etc. Here in Japan the women work right with the farmers in the fields and then do all the housework, caring for children, mending, etc. after working all day in the fields. The Home Education Agents are trying to encourage a better division of labor and improvement in living and work so that the women will have more time for themselves.

As you have probably surmised by now, these pictures would not be for publication. They would be simply to illustrate family participation in farm life in the United States. If a set of a dozen pictures or so were not too expensive, I would be interested in buying a few of the 5 x 7 size. Since I will be paying for them personally, I think the smaller size will be satisfactory. I assume the smaller size is less expensive than the 8 - 10 size.

I would appreciate your giving me an estimate of the cost of buying the type of picture I mention. If you could send me some prints for my examination, that would be very satisfactory.

I would also like to inquire if you have any pictures showing activities of agricultural clubs, such as 4-H Clubs. Some of the personnel of Civil Education are interested in this phase of youth activities. If you have any such samples, please send them also.

Thank you very much for your attention to my request. If you would like to have me return the four samples of composite pictures which you sent me, please so indicate in your next letter.

Very truly yours,

Carmen Johnson, DAC

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Shikoku Civil Affairs Region
APO 1050, c/o Postmaster
San Francisco, Calif.

9 June 1950

Mrs. Charles W. Sewell
Administrative Director
Associated Women of the American
Farm Bureau Association
109 N. Wabash Ave.
Chicago, 2, Ill.

Dear Mrs. Sewell:

I received your letter of 3 January 1950 some months ago. In it you stated that my request for pictures had been referred to Mr. John Allen, West LaFayette, Indiana.

To date, I have not heard anything from Mr. Allen. It occurs to me that perhaps the photographs may have been lost in the mail. We know of one ship, for example, from which several bags of mail were washed overboard during a storm.

I certainly do not mean to seem impatient. But I thought you might wonder why I had not written you to thank you for your help.

Again, I certainly do appreciate your prompt and careful consideration to my requests.

Very truly yours,

(Miss) Carmen Johnson
Adult Education Officer

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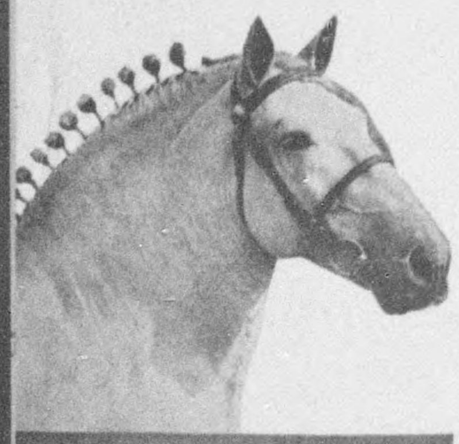


June 16, 1950

Miss Carmen Johnson
Shikoku Civil Affairs Region
APO 1050, c/o Postmaster
San Francisco
California

Dear Miss Johnson;

We do not quite understand from your letter to Mrs. Chas. W. Sewell whether you are looking for free pictures or are attempting to contact a commercial service for pictures. In our collection are some 25,000 farm and livestock pictures in 5x7 and 8x10 sizes. The enclosed composite prints show in miniature a few of these and will give you some idea what we have in the way of subjects.

The price we charge for pictures depends much upon how they are to be used. For publication we send a customer a package of prints covering subjects he may suggest and he selects from these at $5.00 each returning the balance. If pictures you may secure are not for publication they could be furnished at a lower price.

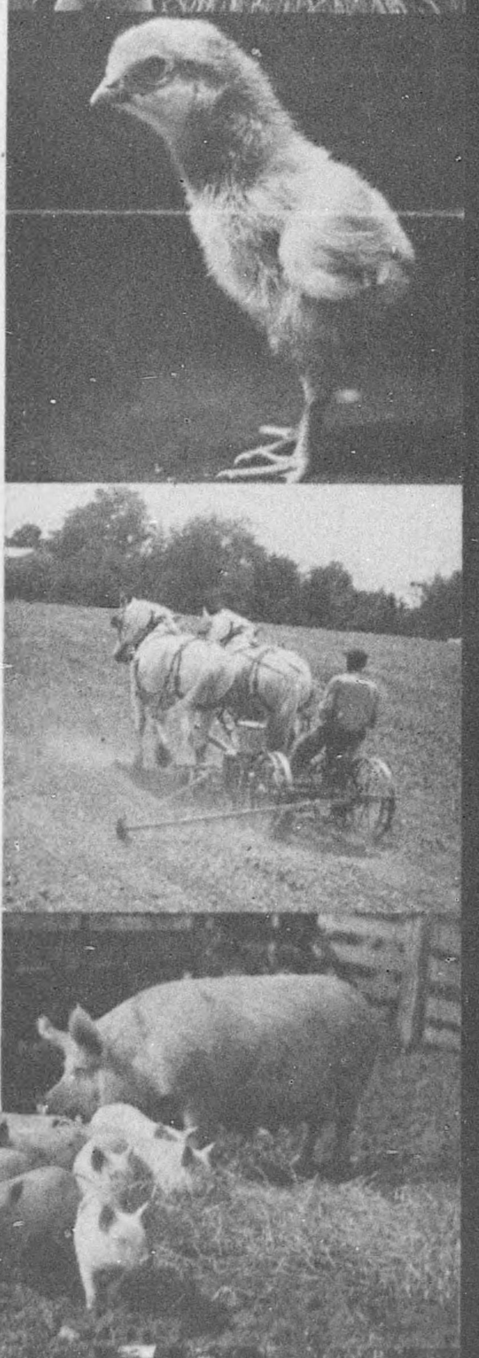
If the composite prints cover the kind of subjects in which you are interested and if the above price arrangement is satisfactory please let us know, indicating as clearly as possible subjects you wish included and we will send prints for your inspection..

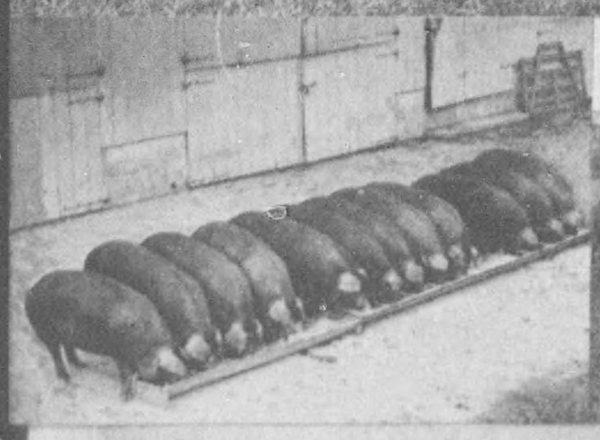
Your former letter and request apparently did not reach us, at least we find no record of it.

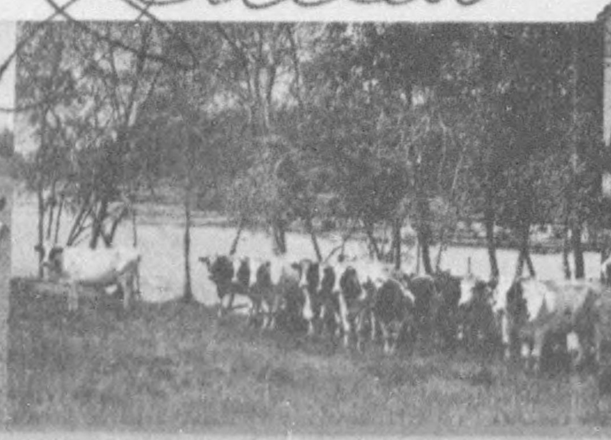
Very truly yours,

J. C. Allen & Son

JCA/mc







THE ASSOCIATED WOMEN OF THE AMERICAN FARM BUREAU FEDERATION

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January 3, 1950

Mrs. Carmen Johnson, DAC
Civil Education Officer, Women's Affairs
Shikoku Civil Affairs Region
APO 1050, c/o Postmaster
San Francisco, California

My dear Mrs. Johnson:

Your letter of December 8 was received during the rush of our national meeting - an earlier reply has simply been impossible.

As you will see, I am sending your letter on to Mr. John Allen at West LaFayette, Indiana.

Mr. Allen is official photographer for Purdue University and makes contact with farm publications throughout the U.S.A. I am sure he will have a file of suitable pictures for you.

It seems nice to hear from you again, and I hope you will call on us whenever we can be of service to you.

Very truly yours,
Mrs. Chas. W. Sewell
Mrs. Chas. W. Sewell
Administrative Director

S:fm