



The Game for All Kids!®

WHAT? ME CHAIR A MEETING?

US Youth Soccer adidas Workshop and Soccer Gala

Workshop Session, March 6, 2009, 1:30 P.M.

Larry Monaco, PRP

I. SOME BASICS

A. PARLIAMENTARY AUTHORITIES

1. Do you have a parliamentary authority for your organization? If so, what is it?
2. If not, and the chair needs to make a ruling, the chair can cite recognized parliamentary authority as persuasive in making the chair's ruling
3. If not, there are a number of ways to adopt a specific parliamentary authority:
 - (1) One of the recognized parliamentary authorities may be used because of long-standing custom of the organization.
 - (2) Adopt a special order.
 - (3) Amend the organization's bylaws.
4. Primary parliamentary authorities in the United States:
 - (1) *Robert's Rules of Order, Newly Revised, 10th Edition*
 - (2) *The Standard Code of Parliamentary Procedure*, Alice Sturgis
 - (3) *Demeter's Manual of Parliamentary Law and Procedure*, George Demeter
 - (4) *Cannon's Concise Guide to Rules of Order*, Hugh Cannon
5. This session and handout are based on *Robert's*. If adopting *Robert's*, the following is suggested language:

Except as otherwise provided in these bylaws and any special rules of order of [state organization's name], the current edition of *Robert's Rules of Order Newly Revised* govern all matters to which they are applicable.

B. BASIC PRINCIPLES

In presiding, a presiding officer shall be fair and impartial. To be fair and impartial, the presiding officer must respect the following rights:

- (1) the majority;
- (2) the minority, especially a strong minority (greater than one-third);
- (3) individual members;
- (4) absentees; and
- (5) all of these (1)–(4).

II. TYPES OF MEETINGS

1. There are 3 types of basic meetings:
 - (1) for membership organizations, membership meetings usually called conventions or general meetings (such as our annual general meetings);
 - (2) Board of Director meetings; and
 - (3) committee meetings. While most of the parliamentary rules apply to all 3 types of meetings, there are some differences. Some of those differences are mentioned below in paragraphs 2 and 3.
2. For a Board of 12 or fewer members, there are the following differences:
 - (1) Members may make motions and speak while seated.

- (2) Motions need not be seconded.
- (3) There is no limit on the number of times a member can speak, and motions to close or limit debate should generally not be recognized.
- (4) Informal discussion is permitted when no motion is pending.
- (5) A vote can be taken without a motion being introduced if adopted by consent.
- (6) The chair is not required to stand when putting a question to a vote.
- (7) The chair can speak in discussion without leaving the chair.
- (8) Unless custom or rule provides to the contrary, the chair can make motions and usually votes on all questions.

3. For committees (unless the committee is very large), the procedural modifications for small boards, discussed in paragraph 2 above, apply. Regardless of the size of the committee, the following additional modifications apply:

- (1) On motions to reconsider, there is no time limit on making the motion and no limit on the number of times the motion is made; the motion can be made by a member on the prevailing side OR by one who did not vote or was absent; and it requires a two-thirds vote unless all members who voted on the prevailing side are present or have been notified that the motion to reconsider will be made.
- (2) The chair has the right to make and debate motions, and is usually the most active participant in the committee's deliberations.
- (3) Motions to close or limit debate are not allowed.

III. EXPEDITING BUSINESS

The following are procedures that are quite often conducted too formally and thus requiring more time than is necessary or incorrectly:

- (1) procedure to approve reading and approving minutes.
- (2) reports: actions taken in regard to reports; treasurer's report.
- (3) closing nominations.
- (4) adjournment procedure.
- (5) unanimous consent or common consent.
- (6) motion to lay on the table (See part IV.G. below).

IV. MOTIONS

A. PROCEDURE

- (1) A member rises and addresses the Chair.
- (2) The Chair recognizes the member.
- (3) The member makes a motion (saying "I move that. . .").
- (4) Another member seconds the motion (when a second is required).
- (5) The Chair states the motion (making the motion the property of the assembly).
- (6) The Chair ask for discussion (confined to the merits; no personal comments).
- (7) The Chair puts the question to a vote ("Are you ready for the question?" or "Does anyone else wish to speak?" and then the Chair states the motion.).
- (8) The Chair announces the results of the vote and assigns responsibility, if any.

B. CLASSES OF MOTIONS

1. It is a basic principle of parliamentary procedure that only one question can be taken up at a time. That means that only one main motion may be pending at one time. However, there are a number of matters that may have to be considered and determined before deciding on the main motion. As explained below in paragraph 2, there are secondary motions that are, in effect, an exception to the principle that only one question may be pending at one time.

- 2. There are 5 classes of motions:
 - (1) main motions;
 - (2) 7 subsidiary motions having a rank or precedence (motion to amend, for example);

(3) 5 privileged motions having rank or precedence and also take precedence over subsidiary motions (motion to adjourn, for example);

(4) 11 incidental motions having no rank or precedence but, with a few exceptions, are so related to the pending question that they must be decided immediately (point of order, for example); and

(5) assuming they are in order at the time they are made, 4 motions that bring a question again before the assembly (discussed below in part C). Subsidiary, privileged, and incidental motions (classes (2), (3), and (4)) are known by the group name of “secondary motions”.

C. MOTIONS THAT ARE RANKED AND THEIR ORDER OF PRECEDENCE

The following are the motions (main motions, subsidiary motions, and privileged motions) that have precedence and are ranked. Their rank is shown beginning with the motion (main motion) having the lowest rank:

(13) main motion.

Subsidiary Motions:

(12) postpone indefinitely (see subpart G, below).

(11) amend (see subpart F, below).

(10) refer or commit to committee.

(9) postpone definitely.

(8) limit or extend debate.

(7) previous question (see subpart G, below).

(6) lay on the table (see subpart G, below).

Privileged Motions:

(5) orders of the day.

(4) questions of privilege.

(3) recess.

(2) adjourn.

(1) fix the time to adjourn to.

D. INCIDENTAL MOTIONS

1. Incidental motions have no rank, and the listing below does NOT indicate an order of priority. With a few exceptions, they are related to the pending question in such a way that they must be decided immediately. Most incidental motions are not debatable. They may be made only when the special circumstances to which they apply are present.

2. The following are incidental motions:

(1) point of order.

(2) appeal.

(3) suspend the rules.

(4) objection to the consideration of the question (see subpart G, below).

(5) division of a question.

(6) consideration by paragraph or seriatim.

(7) division of the assembly.

(8) motions relating to methods of voting and the polls.

(9) motions relating to nominations.

(10) request to be excused from a duty.

(11) requests and inquiries, including the following:

(A) parliamentary inquiry.

(B) point of information.

(C) request for permission to withdraw or modify a motion.

(D) request to read papers.

(E) request for any other privilege.

E. MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

The following are motions that bring a question again before the assembly:

- (1) take from the table (at the same session the tabling motion was adopted or the next business session (if meeting at least quarterly)).
- (2) rescind (or repeal) or amend something previously adopted (see subpart H, below).
- (3) discharge a committee.
- (4) reconsider (on the same day the motion to be reconsidered was taken made by a member voting on the prevailing side, if a one-day meeting; on the same day the motion to be reconsidered was taken or the next day if a session is meeting more than one day).

F. AMENDMENTS

1. This subpart F is about the subsidiary motion to amend; not about a main motion to amend a motion previously adopted, such as a motion to adopt an amendment to an existing bylaw. This subsidiary motion can be applied to a pending main motion, a primary or first degree amendment to a main motion (discussed in paragraph 4 below), or, to a limited extent, to certain subsidiary and privileged motions that have a variable, such as a motion to limit or extend debate.

2. Three Flavors or Forms

There are 3 forms of amendments:

- (1) to insert or add: (A) to *insert words* or, at the end of a sentence or passage being amended, *add words*, or (B) to *insert a paragraph*, or, if placed at the end, to *add a paragraph*.
- (2) to strike out: (A) to *strike out words* or to (B) *strike out a paragraph*.
- (3) an indivisible combination of (1) and (2): (A) to *strike out and insert words* or (B) when striking out a paragraph (of one or more sentences) or the entire text of a motion or resolution, to *substitute*.

3. Amendments must be germane and, when applied to amendments offered **at a meeting** to a properly noticed amendment to the bylaws, within the scope of the notice. If germane, an amendment can be adopted that is completely contrary to the original motion or amendment to which it is offered.

4. Third Degree Prohibited

Primary and secondary amendments, or amendments in the first and second degrees, are permitted. Amendments in the third degree are prohibited. The following are the different degrees:

- (1) Primary or first degree amendment: amendment to the main motion.
- (2) Secondary or second degree amendment: amendment to a primary or first degree amendment.
- (3) Third degree: amendment to a secondary or second degree amendment to a motion: PROHIBITED.

5. Withdrawing Amendments and “Friendly Amendments”.

G. DEBATE AND CUTTING OFF DEBATE

1. A speaker may speak 2 times on each question on the same day, for up to 10 minutes each time, but speaking the second time only after everyone else who wants to speak has spoken at least once.

2. Motions affecting debate on a matter:

- (1) lay on the table: FOR EMERGENCIES ONLY; NOT TO STOP DEBATE ON A MOTION.
- (2) postpone indefinitely.
- (3) objection to the consideration of the question.
- (4) previous question.

H. RESCINDING (OR REPEALING) OR AMENDING SOMETHING PREVIOUSLY ADOPTED

1. Voting requirements (other than for bylaws):
 - (1) If prior notice given, majority vote.

- (2) If prior notice not given, two-thirds vote of those voting or a majority vote of the entire membership.

2. If amendment or repeal of a bylaw, then the bylaw prior notice requirement must be complied with. The voting requirement for adoption is as stated in the bylaws.

V. VOTING

A. TYPES OF VOTES

1. The following are the types of votes and their meaning, ASSUMING THE BYLAWS DO NOT PROVIDE OTHERWISE:

- (1) majority vote: means more than half the votes cast. It does **NOT** mean 50 %+1.
- (2) two-thirds vote: means at least 2/3's of the votes cast. Determine by doubling the number of "No" votes. If the "Yes" votes equal at least twice the number of "No" votes, then you have a 2/3's vote.
- (3) plurality vote: means the largest number of votes cast when there are 3 or more choices. Decision by plurality vote is only possible when the bylaws so provide.
- (4) preferential voting: a complicated voting method using a single ballot and the voter lists preferences for nominees or proposals. Decision by preferential voting must be specifically provided in the bylaws.

2. Unless otherwise provided, the presiding officer, if a member of the body, (1) always has the right to vote when the vote is by ballot, and (2) if the vote is not by ballot, MAY vote to affect the outcome of the vote.

3. Unless otherwise specified in the bylaws, the vote requirement is always based on those present and voting, ASSUMING A QUORUM IS PRESENT.

B. DETERMINING THE RESULTS OF A VOTE

1. If your bylaws require a "majority vote", a "two-thirds vote", or some other minimum voting requirement, and states nothing else, it means the vote of those present and voting. Therefore, a member present but not voting or abstaining is not counted in determining whether the minimum voting requirement is met. If your bylaws require a certain minimum vote **by those present**, then a member who is present but not voting IS counted in determining whether the minimum voting requirement is met. In determining whether the minimum is met, you always round up unless you have fractional voting or your bylaws state otherwise.

2. Unless otherwise stated in the following examples, assume the organization has 50 members; a quorum is 26 members; *Robert's* applies; and the soccer organization's bylaws do not provide otherwise.

(1) 30 members present: On the pending motion, 4 vote yes; 1 votes no; 25 do not vote. Does the motion pass?

(2) 40 members present. The following election results were announced:

Larry Monaco, 18 votes

David Messersmith, 15 votes

Mickey Mouse, 5 votes

Was anyone elected? If so, who?

(3) 25 members present: On the pending motion, 25 vote yes; 0 vote no. Motion pass?

(4) 35 members present: On the pending motion, 15 vote yes; 14 vote no. May the President vote?

(5) 35 members present: On the pending motion, 15 vote yes; 15 vote no. May the President vote?

(6) 40 members present. The bylaws require a majority vote of the entire membership to endorse a political candidate. The vote is 25 yes; 12 vote no. Does the motion to endorse pass?

(7) 27 members present: The bylaws require a majority vote of those present. On the pending motion, 13 vote yes; 7 vote no; 7 do not vote. Does the motion pass?

- (8) The bylaws provide that the President makes appointments to committees with the approval of the Board of Directors. The President announces the appointment of John Murphy, Susanne Conlon, and Kathy Zolad to serve on the US Youth Soccer is the Best Committee. The President does not ask for a vote of approval, and no member of the Board objects. Are the members appointed to the committee?
- (9) 32 members are present. The bylaws may only be amended by a 2/3's vote. On a proposed bylaw amendment, 9 vote yes; 3 vote no; 20 do not vote. Is the bylaw amendment adopted?
- (10) 43 members are present. A motion is made to amend an agenda previously adopted at the meeting. 26 vote yes; 15 vote no. Is the motion to amend the agenda adopted?
- (11) 47 members are present. The bylaws of the Monaco Soccer Club provide for election by plurality. The following election results were announced for the office of President:
Monaco Soccer Club member David Beckham, 16 votes
Monaco Soccer Club member Brian McBride, 13 votes
Landon Donovan (not a Monaco Soccer Club member), 18 votes
Was anyone elected? If so, who?
- (12) The Monaco Soccer Club has a Board of Directors of 9 members. Its bylaws provide that, for the Board to fill a vacancy, it requires "an 80 percent vote of the members of the Board". There are 2 vacancies on the Board. Six vote to elect Jon DeStefano to fill the first vacancy. Is Jon elected? What if Jon is elected, and Bob Black is nominated to fill the second vacancy. Bob gets 6 votes. Is Bob elected?



AGENDA

**BOARD OF DIRECTORS
REGULAR MEETING
February 21, 2009, 9 A.M., ET
Tampa Marriott Waterside Hotel & Marina
Tampa, Florida**

1. Approval of Board Minutes:

- (1) November 15, 2008, Regular Meeting (pages 3-5)
- (2) November 15, 2008, Executive Session (previously distributed by email)
- (3) January 31, 2009, Special Meeting, (page 6)

2. Reports of Board Members

- (1) President

- (2) Vice President
Strategic Planning

- (3) Treasurer
 - (A) Treasurer's Report
 - (B) Budget Amendment #2009-03 (page 7)
 - (C) Budget Amendment #2009-04 (page 8)
 - (D) Budget Amendment #2009-5 (page 9)
 - (E) Proposed Amendment to Financial Policy (page 10)

3. Report of the Executive Director (pages 11-34)

4. Reports of Committees:

- (1) Bylaws and Policies Committee Report (page 35)
- (2) Coaching Committee Report (page 36)
- (3) Boys ODP Committee Report (page 37)
- (4) Girls ODP Committee Report (pages 38)
- (5) Recreation Committee Report (pages 39-40)
- (6) Referee Committee Report (page 41)
- (7) Soccer Across America Committee Report (pages 42-43)
- (8) Hall of Fame Committee Report (pages 44-46)
- (9) National League Committee Report (pages 47-48)
- (10) Presidents Cup Committee Report (pages 49-61)
- (11) Referee Task Force Report (previously distributed)
- (12) National Championships Committee Report (distribute at meeting)
- (13) Risk Management Committee Report (distribute at meeting)

5. Unfinished Business

National Championships-Regional Cups-National League

- (A) National Championships Policy (pages 62-82)
- (B) Regional League Policies (pages 83-149)
- (C) National League Charter (pages 150-153)

6. New Business

- (1) Sunbelt Deal Points Agreement (previously distributed)
- (2) Amendment to the Board minutes of July 27, 2007 (page 154)
- (4) Request of Long Island Junior Soccer League for a variance regarding the National Championships Policy (pages 155-159)
- (5) Players Playing ODP in another State Association (page 160)

7. Good of the Game

Next Regular Meetings of the Board of Directors:

May 30, 2009, Crystal City, VA, 9 a.m., ET (includes consideration of the 2009-2010 budget)

**ANSWER SHEET ON DETERMINING THE RESULTS OF A VOTE
US YOUTH SOCCER WORKSHOP, MARCH 6, 2009**

Unless otherwise stated, assume the bylaws of the organization do not provide otherwise; the organization has 50 members; a quorum is 26 members; and *Robert's* applies.

(1) 30 members present. On the pending motion, 4 vote yes; 1 votes no; 25 do not vote. Does the motion pass?

Yes: A majority voted in favor; actually, 80 percent voted in favor.

(2) 40 members present. The following election results were announced:

Larry Monaco, 18 votes

David Messersmith, 15 votes

Mickey Mouse, 5 votes

Was anyone elected? If so, who?

No. 38 voted (assuming the 5 votes for Mickey Mouse were cast by voting members). While the 5 votes for Mickey Mouse were for a fictional character and therefore "illegal", since they were cast by members entitled to vote, they are counted in determining the majority vote required for election. So a nominee needed 20 votes to be elected. *Robert's*, page 402.

(3) 25 members present. On the pending motion, 25 vote yes; 0 vote no. Motion pass?

No: A quorum was not present.

(4) 35 members present. On the pending motion, 15 vote yes; 14 vote no. May the President vote?

Yes: But only if the President votes "No". That is the only way his or her vote would affect the outcome, by making the vote a tie vote, and then the motion would lose. Exception: Tie vote on motion to sustain an appealed ruling of the chair sustains the chair.

(5) 35 members present. On the pending motion, 15 vote yes; 15 vote no. May the President vote?

Yes: But only if the President votes "Yes". Then the motion would pass.

(6) 40 members present. The bylaws require a majority vote of the entire membership to endorse a political candidate. The vote is 25 yes; 12 vote no. Motion to endorse pass?

No: A majority vote of the entire membership requires 26 yes votes.

(7) 27 members present. The bylaws require a majority vote of those present. On the pending motion, 13 vote yes; 7 vote no; 7 do not vote. Does the motion pass?

No: A majority of those present is 14.

(8) The bylaws provide that the President makes appointments to committees with the approval of the Board of Directors. The President announces the appointment of John Murphy,

Susanne Conlon, and Kathy Zolad to serve on the US Youth Soccer Is The Best Committee. The President does not ask for a vote of approval, and no member of the Board objects, raises a question of information, makes a point or order, or asks for a motion or a vote. Are the members appointed to the committee?

Yes: By not objecting, the Board members have waived their right to a vote.

(9) 32 members are present. The bylaws may only be amended by a 2/3's vote. On a proposed bylaw amendment, 9 vote yes; 3 vote no; 20 do not vote. Is the bylaw amendment adopted?

Yes: More than 2/3's voted in favor; in fact, it is a 3/4's vote in favor.

(10) 43 members are present. A motion is made to amend an agenda previously adopted at the meeting. 26 vote yes; 15 vote no. Is the motion to amend the agenda adopted?

No: Such a motion requires a 2/3's vote to amend an adopted agenda.

(11) 47 members are present. The bylaws of the Monaco Soccer Club provide for election by plurality. The following election results were announced for the office of President:

Monaco Soccer Club member David Beckham, 16 votes

Monaco Soccer Club member Brian McBride, 13 votes

Landon Donovan (not a Monaco Soccer Club member), 18 votes

Was anyone elected? If so, who?

Yes: Landon Donovan. Unless the bylaws provide otherwise, officers may be elected from outside the organization's membership.

Robert's, p. 431, ll.16-20

(12) The Monaco Soccer Club has a Board of Directors of 9 members. Its bylaws provide that, for the Board to fill a vacancy, it requires "an 80 percent vote of the members of the Board". There are 2 vacancies on the Board. Six vote to elect Jon DeStefano to fill the first vacancy. Is Jon elected? What if Jon is elected, and Bob Black is nominated to fill the second vacancy. Bob gets 6 votes. Is Bob elected?

5.6. Yes. Jon is elected. You do not count vacancies on the Board unless the bylaws provide otherwise. So there are 7 positions filled. Eighty percent of 7 is Rounding up, 6 votes are required, and Jon got 6 votes.

No. Bob is not elected. Unless the bylaws otherwise provide, Jon takes office immediately on election. That means there are 8 Board positions that are filled. Eighty percent of 8 is 6.4. Rounding up, 7 votes are required, and Bob only got 6 votes.

On the other hand, if the election to fill both vacancies are held as one election, you would give each voting member 2 votes. Assuming that both Jon and Bob got 6 votes each, then both Jon and Bob would be elected since, to fill each of the positions, only 6 votes are required.