



Local Chapter Officers

The officers of a local chapter are those members with special duties within the local chapter. The competent performance of those duties enables your local chapter to conduct business in an organized and efficient manner.

Local chapter officers may be elected by the membership or appointed by the local chapter president, depending upon the office held. No more than two elective officers holding status of social membership can be elected to serve.

ELECTED OFFICERS

President:

- Presides at all meetings.
- Enforces the laws, rules, regulations and rituals of the Society.
- Enforces the actions of the local chapter.
- Appoints all committees and other appointive officers.
- Works with members to promote growth of the local chapter.
- Chairs Auditing Committee.

Vice President:

- Assists the president in performing the duties of the president's office.
- Presides over meetings in the president's absence or when called upon to do so by the president.
- Participates as a member of the Auditing Committee.
- Addresses other duties as prescribed by the laws, rules, regulations, and rituals of the Society.

Recording Secretary:

- Keeps accurate minutes of the proceedings of the local chapter.
- Has charge of the records of the local chapter.
- Reads all official communications and replies at the business meetings.
- Is in charge of all correspondence.
- Keeps an accurate listing of all members.
- Addresses other duties as prescribed by the laws, rules, regulations and rituals of the Society.

Treasurer:

- Has charge of all funds of the local chapter and receives all funds derived in connection with any activity or project of the local chapter.
- Keeps separate accounts of the general and special funds of the local chapter.
- Places in a depository, selected by the local chapter, all monies belonging to these funds, promptly upon receipt.
- Draws checks upon the proper fund for authorized disbursement.
- Prepares each month, Report C-36, Treasurer's Monthly Report, recording all receipts and disbursements. This report is submitted through the Woman's Life ChapterWeb site or promptly mailed to the Society's National Secretary-Treasurer. Copies of the monthly reports are also given to the chairperson of the Auditing Committee once a year when requested for audit. (Reports should be retained for 7 years.)
- Submits a report of all receipts, disbursements and account balances to the members at each monthly business meeting.
- Submits bills at business meeting for authorization of payment by the members.
- Addresses other duties as prescribed by the laws, rules, regulations and rituals of the Society.

Auditing Committee Member:

- Joins the president and vice president on the Auditing Committee to audit all bills, funds, books and reports of the treasurer. The audit is conducted after the September C-36 is completed.
- Reports on the audit findings to the local chapter at the next meeting.
- Reports to the Home Office, on the audit form provided, the results of the annual audit.

Chaplain:

- Leads the members of the local chapter in opening and/or closing prayers at business meetings. May have special duties in local chapter ceremonies as prescribed by ritual.
- Leads invocation at dinner or luncheon meetings as requested by the president. [Note: This is an optional elected office.]

APPOINTED OFFICERS

These officers are appointed by the local chapter incoming president after installation of the new president each year as required.

Welfare Supervisor:

- Reports on special needs of members such as illness, hospitalization, bereavements.

Press Correspondent:

- Sends to the Home Office news clippings, news of special events and pictures for publication in Society publications. Can also be submitted through the Woman's Life web site.
- Reports to the local media news and advance publicity of special events and meetings conducted by the local chapter.

Musician:

- Performs as necessary for local chapter meetings or events.
- Assists with ritualistic work as needed.

Junior Supervisor:

- Assists with activities for the junior members of the local chapter. (Must be a benefit member.)

Host or Hostess (2):

- Welcomes members and guests as they arrive for a business meeting or social. May be assigned other duties in connection with meeting arrangements and set-up.

Past President:

- This office is held by the immediately retiring president. No specific duties are enumerated. However, providing support and the benefit of experience to the elected officers allows for a smooth transition after each term and contributes to the overall unity and cohesiveness of the local chapter.

AN INTRODUCTION TO ROBERTS RULES OF ORDER

What Is Parliamentary Procedure? It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important? Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. **Call to order.**
2. **Roll call of members present.**
3. **Reading of minutes of last meeting.**
4. **Officers reports.**
5. **Committee reports.**
6. **Special orders --- Important business previously designated for consideration at this meeting.**
7. **Unfinished business.**
8. **New business.**
9. **Announcements.**
10. **Adjournment.**

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- **Call to order.**
- **Second motions.**
- **Debate motions.**
- **Vote on motions.**

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice - The Chairman asks those in favor to say, "yes", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent - When a motion is not likely to be opposed, the Chairman says, "if there is no objection .." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division - This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot - Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting:

1. Motion to Table - This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly:

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS.*