

Retired Public Employees' Association (RPEA)



Chapter Handbook

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FOREWORD

The purpose of the Chapter Handbook is to assist chapter officers, board members and committee chairs with their duties in the operation of their chapter. Each chapter leader should be given a copy to subsequently be passed on to his/her successor.

This Handbook may also be shared with any RPEA members interested in learning more about the guidelines under which the chapter operates.

This handbook is an integral part of the RPEA Administrative Manual which is in the possession of the chapter president and which includes the RPEA Bylaws and Policy File.

COMMONLY USED ACRONYMS

AAD	Assistant Area Director
AB	Assembly Bill (originates in the State Assembly)
AD	Area Director
AFSCME	American Federation of State, County & Municipal Employees
ASSN	Association
BGT	Budget
BL	Bylaws
CA	Contract Agency: cities, counties, districts and other governmental bodies who contract with CalPERS for their retirement programs.
CalPERS	California Public Employees' Retirement System
CARA	California Association of Retired Americans
CCS	Congress of California Seniors
COLA	Cost-of-Living Adjustment
CRS	Californians for Retirement Security
CSC	California Seniors Coalition
CS	Classified Schools
CSEA (Schools)	California School Employees' Association
CSEA (State)	California State Employees' Association
CSR	California State Retirees
FPPC	Fair Political Practices Commission
GA	General Assembly
HB	Health Benefits
HICAP	Health Insurance Counseling Advocacy Program
IEC	Independent Expenditure Committee
LAO	Legislative Action Organization
LEG	Legislative
ORG	Organization
PA	Public Agency (see CA Contract Agency)
PEMHCA	Public Employees' Medical and Hospital Care Act
PF	Policy File
PPPA	Purchasing Power Protection Allowance
PRB	Personnel Related Benefits
RPEA	Retired Public Employees' Association of California

SB	Senate Bill (originates in the State Senate)
SCORE	State Coalition of Organizations for Retired Employees
STRS	State Teachers Retirement System

RETIRED PUBLIC EMPLOYEES' ASSOCIATION OF CALIFORNIA

ORGANIZATION

RPEA was established in 1958 to **protect and enhance benefits for all employees and retirees receiving pension or health benefits from the California Public Employees' Retirement System (CalPERS).**

RPEA's business is conducted in Sacramento.

The RPEA headquarters building was entirely paid for by member contributions. Under the direction of an office manager, a small staff of full-time employees maintains official documents, financial records and membership rolls; assists at board and committee meetings; provides informational material to chapter officers, area directors, and assistant area directors; and acts as a resource and clearing house for queries from members and the general public.

RPEA:

Retains a professional legislative advocate who represents our interests before the governor and state legislators;

Continues an active and ongoing relationship with CalPERS representing our interests before the Board and serving on their Advisory Committees concerning CalPERS plans and proposals; and

Maintains a close relationship with CalPERS Board of Administration and staff, whose members are frequent speakers at RPEA's biennial General Assembly, RPEA State Board meetings and individual chapter meetings.

SUMMARY:

RPEA is a member-run association representing CalPERS members (active and retired); and has, as its primary goal, protection of pensions and enhancement of health care benefits. RPEA's influence on retirement and health benefit issues depends solely on member support.

GENERAL STRUCTURE

General Assembly

General Assembly, is convened as the governing body of RPEA, consists of delegates selected by chapters. Automatic delegates include State Officers, Area Directors, Assistant Area Directors and Past State Presidents who are active members. Chapter delegates are selected by each chapter as determined by the number of members in that chapter. The number of delegates in each chapter is determined by the number of members in that chapter. General Assembly is held in even-numbered years, at which time State RPEA officers are elected, the RPEA budget is adopted, and other necessary business is conducted.

Board of Directors

The 18-member Board of Directors is composed of the following: President, Vice, President, Secretary/Treasurer and the Immediate Past State President; Directors of: Public Relations, Health Benefits, Legislation, Membership and Member Services; and nine Area Directors, one for each of the nine geographical areas of the organization.

The authority and responsibility of the elected Board of Directors is defined in the Administrative Manual which includes the RPEA Association Bylaws and Policy File.

Directors

Public Relations

The Director of Public Relations chairs the Public Relations Committee; publishes the bimonthly general membership newsletter and other publications as needed; and oversees the RPEA Internet program.

Health Benefits

The Director of Health Benefits chairs the Health Benefits (HB) Committee; monitors health legislation and the CalPERS actions related to health benefits; assists chapter health benefits committee chairs; keeps the RPEA membership informed about health benefit issues and makes relevant recommendations for Board action.

Legislation

The Director of Legislation chairs the Legislative Committee and the Political Action arms (LAO and IEC) of RPEA; coordinates efforts with RPEA's professional legislative advocate; provides ongoing progress

reports and makes recommendations to the Board of Directors. Provides current legislative information to RPEA members, including chapter Legislative Chairpersons, via the bimonthly RPEA newsletter and/or via e-mail when appropriate; and monitors CalPERS meetings as well as changes in legislation regarding Social Security and Medicare.

Member Services

The Director of Member Services chairs the Member Services Committee; investigates and recommends insurance products and service discount programs that provide significant benefits or cost reduction to RPEA members not otherwise available to them; monitors and reports to the Board on the quality and performance of such programs that have been adopted by the Board; provides educational and informational material to RPEA members in the area of consumer affairs; and recommends actions or positions in the area of consumer affairs.

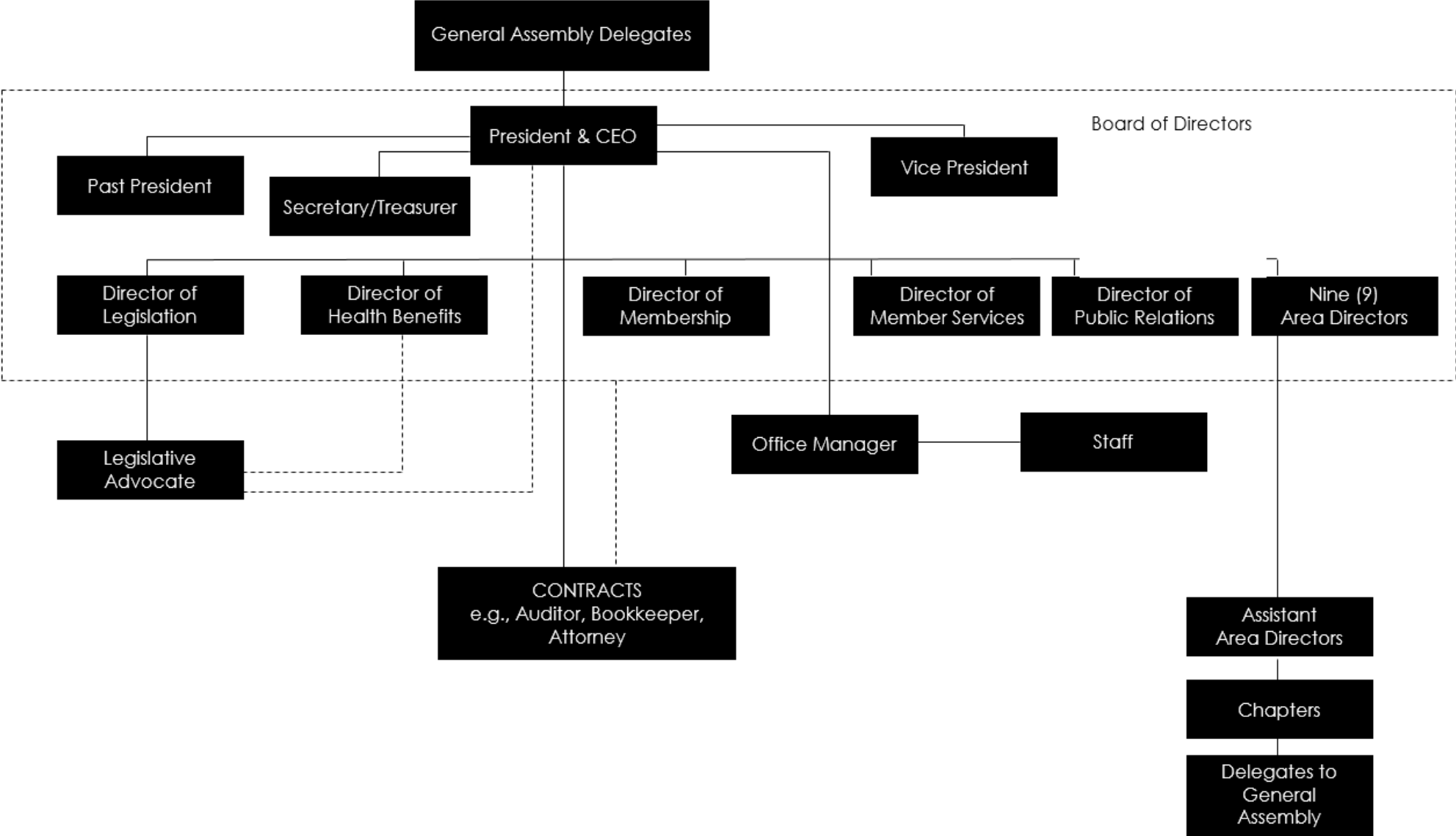
Membership

The Director of Membership chairs the Membership Committee; develops and implements strategy concerning recruitment and retention of members; coordinates membership drives; designs and prepares publicity, correspondence, membership forms and brochures; and assists chapter membership committee chairs.

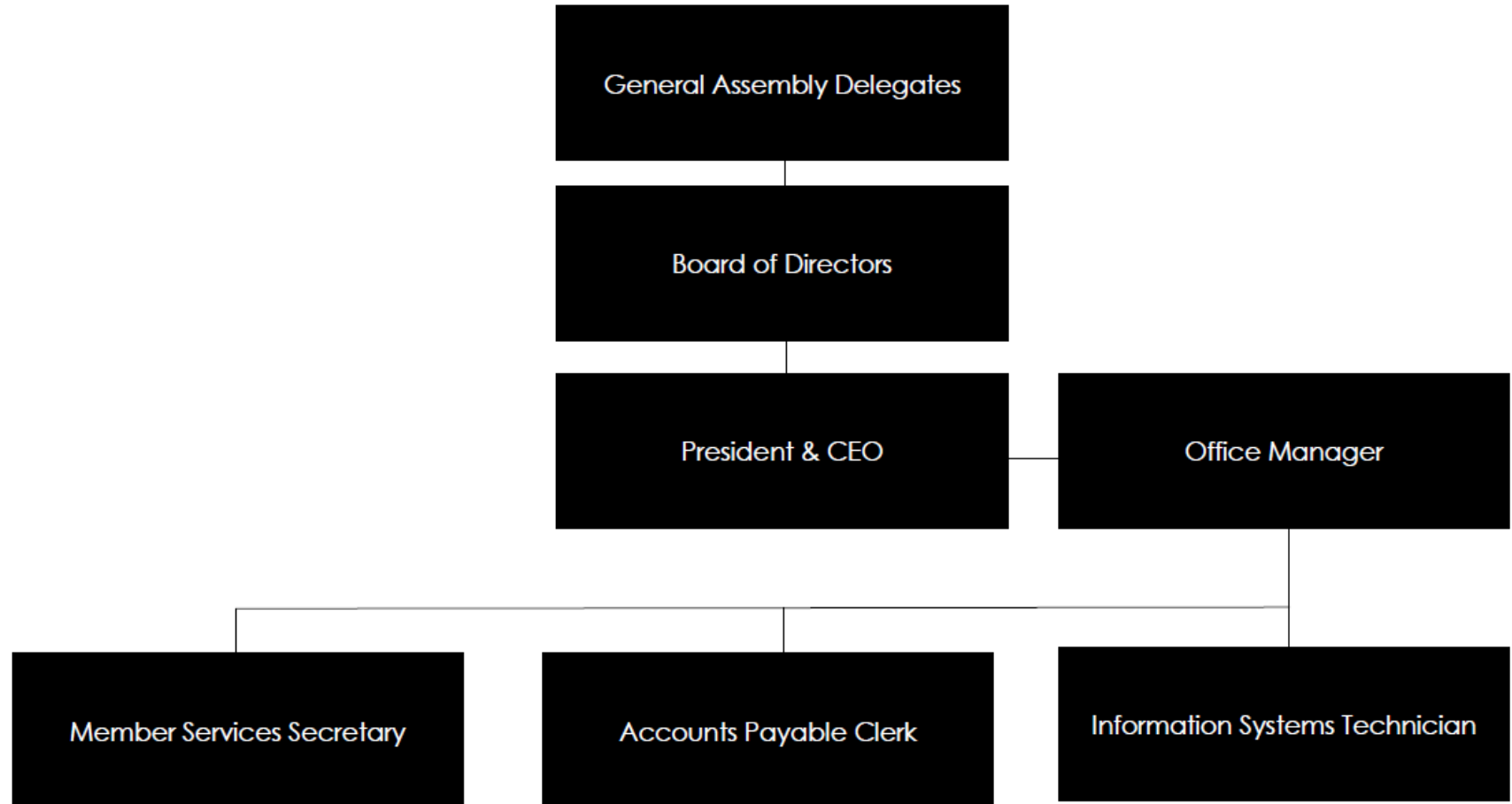
Area Directors

Nine Area Directors assisted by their Assistant Area Director(s), act as liaisons between chapters and the Board of Directors; relay pertinent information to and from the chapters; and at the chapter level encourage recruitment and communication efforts.

RPEA ORGANIZATIONAL CHART OF THE ADMINISTRATION



RPEA HEADQUARTERS ORGANIZATIONAL CHART



CATEGORIES OF MEMBERSHIP

Active Members: Annuitants: All retired persons or their beneficiaries who receive an annuity from CalPERS are eligible for membership.

Beneficiary: Persons who are spouses or domestic partners or are named as statutory beneficiaries to the pension rights of an Annuitant Member shall enjoy all the rights and privileges of Annuitant Members including eligibility to hold state association office or directorship.

Affiliate Members: Currently employed persons whose employer contracts with CalPERS for retirement benefits enjoy all the rights and privileges of active members, except they are ineligible to hold Association office or area directorship until they become active members.

State Associate Members: Persons who are not eligible for active or affiliate membership, but are in accord with the purposes and goals of the Association and desire to give personal and financial support to the Association shall enjoy all the rights and privileges of active members, except that they are ineligible to hold State Association office or area directorship. This category may include: (a) family members of active members; (b) persons associated with RPEA business and activities; (c) retired public employees not covered under CalPERS; and (d) RPEA Headquarters staff.

Chapter Associate Members: Persons who are not eligible for active or affiliate membership but are in accord with objectives and goals of the Association and will contribute to the furtherance of those objectives. This category may include members who wish to belong to multiple chapters.

Chapter associate members shall enjoy all the rights and privileges of the active members as may be limited by each chapter, except they are ineligible to hold State Association office, to serve as an Area Director; or to be a chapter delegate to the General Assembly.

Chapters may establish the dues, which re retained by the chapter.

APPLICATION PROCESS

Applications received at the chapter level should be forwarded to Headquarters immediately. This will provide Headquarters the opportunity to process the application in a timely manner, thus ensuring the member will receive Association communications. New members should be encouraged to apply for dues deduction from retiree warrants. This will eliminate the necessity of Headquarters incurring costs for annual dues reminder notices. However, if the member prefers, an annual dues payment is acceptable.

CHAPTER BYLAWS

Every chapter shall adopt and operate under its own Bylaws, which must not be in violation of the RPEA bylaws. Bylaws should be reviewed and amended as necessary.

The chapter is a non-profit entity operating under the authority of RPEA, its Bylaws and Policies, and serves as liaison between its membership, its area director and RPEA.

Chapter Bylaws and amendments are reviewed and approved by the RPEA Bylaws Committee and then submitted to the RPEA Board of Directors for ratification.

Chapter Bylaws provide basic rules for the function of a chapter including the following:

- *Designating the duties and responsibilities of its officers and board of directors as well as determining the method for filling vacancies;*
- *Determining nomination and election procedures;*
- *Designating the president as the chief officer, responsible for administering the business of the chapter;*
- *Establishing the board's administrative authority over the affairs, funds and property of the chapter;*
- *Identifying the chapter's standing committees;*
- *Providing procedures for election/selection of delegate(s) and alternate delegate(s) to General Assembly;*
- *Establishing the number of meetings during the year, not less than quarterly, and,*
- *Dealing with other issues pertinent to the chapter.*

A sample Chapter Bylaws template has been prepared for use by the chapters. A copy is available from Headquarters.

Inasmuch as the size and composition of chapters varies greatly, each chapter must organize to accommodate its specific needs, modifying the sample Bylaws accordingly.

Robert's Rules of Order, latest edition, is the Parliamentary Authority governing RPEA's operations. (*Refer to RPEA Bylaws Art. XII, Parliamentary Authority.*)

The chapter is responsible for maintaining its Chapter Bylaws. A copy of the latest approved Chapter Bylaws should be forwarded to Headquarters for a central file.

CHAPTER OPERATIONS

Chapter Board of Directors

The Board generally consists of current officers, immediate past president, and directors-at-large. The Board shall follow the fiduciary duties of care, loyalty and obedience to the chapter and its bylaws. Committee chairs and/or delegates may also be designated as members of the board.

Responsibilities of the Board shall be to:

- (a) *assist and advise the president;*
- (b) *exercise powers granted by the bylaws;*
- (c) *determine the financial institution(s) in which chapter funds are kept;*
- (d) *designate the number of authorized signatures for financial accounts;*
- (e) *annually review and present a proposed budget to the membership for adoption; and*
- (f) *review and authorize, when appropriate, the expenditure of funds for chapter expenses exceeding budgeted amounts only in accordance with the bylaws.*
- (g) *oversee an annual review of chapter expenditures (audit).*
- (h) *produce the initial chapter bylaws (in accordance with the RPEA Bylaws), to be reviewed annually and amended as necessary.*

Meetings of the Board

Board meetings shall be held regularly in accordance with the chapter bylaws or as called by the president. The first meeting after election of officers may be a joint meeting comprised of the outgoing and incoming officers and directors-at-large.

Board meetings are held to discuss and plan the business and activities of the chapter and to make recommendations to the membership, unless the membership has authorized the Board to act on behalf of the chapter.

Chapter Meetings

Membership meetings shall be scheduled according to the chapter bylaws. The president is responsible for arranging the meetings. Minutes shall be taken by the secretary and should include a financial report from the treasurer. Suggested agenda and minutes forms are attached as **EXHIBIT I** and **EXHIBIT II**.

New members and first time attendees should be acknowledged. Information and updates regarding pensions and health care should be an integral part of chapter meetings.

Program

To encourage attendance, an interesting program should be planned for each meeting. Local legislators, law enforcement, medical and senior services personnel, State RPEA officers, the area director, members of the CalPERS Board of Administration and CalPERS staff have been informative speakers.

Chapter Dues

Dues for active, affiliate and state associate members are established by vote of the General Assembly. Payment by monthly deduction through CalPERS provides for automatic renewal and eliminates the member's concern of whether or not dues have been paid; however, annual cash payments to Headquarters are permissible.

Dues for chapter associate members are established and retained in full by the chapter. Chapters are responsible for billing and/or collection of chapter associate dues.

The dues year begins with the month of membership.

Dues shall only be spent on furtherance of RPEA goals and activities directly benefiting members as identified on page 3 under **SUMMARY**.

Dues shall not be used to contribute to or support any candidate for any RPEA office or public office.

Other Chapter Funds

Donated funds received from attendees at meetings shall be used as directed by the members.

Chapter Accounts

Separate accountings for chapter dues and other chapter funds shall be maintained.

Election of Officers

Officers are elected in accordance with the chapter bylaws. The chapter secretary shall notify Headquarters of the name, address, telephone number and e-mail address of each officer as soon as possible after election. Officers are eligible for reelection.

Installation of Officers

Installation should be planned in accordance with the chapter bylaws. The installing officer may be any officer of RPEA or a designee.

The outgoing president shall give to the incoming president all equipment and supplies belonging to the chapter, including the RPEA Administrative Manual, Chapter Handbook, charter, gavel, etc.

All other outgoing officers and committee chairs shall give to their successors any and all documents and information relative to the function of their position.

Typical Duties of Chapter Officers and Delegates

President

- (a) *presides at chapter and board meetings;*
- (b) *is the chair of the board and the executive officer;*
- (c) *may appoint directors-at-large and committee chairs, as specified in the bylaws, with concurrence of the board;*
- (d) *is ex-officio member of all committees except the nominating committee;*
- (e) *is usually a chapter-designated delegate to General Assembly, and*
- (f) *appoints a committee to review the financial records resulting in a report to the membership at a regular chapter meeting. This review shall be made annually or whenever there is a change in the office of treasurer.*

Vice President

- (a) *serves in the absence of the president or at the request of the president;*
- (b) *assumes the office and duties of the president in the event the office is vacated; and*
- (c) *performs such other duties as may be assigned by the president or the board.*
- (d) *acts as custodian of chapter bylaws.*

Secretary

- (a) *keeps the minutes of chapter and board meetings,*
- (b) *conducts the correspondence of the chapter as requested by the president and the board;*
- (c) *notifies members, or causes them to be notified, of regular and special meetings;*
- (d) *handles procedures for membership transfers unless this task is assigned to the Membership Committee; and*
- (e) *notifies RPEA Headquarters as soon as possible of officers and chairs elected or appointed, on the forms provided by Headquarters.*

Treasurer

- (a) *is custodian of all funds,*
- (b) *deposits all chapter funds in the financial entity designated by the board in a timely manner; writes checks and balances the bank statement;*
- (c) *prepares the treasurer's report for each chapter meeting with a copy for inclusion in the minutes,*

- (d) *keeps a detailed record of all deposits and expenditures, supported by receipts;*
- (e) *maintains the chapter's monthly, quarterly and annual fiscal records and keeps them available for inspection by members at reasonable times;*
- (f) *submits an annual financial report to Headquarters by December 15 of each year;*
- (g) *prepares a proposed budget for review by the board and adoption by the membership at a chapter meeting in time for the operation of the next fiscal year; and*
- (h) *if a new treasurer is appointed or elected during the year, a financial review must be made at that time (see page 15, FINANCIAL REVIEW).*

Immediate Past President

- (a) *acts as advisor to the board;*
- (b) *serves as chair of the nominating committee, as provided in the bylaws; and*
- (c) *performs such other duties as may be requested by the president.*

Delegate(s) and Alternate Delegate(s)

- (a) *attends all General Assembly meetings; and*
- (b) *votes on business at General Assembly when in session or votes by mail between sessions of the biennial General Assembly. If the chapter delegate(s) cannot serve for any reason, the alternate(s) shall act in the delegate(s)' stead.*

FINANCIAL REVIEW

A financial review is required annually immediately following the end of the fiscal year, October 31, and the results reported in the minutes of the chapter meeting. Chapters will coordinate their budget year with Headquarters. **If a new Treasurer is appointed during the year, a financial review should be made at that time.** The President should appoint a committee to perform the review resulting in a written report presented to the chapter. The report should follow guidelines furnished by RPEA's state Secretary/Treasurer. **Each chapter is required to submit an annual financial report to Headquarters by December 15 of each year.** The Retired Public Employees' Association of California (RPEA) is a tax-exempt/non-profit organization and must abide by the pertinent IRS rules.

BANKING

All banking shall be done in the name of the chapter. At least three officers should be authorized to sign checks. Two signatures are recommended for all checks. Chapter name and number are to be printed on all checks, using an officer's home address or a P.O. Box. It is further recommended that the chapter board set a dollar limit for checks unless approved by the chapter board. RPEA requires that signatories not be related by blood or marriage. It is recommended that signatories not be related by blood or marriage. While two signatures are recommended for all checks, at no time should a blank check be signed in advance of being written. If two signatures cannot conveniently be obtained, one signature may be authorized by the Chapter.

COMMITTEES

The President appoints the chair for each committee and shall serve ex-officio on each committee with the exception of the nominating committee.

The President and/or the committee chair appoint the committee members. They may serve for one or two years, as provided in the bylaws, and may be reappointed. If officers are elected for two years, committee appointments should also be for the same length of time and may be reappointed.

If provided for in the chapter bylaws, the chair of a standing committee may be a member of the board and shall not neglect his/her obligations as a board member.

It is understood that not every chapter has adequate membership to establish all of the suggested committees in the sample bylaws. A chapter is urged to make every effort to establish those that are most important for its chapter operations. You may find you can combine more than one, such as Program, Publicity and possibly Newsletter. Be creative in appointing committees based on your membership.

STANDING COMMITTEES:

Bylaws	The Bylaws Committee annually reviews the chapter bylaws and recommends amendments when necessary.
Health Benefits	The Health Benefits Committee monitors and shares all reports and mailings on health care issues with Chapter members.
Legislation	The Legislation Committee monitors and shares reports and mailings on legislation received from Headquarters. The committee should keep the membership informed on important issues. The RPEA Director of Legislation is the prime source for information on legislation that RPEA supports or opposes at the state and federal levels. The committee may also keep the membership informed on important local issues.

Membership	The Membership Committee makes every effort to recruit new members and to encourage chapter members to assist in recruiting. This committee should keep in touch with the State Membership Committee about recruitment and retention methods. Membership material and forms are available from Headquarters. Reimbursement of expenses incurred by a chapter for recruitment of new members is also available from Headquarters.
Newsletter	The Chapter Newsletter Committee writes, prints and mails the newsletter to maintain direct communications with its members. Chapters are strongly encouraged to print a newsletter prior to chapter meetings. They may be monthly, bimonthly or quarterly. In addition to mailing to chapter members, the newsletter can be sent to the city councils, county boards of supervisors, school boards and legislators in the chapter territory. If mailing 200 or more copies at one time, bulk mailing can be used at a decreased per-piece cost.
Program	The Program Committee arranges programs of interest to the membership within the objectives of RPEA. The Program Committee should not restrict types of programs but select those in keeping with the attitudes and objectives of the general membership.
Publicity	The Publicity Committee makes every effort to work with the Program Committee in publicizing chapter meetings and activities in local newspapers, by radio and/or TV and in community calendars. Publicity helps attract new members and alerts the general public to RPEA and its goals. The RPEA Director of Public Relations is available to help with ideas for publicity.
Sunshine	The Sunshine Committee sends get well cards to chapter members who are ill and sympathy cards to families of deceased members. The committee may advise the membership of members in need of help.
Telephone Tree	The Telephone Tree Committee organizes a telephone/e-mail list of members and notifies them of regular or special chapter meetings.

SPECIAL COMMITTEES:

There are several other committees that may need to be established by the chapter president with concurrence of the board, to handle an individual topic that does not fall into the jurisdiction of any standing committee. Each committee shall be dissolved when it has made a report to the board and the membership.

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|-------------------------|--|
| Nominating | The Nominating Committee recruits at least one candidate for each elective office and reports to the members. Each candidate must have stated a willingness to serve if elected. |
| Financial Review | The Financial Review Committee reviews the financial records immediately after the end of the fiscal year, October 31. This review shall be available for member inspection. |
| Historical | The Historical Committee keeps a continuing history of the chapter. These volumes are especially interesting with activities shown in snapshots, newspaper articles, chapter newsletters, etc. A historian may be designated for the safekeeping and maintenance of chapter records. |

ASSOCIATION MEETINGS

General Assembly

General Assembly is held biennially in even-numbered years. RPEA pays the expenses for chapter delegates to attend. The chapter is urged to send alternate delegates at chapter expense to represent the chapter if the chapter delegates become incapable.

State Board Meetings

State Board meetings are held at least three times each year. One meeting is held just preceding General Assembly, and a very short special meeting is held immediately after General Assembly to take care of immediate issues.

Special Board meetings may be called when necessary *ref. Bylaws, Article VI, Section 4(E)*.

Area Director Meetings

Each area director is encouraged to sponsor once every two years an area meeting or workshop devoted to leadership training and dissemination of information. Chapters are encouraged to pay for lunches and mileage of their attendees. Area Directors' budgets may cover other necessary expenses. Attendance at area workshops is a legitimate use of chapter dues.

CalPERS Pre-Retirement Meetings

CalPERS holds pre-retirement meetings in various locations. The Area Director usually notifies the chapters when such a workshop will be held in the vicinity of the chapter.

Members should participate in these meetings by manning a table clearly identified with RPEA's logo, distributing informational materials, providing membership applications and answering attendees' questions. The chapter should keep a supply of recruitment literature on hand at all times and reorder from Headquarters as needed.

POLITICAL ACTION

Legislative Action Organization (LAO)

The RPEA Legislative Action Organization (LAO) is one of the political action arms through which the Association participates in public office elections, in compliance with the Fair Political Practice Commission (FPPC).

Its purpose is to protect our pensions and other benefits by educating the public and legislators about issues of concern. It raises and disburses funds to help elect candidates to the California Legislature and State constitutional offices that are likely to be favorable to the legislative goals of RPEA.

The LAO is not affiliated with any political party and, along with the IEC, is wholly responsible to the interests of RPEA. Funds are managed by trustees in accordance with the LAO Bylaws. No RPEA dues money is used by LAO. Funds are kept in a separate account and are not comingled with general RPEA money.

This committee is supported by voluntary contributions. Some RPEA members make contributions by check. Others authorize CalPERS to withhold a regular donation from their monthly CalPERS pension checks.

Independent Expenditure Committee (IEC)

The Independent Expenditure Committee is a separate political arm of RPEA through which the Association participates in public office elections, in compliance with the Fair Political Practice Commission (FPPC).

The IEC is a voluntary, unincorporated, non-profit committee authorized by Proposition 208 (1996) and Proposition 34 (2000). It raises and disburses funds to either support or oppose associations, coalitions, initiatives, constitutional amendments or other legal actions that would affect our members' benefits.

Its purpose is to protect our pensions and other benefits by educating the public and legislators about issues of concern. It raises and disburses funds to help elect candidates to the California Legislature and State constitutional offices who are likely to be favorable to the legislative goals of RPEA.

The IEC is not affiliated with any political party and, along with the LAO, is wholly responsible to the interests of RPEA. Funds are managed by trustees in accordance with the IEC Bylaws. Funds are kept in a separate account and are not comingled with general RPEA money.

This committee is supported by voluntary contributions. Some RPEA members make contributions by check. Others authorize CalPERS to withhold a regular donation from their monthly CalPERS pension checks.

Support of Candidates for Public Office

Based on the voting record and willingness of a candidate for public office to support RPEA goals, the RPEA State Board may authorize non-financial assistance and the use of RPEA's name in his/her candidacy.

The RPEA State Board's policy on endorsements of candidates and propositions should be upheld by all members.

Use of Chapter Dues

Dues income may not be used to contribute to or support any Association or political candidate.

Donated funds from chapter members are to be used as directed by the membership.

ASSOCIATION'S BENEFIT PROGRAMS

DISCOUNT GROUP INSURANCE

RPEA, in association with Association Member Benefits & Insurance Agency (AMBIA), has developed a comprehensive program of low-cost group insurance plans for dental, vision, hearing aids, Medicare supplement insurance, Long Term Care insurance, travel/accident, and more. In addition to insurance plans, AMBIA offers several discount travel and product choices that offer RPEA members some unique low-cost options. Call AMBIA at 844 442-6242 for full details.

HEALTH INSURANCE FOR THOSE UNDER AGE 65 OR INELILIGIBLE FOR MEDICARE

For those members who are under age 65 or ineligible for Medicare and need information regarding health care insurance options, call Health Insurance Counseling Advocacy Program (HICAP) at 800 510-2020 or Covered California at 800 300-1506.

DISCOUNT ADMISSION TICKETS

Discount admission prices for various entertainment venues in California are available from RPEA. Call RPEA at 800 443-7732 for complete information and discounts codes.

CONSUMER AFFAIRS

Members of RPEA will receive consumer affairs information written by the Member Services Director in the bimonthly statewide newsletter. We strive to provide our members with important information to assist them in avoiding financial difficulty resulting from unscrupulous individuals and companies that prey upon seniors. A wide variety of other consumer affairs information will appear in these newsletter articles.

RPEA HEADQUARTERS (800) 443-7732

SUGGESTED MEETING AGENDA

(Chapters should determine agendas from the following suggestions)

1. CALL TO ORDER

Start on time. President raps once with gavel and says, “*The meeting will come to order.*” Wait quietly for order

2. OPENING CEREMONIES

- Flag salute
- Optional: May consist of an inspirational message, flag ceremony, etc.

3. INTRODUCTION OF FIRST-TIME ATTENDEES & CHAPTER LEADERSHIP

Optional. Chair introduces guests.

4. ROLL CALL OF OFFICERS

Some organizations have a roll call of officers. The Secretary calls the roll, and it is recorded in the Minutes together with a quorum statement.

5. READING AND APPROVAL OF THE MINUTES

Minutes not printed and distributed are read by the Secretary and are accepted as presented or corrected. This does not require a motion or vote, except as provided by the chapter bylaws.

6. REPORTS OF OFFICERS

The President or Vice President may make a report.

Correspondence. The Secretary first reads the name of the person who has written the correspondence. Summarize information whenever possible. Any action required may be taken immediately, i.e., accept resignation.

Treasurer’s Report. At regular meetings. Include beginning balance, income, expenditures and ending balance. Keep it very brief. The Treasurer’s report is accepted

as presented or corrected, so no motion or vote is required except as required by the chapter bylaws.

7. REPORT OF EXECUTIVE BOARD

Read by Secretary, generally for information only. Contains all action taken by the Board. If recommendations are included, Secretary makes motion to implement and action is taken immediately.

8. REPORTS OF STANDING COMMITTEES

Chair calls on only those with reports to make. If recommendations are included, the chairman or reporting member makes a motion to implement any action taken immediately.

9. REPORTS OF SPECIAL COMMITTEES

Call on those prepared or required to report. Recommendations are handled as in ITEM 8. If committee makes its final report, its work is completed and it ceases to exist.

10. SPECIAL ORDERS

Items of business postponed from a previous meeting or earlier in the current meeting by a two-thirds vote are special orders and are taken up before other general business. Matters required by the bylaws to be taken up at a specific meeting (such as election of officers) are special orders.

11. UNFINISHED BUSINESS AND GENERAL ORDERS

Consists of business left unfinished at a previous meeting or business postponed to this meeting by a majority vote.

12. NEW BUSINESS

Chair calls for new business. This is the members' opportunity to bring before the assembly items in which they are interested. (Must fall within the objects of RPEA as provided in the Bylaws.) The main motion is used to introduce items of new business.

13. ANNOUNCEMENTS

Date/time/place of next meeting

14. ADJOURNMENT

A GUIDE TO TAKING MINUTES OF MEETINGS

(One rule MUST be observed. The Secretary makes no comment, favorable or unfavorable, about anything said or done in the meeting.)

Minutes should contain the following information:

1. Kind of meeting – *Regular, Annual, Chapter or Board*
2. Name of Association
3. Date of meeting, time and location.
4. Roll call – *Officers who were present and absent.*
5. Minutes of the previous meeting were approved – *As read, as submitted or as corrected or amended.*
6. Points of Order – *Raised by members and appeals from the decision of the Chair, adopted or lost.*
 - *Name of member making a motion is recorded and who seconds it.*
 - *In a vote by ballot or in a counted vote, the number of votes for and against is always recorded.*
 - *Action taken is recorded. Debate is not, unless the Secretary is instructed to record arguments.*
7. Financial Report – *Income, disbursements and balance.*
8. Motions – *Statement of motion made, name of member making the motion and name of member seconding it. The number of votes for and against, with action taken (adopted or failed). Withdrawn motions are not recorded.*
9. Include title of Committees and brief recaps of reports.
 - *In a meeting where the program is the main part of the meeting, the Secretary may give a summary of the proceedings. It is a mistake to record too much. Many times only the name of the speaker and the title of the speech need be recorded.*

10. Time of Adjournment.
11. Next meeting date and location.
12. Signature of Secretary (or Secretary pro tem). “Respectfully submitted” is NOT used in signing minutes.
13. When minutes have been approved, the Secretary makes a notation in the minutes showing the date of approval.

SAMPLE

MEETING MINUTES
RPEA CHAPTER # _____

The regular monthly membership meeting of RPEA Chapter ____ was called to order on *(date)* at *(time)* at the *(location)* by the President, *(name)*.

Roll Call: Present were *(name)*, Absent was/were *(name(s))*, Excused was/were *(name(s))*, President; *(name)*, Vice President, *(name)*; Secretary, *(name)* Treasurer, *(name)*, etc.

The minutes of the meeting of *(date)* were approved as read (as submitted or approved as corrected).

The President reported his/her activities for the past month including attending the special meeting of the area, called by the Area Director.

The Treasurer reported a beginning balance on *(date)* of \$_____, receipts of \$_____, disbursements of \$_____ for a balance on hand of \$_____. The Treasurer moved that the restaurant bill be paid when received and verified. The motion was adopted.

(Name) reporting on behalf of the Membership Committee introduced a new member and reported that the current membership is _____.

The Program Chairman introduced the speaker who presented a program on _____.

Other Committee reports: _____

Old Business: _____

New Business: _____

The President announced the next meeting would be held *(date)* at the *(location)*. The next area meeting is scheduled for *(date)*. The RPEA Board of Directors will meet on *(date)* at *(location)*.

There being no further business, the meeting adjourned at *(time)*.

Secretary: _____

Approved On: _____
Date

PARLIAMENTARY POINTERS

MAKING MOTION

Any person authorized to make a motion and who is recognized by the chair, can make a motion by stating “I move that...” a motion must be seconded by another authorized person or else the “motion dies for lack of a second.” A motion from a committee does not require a second.

STATING THE MOTION

After a motion is made and seconded, the chair should repeat it so that everyone understands what is being proposed.

DISCUSSING THE MOTION

The maker of the motion should have the first opportunity to speak on the motion; the person who seconded the motion has the opportunity to speak next. After these opening statements, members can speak for or against the motion as they are recognized by the chair.

It is generally a good practice for the chair to alternate speakers “for” and “against” a motion. No one is entitled to speak twice on a motion as long as others desire to speak.

If the Chair wishes to speak for or against a motion, he/she should leave the “chair” (giving the gavel to The Vice Chair; or, if absent, another officer, and not resuming the chair until that item has been disposed of).

AMENDMENTS TO A MOTION

After a motion has been made and seconded and before the vote is taken, a member may offer an amendment to the motion. Just like a “main” motion, amendments must be seconded by another member or they “die.”

Amendments cannot be offered which are directly contrary to the original motion. An amendment must be closely related to the subject of the original motion and cannot be used to introduce a new subject.

Once an amendment has been moved and seconded, the discussion is then limited to the amendment.

AMENDMENT TO AN AMENDMENT

Just like a “main” motion can be amended, an amendment can also be amended.

It is important to remember that while there can be an amendment to an amendment, there cannot be two separate amendments to the original motion before the assembly at the same time. There also cannot be an amendment to the amendment to the amendment.

SUBSTITUTE MOTION

Sometimes, a substitute motion may be advisable rather than an amendment to an amendment. A substitute motion is in order whenever the main motion or an amendment is on the floor. A substitute motion is not in order, for example, if the item on the floor is a motion to table.

If the substitute motion passes, discussion on the item is concluded. If the substitute motion fails, the main motion (or amendment) is back on the floor.

POINT OF ORDER

A member may call for a point of order if rules are being violated (for example, discussion not limited to the subject on the floor) or if the Bylaws, standing rules or policies are being broken.

A person wishing to call for a point of order may do so by simply stating “I rise to a point of order” or “point of order.” The chair must recognize the request immediately. After the point of order is made, the chair must rule on the point raised.

A point of order must not be used to debate the issue on the floor.

POINT OF INFORMATION

If a member feels the need for more information about the meaning of a motion or its effect, the question may be directed to the chair by stating “point of information.” The chair must recognize that person and provide the clarification. A “point of information” cannot be used to give information, only to obtain information.

WITHDRAWING A MOTION

The maker of a motion may request that the motion be withdrawn. If there is an objection, the question of withdrawal must be put to a vote. It requires no second and cannot be debated. Withdrawal requires a majority vote.

TABLING A MOTION

A motion to table postpones or delays action. A motion to table requires a second and cannot be debated.

A motion to table cannot have a time limit (a motion to delay until a particular time is actually a motion to postpone and is debatable).

LIMITING DEBATE

Because RPEA has adopted “Robert’s Rules” as the parliamentary authority, no one may speak more than twice on any one motion, is limited to ten minutes at any one time and may not speak a second time on the same motion if another is waiting to speak.

Shorter time of debate can be included in the Chapter Bylaws or by adopting a standing rule. A motion to limit debate requires a second, is not debatable and requires a two-thirds vote.

CLOSING DEBATE

A motion to “call for the previous question” is a method of stopping further discussion and forcing a vote. A motion to close debate requires a second, is not debated and requires a two-thirds vote.

If an amendment is on the floor, such a motion would cut off debate on the amendment only. If a member desires to have debate closed on the amendment and on the main motion, that person must “call for the question on all matters before the house.”

VOTING

A vote must first be taken on an amendment before the vote on the original or “main” motion. If the amendment is defeated, a motion for another amendment is in order.

If the amendment is passed, the discussion then reverts back to discussion on the original motion as amended or, if the amendment fails, back to the original motion as stated unless debate has been closed.

ITEM	SECOND	AMENDMENT	DEBATE	VOTE
Amendment	Yes	Yes	Yes	Majority
Amendment to Amendment	Yes	No	Yes	Majority
Close debate	Yes	No	No	2/3
Limit Debate	Yes	Yes	No	2/3
Main motion	Yes	Yes	Yes	Majority
Motion to Adjourn	Yes	No	No	Majority
Motion to Recess	Yes	Yes	No	Majority
Motion to Refer	Yes	Yes	Yes	Majority
Point of Information	No	No	No	None
Point of Order	No	No	No	Majority
Postpone (<i>to a definite time</i>)	Yes	Yes	Yes	Majority
Table a Motion	Yes	No	No	Majority
Withdrawal of a Motion	No	No	No	Majority