

Redeemer Evangelical Lutheran Church

Council Meeting Minutes February 29, 2020

A. CALL TO ORDER

1. The meeting was called to order by acting President Fred Sherman at 9:04 AM.

B. ATTENDENCE

1. Present were Fred Sherman, Pastor Jordan, Jerry Brandt, RJ Joksch, Daryl Smith, Jay Erwin, Bruce Holderbein, Diane Scott, and Walt Godsil. A quorum was established.

C. OPENING PRAYER

1. Pastor Jordan opened with prayer.

REPORTS

D. PASTOR'S REPORT

1. Campus ministry, welcoming visitors, and church website/Facebook review. See attached.

E. FELLOWSHIP REPORT

1. Taco Night March 4th, Soup Supper March 18, Fifth Sunday potluck March 29-May 31-August 30. Easter breakfast April 12 at 8:30AM. Congregational dinner will be on November 1.
2. After church fellowship food has been reduce to crackers, cheese, and juice for now unless someone brings other items.
3. Youth – Xiao, Yuhuan, and Yufei Wenslaff will be attending the Higher Things conference at Fort Collins, Colorado, June 29 to July 2, 2020.

F. ELDERS REPORT

1. COLA raises for staff were discussed.
2. Scholarships to two recipients were discussed, it used to all go to one individual.

G. STEWARDSHIP

1. There is a \$24,000 annual budget
2. Pastor Roberts has requested \$2,000 to assist with travel expenses for the new Ukiah pastor. There was no objection.

3. Volunteer committee members requested.

H. TRUSTEES (facilities)

1. A realtor oversees most of the school needs and does a good job.
2. Maintenance is done routinely at Redeemer House.
3. Church fire extinguishers have been recharged, a security camera system installed, a church insurance walkthrough was performed. The parish hall floor reconditioning is to be performed.
4. Items to be performed are: Cleaning up the camera cables, fix a stained glass window, check the A/C filters before summer, check to solar feasibility, and recommend that more activities be documented with pictures.
5. More people to download the security camera application.
6. Advise the Chico Police Dept. about the security cameras now deployed, note that they keep the recorded history for two weeks.

I. CHRISTIAN EDUCATION

1. Three Wenslaff's are going to the Higher Things conference as reported above.

J. EVANGELISM

1. Focus on the homebound, pay attention to those with infants as well.

K. PRESIDENT'S REPORT

1. Recommend that future reports be submitted at least one week in advance of council meetings to be dispersed to council members for their review, with copies to the church secretary for communication to the congregation. Fred Sherman will send initial reminder.
FAVORABLE DISCUSSION

2. The President suggested and the council agreed that council decisions will be made by consensus, excepting items deemed of greater importance that will be voted upon by the council, and items taken to the congregation whereupon the congregation will vote. Items taken to the congregation will be presented in sufficient detail for informed decisions.

OLD BUSINESS

L. There was no Old Business

NEW BUSINESS

M. APPOINTMENTS

1. Fred Sherman was confirmed as the Council President on a motion by Jerry Brandt and a second by Walter Godsil.
2. RJ Joksch was confirmed as Council Secretary.

N. VOTERS MEETINGS

1. Voter meetings were established for the 17th of May and the 15th of November, 2020.

O. COUNCIL MEETING DATES 2020

1. Pastor says no number of meetings are required. Jerry B. will review the by-laws. Agreed to delete the proposed dates of March 28th and June 27th, 2020. Keeping May 2nd, August 22nd, and October 31st for sure.

P. ADJUST COUNCIL AND OTHER POSITIONS

1. Walt G. suggests combining and deleting positions, with favorable discussion.
2. Suggestions were to delete the Board of Christian Education. Duties go to the Board of Youth.
3. Consider establishing a Board of Elderly.
4. Suggested combining the Treasurer position with another, but it was countered with the need for sufficient officers to meet quorum requirements at meetings.
5. Remote attendance was approved by consensus.

Q. AUDIT

1. Walt G. suggested an annual audit, either internal or external. Possibly by Anita W. who does the staff tax filings and paperwork.

R. BY-LAWS and CONSTITUTION

1. Reviewing various items it was determined that various changes and updates to the church by-laws and maybe the constitution may be necessary to accommodate items being discussed.

S. THE PUBLIC RELATIONS COMMITTEE

1. Bruce H. suggested merging it with the Evangelism Committee. Daryl S. and Pastor agreed.
2. Jerry B. and Fred S. discussed making a list of proposed by-law and constitution changes to be presented at the next meeting. Pastor says work through them internally, then present any changes requiring member approval to be placed on the agenda for the next voter/members meeting.

T. THE MAY 27TH MEETING

1. The 2020 budget will be reviewed.
2. Historical congregational sign-in sheets are part of the minutes of those meetings.
3. Suggestion that maybe include a copy of the church constitution in new member packets, then allow all members to vote at all voter meetings, not having new members sit out their first one as is currently required.
4. A voting member is a confirmed member who is 18 years of age or older.

U. VOTERS MEETINGS

1. Follow Robert's Rules of order in those meetings. Jerry B. handed out a short abbreviation of those rules to the council. Possibly review initially at those meetings.
2. Pastor suggested having a written preamble to those meetings discussing how those meetings will be run, if by consensus or more formally, depending upon the subjects.

V. A CAL-OES GRANT

1. The federal government has renewed grant for church security, the next round of applications will be accepted in December 2020.
2. We have a security committee and have taken steps to increase church security. Bruce will report on this in more detail at the next meeting.

W. FROM THE FLOOR

1. Walt G. brought up dogs being walked on the property. Pastor recommends a positive interaction, always with a welcoming attitude. Keeping good relations with our neighbors is crucial, they are our eyes and ears around the clock.

X. ADJOURNMENT

1. The meeting was adjourned by President Fred S. at 10:53 AM.

ATTACHMENTS:

Meeting Agenda
Minutes of the October 19, 2019 Meeting
Pastors Report
Fellowship Report
Trustees Report
Officer and Board Member list
Vacant Positions and Their Duties
Proposed Meeting Schedule for 2020
Robert's Rules of Order, Simplified
More Meeting Protocol's



Redeemer Evangelical Lutheran Church

Council Meeting

Date: February 29, 2020 (Saturday)

Time: 9:00 am to 12:00 noon

Place: Fireside Room

Agenda

Opening Prayer: Pastor Jordan

Roll Call

Council members present

- Linda Allen – Board of Fellowship
- Jerry Brandt – Vice President
- Jay Erwin – Board of Elders
- Walt Godsil – Board of Stewardship
- Bruce Holderbein – Board of Trustees
- RJ Joksch – Secretary
- Diane Scott – Board of Christian Education, Board of Young Peoples Work
- Daryl Smith – Board of Evangelism
- Fred Sherman - President

Others

- Pastor Donald Jordan

Quorum Present?

Reports from the Boards

- Board of Fellowship
- Board of Elders
- Board of Stewardship
- Board of Trustees
- Board of Christian Education
- Board of Young Peoples Work
- Board of Evangelism

Reports from Officers

- President
- Vice President
- Secretary

Old Business

New Business

- Approval or correction of minutes of previous meeting. ([Attachment 1](#))
- Appoint Ralph (RJ) Joksch as secretary (official appointment)
- Confirm Council and Voters Meetings Schedules ([Attachment 2](#))
 - One suggestion to change to quarterly meetings
- Adjust officer and chair positions as needed: ([Attachment 3](#))
- Develop plan to resolve vacancies in officers ([Attachment 4](#))
 - Treasurer
 - Financial Secretary
- Prepare to pass 2020 budget at the next voters' meeting (scheduled for **May 17th**)
- Become compliant with our constitution
 - Use congregation members sign-in sheets at voters' meetings & keep records
 - Give out copies of the constitution to new members
 - Educate congregation in Robert's Rules of Order ([Attachment 5](#))
- Adopt council meeting protocol (submit board reports prior to council meeting)
- Apply for CAL OES Grant for security improvements
 - Next round applications (probably) due December 2020

Closing Prayer: Pastor Jordan

Adjourn

Attachment 1: Last Council Meeting Minutes (Draft)

Attachment 2: Council Meeting Schedule (Draft)

Attachment 3: 2020 Officers and Board Members

Attachment 4: Issues with vacant officer positions

Attachment 5: Simplified Roberts Rules of Order

Redeemer Evangelical Lutheran Church
Regular Council Meeting AGENDA

Date: October 19, 2019

Opening Prayer: Pastor Jordan opened the meeting with prayer at 9:02am.

Roll Call: At a regular meeting of the church Council assembly of Redeemer Evangelical Lutheran Church, held in the Fireside room on Saturday October 19, 2019 at 9am, Bruce Holderbein the president in the chair, Cyndie Holderbein serving as Secretary.

Officers and Board members present: = Check the box if officer is present

President	Bruce Holderbein <input checked="" type="checkbox"/>	Vice President	Jerry Brandt <input checked="" type="checkbox"/>
Pastor	Pastor Jordan <input checked="" type="checkbox"/>	Secretary	Cyndie Holderbein <input checked="" type="checkbox"/>
Financial Secretary	Terry Brinson <input checked="" type="checkbox"/>	Evangelism	Vacant <input type="checkbox"/>
Stewardship	Walt Godsil <input checked="" type="checkbox"/>	Elders	Tim Wenslaff <input checked="" type="checkbox"/>
Fellowship	Diane Scott <input type="checkbox"/>	Trustees	Terry Brinson <input checked="" type="checkbox"/>
Youth Education	Diane Scott <input type="checkbox"/>		

TOPIC	DISCUSSION	ACTION
Minutes Review – 10/18/18		The minutes were approved electronically after the October 2018 meeting.
President's report – Bruce Holderbein		Bruce Holderbein presented his report. That report is attached to these minutes.
Elder report – Tim Wenslaff/ Fred Sherman		Tim Wenslaff presented his report and that report is attached to these minutes.
Financial Secretary report – Terry Brinson		Terry Brinson presented his report and that report is attached to these minutes.
Trustee report – Terry Brinson		Terry Brinson presented his report and that report is attached to these minutes. Jerry Brandt discussed the idea to change where the bell choir plays their bells. Possibly removing the last two rows of pews so the bell choir can play downstairs as the stairs to the loft are challenging for ringers. This is still in the discussion stage.
Stewardship report – Walt Godsil		Walt Godsil presented his report and that report is attached to these minutes.

Fellowship report – Diane Scott		Diane Scott was not present at the meeting.
Youth Education report – Diane Scott		Diane Scott was not present at the meeting.
Evangelism report – Vacant		Carolyn Martin is on the Evangelism Board but is not present at today’s meeting.
Pastor’s report – Pastor Jordan		Pastor Jordan is asking volunteers to help with the upcoming free pancake breakfast.
Old Business	Pastor – New Doxology sessions?	Pastor Jordan presented his report and that report is attached to these minutes.
New Business – Item 1	Nomination List for Officers and Boards	<p>Bruce reviewed the list of nominees with the group. That list is attached to these minutes.</p> <p>Walt Godsil made a suggestion to develop a process on how to ask people to be on committees. He suggested having a dinner with members so that during dinner the members can get an in-depth explanation of what it is to be on a specific committee.</p> <p>Pastor Jordan added that current members are the best recruiters for vacant positions.</p> <p>Pastor noted that Daryl Smith is interested in the Board of Evangelism.</p> <p>Continue to pray on this topic.</p>
New Business – Item 2	Motion from Financial Secretary – copier fund allocation	<p>Motion #1 - Terry Brinson made the motion to move the money spent on the new copier from the memorial fund. Motion attached to these minutes. MOTION PASSED.</p> <p>Motion #2 – Terry Brinson made the motion to transfer up to \$100,000.00 into our existing Vanguard account and invest in their Federal Money Market account, which pays about 1.90%. Account interest to go into the general fund</p>

		Motion attached to these minutes. MOTION PASSED.
New Business – Item 3	General Budget proposal – Elders/Stewardship/Financial Secretary	<p>Walt Godsil handed out a copy of the proposed budget for 2020. That document is attached to these minutes.</p> <p>Walt Godsil noted that there is not much of a difference in the 2020 proposed budget from the 2019 budget.</p> <p>Walt Godsil made the motion to approve the budget without raises. MOTION PASSES.</p> <p>The 2020 budget proposal will be presented at the November 10, 2019 Voters Meeting.</p>
Other new business		No new business

Pastor Jordan delivered a prayer prior to final discussion on new business –item#3.

Adjourn: 10:50am

Pastors Report to the Council – 29 February 2020

- Campus ministry group meets monthly for dinner and Bible study. Average of six students gather.
- LWML is not functioning. Coins for Christ, previously administered by LWML and sent to seminary student, defaults to general fund offering.
- Assimilation of new members is always a priority. During the service and coffee hour sit with them and interact.
- Altar guild has six members faithfully serving weekly.
- Met with the Board of Elders January 25.
- Met with the Board of Evangelism February 16.
- Weekly radio show each Friday, Live Talk with Jerry Olenyn.
- Need more articles, photos, and blurbs from officers and boards for monthly newsletter, detailing what God is doing in our midst. Submit via email to office manager Vieira.
- Let us give thanks to God for his work in the kingdom, as He is faithful always.

Respectfully submitted,

Pastor Donald Jordan

Soup Suppers

Taco night 3/4

Soup " 3/18

5th Sunday potluck

Mar 29th

May 31st

August 30th

Easter Breakfast

Apr. 12th 8:30

Congregational Dinner

November 1st

We cut back on
fellowship (food)

church is supplying
crackers + cheese +

Juice (if people bring
something we put it
out.)

Youth - 3 people will be attending Higher Things
at Fort Collins Colorado June 29-July 2,
* Xiao, Yuhuan + Yufei Wenshaff

Fellowship Report

2/29/20

February 28, 2020

Redeemer Lutheran Trustees Report

Bruce Holderbein - Chair

Bob Rean

Keith Siemens

Project initiation: Pastor or other member sends email or other message to Trustees. Project gets placed on Trustee board for completion. Trustees review list items for delegation and completion. Bruce has set up contacts for communication with Kimberly regarding schools. Fred Sherman has brought a few items to Trustees for Redeemer House maintenance.

Regular maintenance work:

- Janitorial (Floors, bathrooms, vacuuming)

- Lawn and grounds

Projects we have completed recently:

- Parish Hall floor reconditioning – wax and buff next Thursday

- Fire extinguisher recharging

- Camera system install

- Liability Insurance (Church Mutual) walk-thru in early February: No problems!

Projects on the schedule:

- Publish Trustee report for bulletin and Redeemer Review

- Window recondition in the nave (stained glass)

- Window seal replacement in the nave

- Window seal replacement (exterior) in the nave

- Clean up cables in the video system console room

- Air conditioner/ filter check to prepare for summer months

- Solar feasibility

Redeemer Evangelical Lutheran Church Chico, CA

2020 List of Officers and Board Members

President*	Fred Sherman
Vice President*	Jerry Brandt
Treasurer*	(Vacant)
Secretary*	RJ Joksch
Financial Secretary*	(Vacant)
Board of Elders	Timothy Wenslaff Robert Engelken Bob Rean Daryl Smith Jay Erwin (Chair)
Board of Trustees	Bruce Holderbein (Chair) Keith Siemens Bob Rean
Board of Stewardship	Walter Godsil (Chair) Marsha Hoffman
Board of Evangelism	Daryl Smith (Chair) William Baving
Board of Fellowship	Linda Allen (Chair) Sherry Godsil Diane Scott Carol Varley Shirley Wilson
Board of Christian Education Board of Young Peoples Work	Diane Scott (Chair)

*Legal officers per the Bylaws

Vacant officer positions: Treasurer & Financial Secretary

From "Job Descriptions"

Treasurer:

1. To take charge of all monies collected by the congregation.
2. To keep accurate account of all receipts and disbursements and to make payments authorized by the congregation.
3. To serve as a member of the Stewardship Board.
4. To render a report to the regular Voters' Assembly meetings.
5. To submit to the congregation an annual financial statement.
6. Shall have the authority to work out with salaried workers of the congregational breakdown of workers total compensation into salary and fringe benefits as the worker requests with voters' approval
7. All records shall remain the property of the congregation and available upon request of the voter's assembly.

Financial Secretary:

1. To keep an exact record of all contributing members and their contributions.
2. To be responsible for counting the church offering, to see that it is done by no less than two people at any time, and to make deposits.
3. To render a quarterly and annual receipt to each contributing member.

3

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4. To keep all records in a book with numbered pages to coincide with members envelopes.
 5. To serve as a member of the Stewardship Board.
 6. To furnish treasurer with duplicate deposit slips.
 7. Be responsible for requisitioning and distributing offering envelopes.
 8. To keep all member records confidential.



Discussion

Our Office Manager performs most of these roles

What's missing is an officer to monitor and audit these functions

Possible solution:

Change the role of the Financial Secretary position to monitor and audit the financial functions of the church and also be a signatory on checks as needed. Eliminate the Treasurer position.

Obtaining Quorums at Voters' Meetings and Compliance with Bylaws

Bylaws (adopted 3 May 2015)

Special Voters meetings may be called by Pastor or president (2.02)

Voters' meeting shall be announced orally or in the bulletin Sunday prior to the meeting (2.03)

Quorum is **20** voting members and **three** officers (2.04)

Legal officers are: (4.01)

- President
- Vice President
- Treasurer - **Vacant**
- Secretary
- Financial Secretary - **Vacant**

The following boards shall be elected: (4.02)

- Board of Elders
- Board of Evangelism
- Board of Christian Education (*combine with Board of Young Peoples Work?*)
- Board of Stewardship
- Board of Trustees
- Board of Parish Fellowship (*now called Board of Fellowship*)
- Board of Public Relations (*not established*)
- Board of Young Peoples Work (*combine with Board of Christian Education?*)

Discussion:

The rules for establishing a quorum at Voters' Meetings require that all three current officers be present. We need more flexibility to ensure we can conduct business. Should we change the Bylaws?

Our current implementation of Boards is out of compliance with the Bylaws. Should we reorganize and change the Bylaws?

DRAFT

2020 Council & Voter Meeting Schedules

Voters' Meetings

17 MAY 2020, SUN

15 NOV 2020, SUN

Council Meetings

29 FEB 2020, SAT ● 09:00 – 12:00 Redeemer Council Meeting

28 MAR 2020, SAT ● 09:00 – 12:00 Redeemer Council Meeting

2 MAY 2020, SAT ● 09:00 – 12:00 Redeemer Council Meeting

27 JUN 2020, SAT ● 09:00 – 12:00 Redeemer Council Meeting

22 AUG 2020, SAT ● 09:00 – 12:00 Redeemer Council Meeting

31 OCT 2020, SAT ● 09:00 – 12:00 Redeemer Council Meeting

Short/Abbreviated Robt's Rules

LET'S GET BETTER AT MEETINGS

Revised Jan 17, 2020

Most people consider meetings a pain in the neck, and sometimes for good reasons. However, in order to conduct the proper (and legal) operation of an organization such as our congregation (a corporation of the State of California)*, properly conducted and documented meetings are necessary. This happens at our bi-annual voter's meetings in May and November.

Over the years it is easy to become lax, for the sake of informality and friendliness, in the conduct of our meetings. It is time, both as a refresher and for the sake of new members, to review the procedures of the formal voter's meetings and that of other committees and boards, as necessary.

Our constitution and by-laws require that all meetings be conducted in accordance with Robert's Rules of Order, a long-existing book accepted world-wide as a guide to formal meetings ranging from small groups like us to national parliaments, senates, etc. It is extremely large and complicated. Even an abridged version can span a couple hundred pages.

Lucky for us, our meetings can be much simplified, but must still be conducted in accordance with the section of the Rules as they apply to us. I will try to convey the portions which apply to us at our formal meetings.

*Our Constitution and By-Laws are the official operating rules of our congregation

GENERAL

1. The chairperson (usually the congregation President or his designee) has complete authority and control of the meeting.
2. A quorum (required number of attendees) is present.
3. Minutes from the previous meeting are presented and approved by motion and vote.
4. Committee and board reports are entered into the minutes w/o comment or debate. The chair may entertain a question (and answer from the presenter) but discussion must be limited (committee and board work is done at their meetings, not at the Voter's Meeting).

SPECIFIC (THE REAL THING)

Motions are statements that describe a proposed action or decision. Although the formality of Robert's Rules can seem cumbersome, the process of making motions ensures that no decision is accepted without the opportunity for discussion and a vote.

Typically the motion making process progresses as follows:

A MEMBER OF THE GROUP (OR COMMITTEE/BOARD) PROPOSES A MOTION: "I MOVE THAT..."

--motions require that a second member agrees to consider the proposal to ensure that the proposal is meaningful to more than one person. If the motion is brought by a board or committee, no second is needed.

A MEMBER OF THE GROUP CHOOSES TO SECOND: "I SECOND..."

Without a second the motion dies.

Once the group has had a chance to speak in favor or against the motion, the Chair will lead a vote.

Main motion - A motion must be made and seconded to initiate discussion on an issue (a limited amount of discussion may be allowed at the discretion of the Chair prior to a motion being made). Motions must be written or projected and read verbatim by the secretary to insure accuracy, before being voted on.

Substitute motion -This is used to propose an alternative or amendment to the main motion. The procedure is the same as the main motion. When complete, discussion of the main motion, amended or not, continues.

Call the Question - A motion to end debate and vote on the motion at hand. If seconded and passed, the main motion is then voted on. If no second or the vote fails, discussion continues. (The Chair can choose to end debate)

PROTOCOL

When a motion is on the floor for discussion, any person wishing to speak to the motion must request permission from the Chair. The Chair then grants permission to speak and may limit the time taken.. That person may not speak again until all other persons requesting to speak have done so. Side one-to-one discussions, comments or outbursts made W/O permission to speak from the Chair are inappropriate and discouraged.

IN CONCLUSION

Sounds pretty strict and tough, doesn't it? In reality it works well and will result in quicker, more efficient, and legal meetings. None of this is new but just needs to be implemented better.

I hope this little discourse is helpful and, if followed, will result in better and more efficient meetings.

HAPPY MEETINGS

Jerry Brandt, Vice President

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."