



*Advancing Women in Transportation*

**Women's Transportation Seminar  
Florida's Capital Area Chapter**

**Protocols  
and  
Guidelines**

**Finalized 08/01/2017**

# Table of Contents

<b>I.</b>	<b>Introduction .....</b>	<b>19</b>
<b>II.</b>	<b>History.....</b>	<b>19</b>
<b>III.</b>	<b>Chapter Mission, Focus and Messages .....</b>	<b>19</b>
	Basic Policies of the Chapter:.....	19
<b>IV.</b>	<b>Chapter Board and Directors.....</b>	<b>19</b>
	Guiding Principles .....	19
	Board of Directors .....	20
	Board of Directors' Responsibilities .....	20
	Board of Directors' Meetings .....	20
	Board of Directors' Meeting Agendas .....	20
	Board of Directors' Approvals & Meeting Summaries .....	21
	Officer Elections .....	21
	Officers of the Board of Directors.....	21
<b>V.</b>	<b>Standing Committees.....</b>	<b>25</b>
	Other Committees .....	25
<b>VI.</b>	<b>Financial Administration and Budget .....</b>	<b>25</b>
	Budget.....	25
	Check Signing Authority .....	25
	Check Preparation and Mailing.....	26
	Contract Authority.....	26
	No Distribution of Earnings.....	26
	Expense Reimbursement Policy.....	26
	Credit Cards .....	26
	Program Fees.....	26
<b>VII.</b>	<b>Communications .....</b>	<b>27</b>
	Information Distribution to the General Membership .....	27
	Announcements .....	27
	Emails .....	27
	Written Correspondence.....	27
	Invitations and Thank You Notes.....	27
<b>VII.</b>	<b>Chapter Training and Affiliations.....</b>	<b>27</b>
	Chapter Leadership Training .....	28
	Annual Conference.....	28
	Affiliated Organizations.....	28
	APPENDIX A.....	29
	Appendix B.....	31
	Parliamentary Procedure Overview .....	31

## I. Introduction

This Protocols and Guidelines manual is intended to provide guidance to the Capital Area chapter leaders. However, these protocols can and should be tailored as the chapter grows. It should be reviewed and updated once per year.

The manual is one of three guiding documents for the Chapter. The other two are:

1. WTS International Florida's Capital Area Chapter Bylaws – Adopted on July 15, 2016
2. WTS Capital Area Chapter Strategic Plan (2017-2022) – Updated on April 13, 2017

## II. History

The Women's Transportation Seminar was founded in 1977. It was created through the efforts of 40 women involved in transportation in the Washington, DC area who recognized that a mechanism was needed to enhance professional and personal advancement and to develop industry and government recognition of the increasing involvement of women in the field of transportation. After more than 30 years of growth and development, WTS is now an international organization of more than 4,000 transportation professionals, both women and men. More than 45 chapters have developed over the years serving the local needs of WTS members in the United States, Canada and the United Kingdom.

The WTS Florida's Capital Area Chapter was established in July 2016 with the guidance of Anita Vandervalk-Ostrander with Cambridge Systematics and Sheri Coven of Marlin Engineering, Inc.

## III. Chapter Mission, Focus and Messages

The mission of the WTS Florida's Capital Area Chapter is to **engage, empower and enrich members and to advance women in the transportation industry.**

**See Strategic Plan for details.**

### ***Basic Policies of the Chapter:***

- The Chapter shall be noncommercial, nonsectarian and nonpartisan.
- Membership shall not be denied to anyone on the basis of race, color, national origin, gender, sexual orientation, age, religion, disability, political affiliation or marital status.
- The name of WTS or the names of the officers in their official corporate capacity shall not be used in an official capacity other than that authorized by the Chapter Board.

## IV. Chapter Board and Directors

The roster of the current WTS Florida's Capital Area Chapter Board of Directors and Committee Chairs is contained in Appendix A.

### ***Guiding Principles***

The Board of Directors shall make governing decisions that reflect concern for and knowledge of WTS members' needs, concerns and aspirations. Board members shall, to the best of their abilities, attend meetings, become well-informed about the work of the Board, and be prepared to fully express their views and ask discerning questions. Decisions will be reached after

encouraging and exploring all points of view. Each Board member, regardless of personal point of view, is responsible to support the decisions of the Board in public. No Board member has any right or authority to act upon her own in the name of the organization unless delegated specific authority by the Board of Directors.

### ***Board of Directors***

At a minimum, the Board of Directors will consist of a President, Vice President, Treasurer, Secretary, and Directors of Communication, Events, Membership, and Professional Development. A Past President will also be included in the Board of Directors after the first year.

### ***Board of Directors' Responsibilities***

- Promote the mission of the Chapter and ensure a strategic planning process is in place that will lead to fulfilling the mission.
- Operate responsibly as stewards of the Chapter.
- Adopt annually a fiscally sound and prudent operating and capital budget.
- Conduct purposeful board meetings.
- Strive to develop and maintain effective and mutually collaborative working relationships among directors.
- Use effective problem-solving techniques.
- Encourage directors to participate in all discussions.
- Ensure adequate resources are allocated to support the strategic plan goals.
- Enhance the Chapter's public standing and image.
- Ensure legal and ethical integrity and maintain accountability.
- Participate in all board and appropriate committee meetings and functions.
- Be informed about the organization's mission, services, policies and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Engage in deliberation in a principled manner that encourages vigorous exploration of ideas, possible resolutions, and consensus building.
- Stay current on industry developments that could have a potential impact on the Chapter.
- Follow policies related to ethics, conflict of interest and confidentiality.
- Assist the board in carrying out its fiduciary responsibilities.

### ***Board of Directors' Meetings***

The Chapter Board of Directors meets monthly whenever possible. Per Article VI. Section 3 of the Bylaws, the Board shall meet a minimum of four times per year. Dates are subject to change, and meeting dates and times are available from the chapter website and/or the Chapter Secretary. The location, date and time are scheduled by the current President. All members are welcome to attend. The meetings are conducted according to Parliamentary Procedure (Appendix B) and per Articles V and VI of the Bylaws.

### ***Board of Directors' Meeting Agendas***

The Board Meeting agendas are prepared by the President with input from board members and committee chairs. In the absence of the President, the Vice President shall prepare the agenda. Those wishing to place an item on the Board agenda should notify the President at least five business days prior to the Board Meeting. Any material associated with an agenda item should be submitted to the President at least five business days prior to the Board Meeting (including Committee proposals).

## ***Board of Directors' Approvals & Meeting Summaries***

All Board of Directors' approvals are granted by a simple majority of the Board (motion must be made to either approve or disapprove an item, then the motion is seconded, followed by open discussion, and then the vote is called). Voting rights are for the board members only. The Secretary documents all Board votes in the monthly meeting summary. The meeting summaries are distributed to the Board of Directors five business days prior to the next Board meeting. Directors who serve as Chairs of their respective committee are to distribute meeting summaries to committee members.

## ***Officer Elections***

In late summer annually, the President, Immediate Past President, and Vice President shall determine Board position vacancies for the coming year. Board positions are for two years. To ensure board continuity only half the positions should change annually. The Vice-President should assume the President role following the two years served as Vice-President (unless Vice-President did not perform duties as assigned.)

The available Board positions shall be announced to members by the President no later than September with the request for nominations. The slate of candidates shall be announced to members no later than the October Board meeting. Elections shall be held electronically every year in mid-October. The Secretary or designee develops the electronic survey and distributes via email to chapter members with a maximum 2-week return.

The election results shall be announced at the November Board meeting and recorded in the minutes. Documentation is needed to transfer signatures on the chapter bank account.

Election results and an updated Board roster shall be forwarded by the President to WTS International and communicated to members.

This section is consistent with Article VII. Section 7. of the Bylaws.

## ***Officers of the Board of Directors***

### **President**

- Acts as Chief Executive Officer of the Chapter.
- Appoints chairs of Committees subject to approval of Chapter Board
- Supervises and controls all business and affairs of the Chapter.
- Prepares agenda for monthly Board meetings and notifies Board prior to each meeting – at least one week in advance of the meeting.
- Sets the date and times for the Board meetings.
- Signs any deeds, mortgages, bonds, contracts per Article VII. Section 2. of the Bylaws
- Presides over Chapter Board of Directors' meetings.
- Presides over programs and events.
- Announces available Board positions annually.
- Engages in proactive succession planning for board positions and committees to recruit new volunteers for committees and other chapter activities.
- If possible, attends WTS International Conference and represents chapter in International and presidents' meetings.
- Participates in monthly teleconference with other chapters and regional liaison.
- Participates in quarterly teleconference with International Board.
- Conveys pertinent information from WTS International to the Chapter Leadership and membership.

- Oversees chapter and scholarship fundraising efforts.
- Helps identify opportunities for partnerships with organizations that support and promote goals similar to those of WTS.
- Ensures all goals related to Fund Raising/Financial Stability in the Strategic Plan are met.
- Send Thank You notes to donors, corporate sponsors and industry partners.
- Send “Welcome note” to new members quarterly.

## **Vice President**

- Presides in the absence of the President.
- Maintains and oversees updates of Chapter Bylaws and Strategic Plan.
- Coordinates and maintains the Chapter Protocols with the Secretary’s assistance.
- Ensures goals related to Mentorship and Scholarship in the Strategic Plan are met.
- Prepares an annual report regarding success at meeting goals in Strategic Plan.
- Assists the President with Board and Chapter activities.
- Maintains a list of action items from Board meetings.
- Attends WTS Conference and Chapter Leadership Training if possible.
- Assists President in conveying pertinent information from WTS International.
- Assists President and engages in proactive succession planning.
- Board Liaison for the Student Engagement and Scholarship Chairs.

## **Treasurer**

- Represents the Industry Partner Engagement Committee as their Board Liaison
- Receives and gives receipts for money due and payable.
- Guides the Board and the committees through the annual budget process.
- Reviews, revises and approves the budgets to be recommended for adoption.
- Processes invoices for payment.
- Maintains records of all expenditures and revenue.
- Provides written monthly financial reports to the Board.
- Prepares the annual financial report at the end of each year.
- Tracks investments and makes recommendations to Board.
- Maintains Program RSVP list and forward program attendance figures to the Professional Development Chair.
- Tracks attendance numbers for annual report.
- Reviews, tracks, and verifies national scholarship account.
- Completes tax form IRS 990 annually and submits to WTS International by required date.
- Reconciles the credit card statement with the other monthly reports.
- Track and deposit money received from donors, corporate sponsors and industry partners.

## **Secretary**

- Oversees Chapter correspondence in conjunction with the President.
- Signs any deeds, mortgages, bonds, contracts per Article VII. Section 2. of the Bylaws
- Prepares Board meeting minutes within one week following meetings and maintains the record for term of office and archives.
- Maintains list of members with the Membership Director.
- Sends Chapter Quarterly Reports, information and news to WTS International.
- Assists the Director of Communications with the Chapter website.
- Keeps records from past programs, events, and other committee activities.
- Reconciles WTS membership records with Chapter records.
- Maintains and shares updates with Board and WTS International, an archive of the Chapter’s Board Roster, Chapter Bylaws, and Chapter Protocols.

- Maintains the Chapter Drop Box Site.

### **Immediate Past President**

- Offers support and advice to President and Board as needed.
- Chairs the Nominating Committee and establishes an ad hoc committee.
- Attends Board meetings, and participate at International Board level if desired.
- Participates in fundraising and contacts with local sponsors.
- Appoints the ad-hoc committee every odd year to review the Chapter Protocols and Guidelines and the Chapter Bylaws.
- Coordinates scholarship activities.

### **Communications Director**

- Maintains the Chapter Website (with assistance from Secretary).
- Ensures goals related to Industry partnership and collaboration and Communication in the Strategic Plan are met.
- Takes the lead in all correspondence to the membership as assigned by the President.
- Oversees, creates and distributes newsletters, emails and social media messages.
- Assists Membership Director with maintaining list of members and outreach contacts.
- Sends out emails to members as requested by Board.
- Maintains list of related organizations and forward program/event notices to them.
- Maintains media list for press releases.
- Distributes press releases.

### **Professional Development Director**

- Ensures goals related to Professional Development/Events in the Strategic Plan are met.
- Coordinates Chapter programs to ensure continuity, efficiencies, progress towards WTS International and Chapter goals.
- Identifies and contacts speakers for events, coordinates, develops a list of potential speakers.
- Ensures invoices for events are processed by the Treasurer.
- Works to ensure Chapter programs engage a diverse membership
- Prepares and sends press releases for speakers or events accordingly.
- Maintains list of related organizations and forward program/event notices to them.
- Maintains media list for press releases.
- Provides confirmation letters prior to the event and a hand-written thank you note as soon as possible after the event.
- Develops and Chairs the Professional Development Committee and acts as their Board Liaison. The Committee may assist with:
  - Brainstorming speakers and topics accordingly and develop an annual work plan.
  - Keeping Board informed on all programs.
  - Selecting venues that are easily accessible and provide information about transportation options in program announcements.
  - Coordinating catering and other needs such as AV, podium, microphone, etc.
  - Coordinating for photographer to document events.
  - Contacting speaker(s) and arrange final topic.
  - Drafting newsletter program articles.

## **Membership Director**

- Ensures all goals related to Membership in the Strategic Plan are met.
- Coordinates Membership activities to ensure continuity, efficiencies, progress towards WTS International and Chapter goals.
- Maintains local Chapter membership roster, including name, title, employer, address, phone number, fax number and email.
- Maintains list of outreach contacts.
- Coordinates with WTS International to ensure that the International Roster matches the local Chapter roster. This includes reviewing International's membership reports for accuracy and reporting any corrections.
- Identifies, assesses, and publicizes the benefits of membership.
- Prepares, conducts, and summarizes results of annual members' survey.
- Develops and distributes welcome packages.
- Sends renewal and welcome letters to members.
- Sends thank you note to first time attendees of Chapter events.
- Recruits diverse members in terms of job role, transportation mode, experience level, and demographics.
- Provides names of new members for announcement by President at Chapter programs.
- Plans and coordinates annual Membership Meeting with Programs Chair as early in the calendar year as possible and in coordination with Annual Report release.
- Oversees a Membership Committee and acts as its Board Liaison that (once in place)
- Sets up membership table at events.
- Contacts members nearing renewal on a monthly basis—focus on public agencies and under-represented geographic areas to determine whether they will renew and if they are receiving value for their membership.
- Recommends recognition awardees to the Board and produces awards for the Annual Recognition Event.
- Follows up on leads for new members (send application website link and email listed membership benefits).
- Maintains database of volunteer participation and member interests.

## **Events and Partner Engagement Director**

- Compiles and maintain a list of event venues in the Tallahassee region, including, at a minimum, rental costs and capacity.
- Works with the Professional Development Director to identify appropriate venues for specific chapter events and present to the Board of Directors for approval.
- With assistance from the Board of Directors, creates the Industry Partner Engagement list composed of WTS members and others who are senior in their firms and know their peers and corporate contacts.
- Develops the annual Industry Partnership plan (i.e., sponsorship and benefits program).
- Prepares a matrix of potential corporate sponsors, including past contribution levels (if any), contact information.
- Coordinates with committee as they make initial calls and confirm contribution levels.
- Sends confirmation letters to corporate sponsors confirming level of contribution.
- Coordinates with the Communications Director to obtain corporate sponsor logos and weblinks for posting on the WTS International website and Chapter page.
- Ensures that sponsors are listed and/or mentioned at all Chapter events as promised.
- Provides sponsor recognition materials (sponsor boards, table tents) to Professional Development Chair and update each time there is a revision in the sponsor list.



- Ensures President sends out thank you notes to donors and corporate sponsors and industry partners.
- Coordinates with the Membership Director to complete and submit any applicable membership forms as a part of the sponsor's benefits package.
- Ensures delivery of any awards to industry partners or others.

## V. Standing Committees

The committees are the backbone of the chapter, and serve a variety of purposes. First, they help divide the workload of carrying out the many functions of the chapter. Second, they give Chapter members an opportunity to put their best talents to work, whether they are in writing, organizing, budgeting, or event planning. Third, committee work gives members an opportunity to hone their leadership, management, and organizational skills, positioning them to move up in the ranks, both in WTS and at their places of employment. Finally, committee work provides excellent networking opportunities for those who participate. The Chapter will assign the following committees and the Board will appoint members when the membership grows to a level to support it: Professional Development Committee and Membership Committee.

### ***Other Committees***

The Board may decide to adopt additional committees such as Diversity, Student engagement, Scholarship, Newsletter and Social Media, etc., as warranted by the growth of the Chapter.

## VI. Financial Administration and Budget

The WTS Florida's Capital Area Chapter is committed to responsible financial management. The entire organization including the board of directors, committee chairs, and members will work together to make certain that the organization's financial matters are addressed with care, integrity, and in the chapter's best interest.

### ***Budget***

The Board of Directors will prepare an annual budget reflecting all commitments of the organization and anticipated revenues and expenses based on operational needs and planned projects. The proposed budget should include revenues that exceed or equal expenses. In the event that the proposed budget includes a deficit, the Board of Directors shall determine the amount of reserve funds to be used in order to eliminate the deficit. The Board of Directors has the authority to approve, modify or reject the budget. The budget will be considered the best available estimate, and the Board may review the budget at appropriate intervals for modification, as specific information becomes available that further informs the projections.

The Board Treasurer will review, revise and approve the budget to be recommended for adoption. The Treasurer will present the budget to the Board of Directors for adoption prior to the beginning of the fiscal year

### ***Check Signing Authority***

Persons authorized to sign checks or authorize electronic payments on behalf of the WTS Florida's Capital Area Chapter shall be the President and Treasurer. A single signature shall be required on checks written or payments authorized for less than \$5,000. Checks that exceed that amount shall have a second signature.

## ***Check Preparation and Mailing***

The Treasurer has expenditure approval up to the parameters set by the annual operating budget as approved by the Board with the exception of the Treasurer's personal expense reimbursement items which must be approved by a Board member having check signing authority.

Expenditures for items over \$150 that are not included on the annual budget must have board approval before the commitment to purchase is made.

Payments to vendors, individuals or entities owed will be generated in a timely manner, generally within 30 days of receiving invoices that have been reviewed and approved.

## ***Contract Authority***

The President, Professional Development Director, and the Treasurer shall have the authority to sign contracts on behalf of WTS Florida's Capital Area Chapter, provided the financial implications of the contract are included in the organization's budget or have been otherwise authorized by the Board of Directors.

## ***No Distribution of Earnings***

WTS Florida's Capital Area Chapter will not distribute earnings of the organization to members in general, members of the Board of Directors or other volunteers. These individuals can be reimbursed for reasonable travel expenses in accordance with the Expense Reimbursement Policy.

## ***Expense Reimbursement Policy***

Consistent with IRS guidance, WTS members are permitted to be reimbursed for ordinary and necessary expenses incurred while carrying out the organization's activities, including the costs of travel providing:

- There is a business connection or reason for the expense;
- The member adequately accounts for such business expenses within a reasonable time; and
- The member returns any amount of excess reimbursement within a reasonable time.

## ***Credit Cards***

Credit Cards may be issued to Board members in order to expedite the organization's ability to engage in commerce, travel, and support operational needs. These cards shall be for WTS Florida's Capital Area Chapter business purposes only and for approved budgeted expenses only. Receipts will be required to support all expenditures. The Treasurer will reconcile the credit card statement with the other monthly reports. Failure to provide receipts to document expenditures or improper use of a WTS Florida's Capital Area Chapter credit card may result in immediately suspending card use privileges.

## ***Program Fees***

Program participation fees are proposed by the Professional Development Director based on the anticipated program cost. The fee should be structured to offer an added value to members through a member discount for regular programs. Fee for special programs will be structured based on anticipated program cost. In support of our chapter goal to foster the interest of young women and girls in the field of transportation, a special reduced student rate should be offered when possible. Chapter Board members and Chairs may participate in the regular monthly program at the member rate are encouraged to actively engage members and guests and support the Professional Development Director in any way possible during the event. The guest

speaker/presenter (s), media, and elected officials or their representatives may attend programs at no cost; however their participation should be included in the program's overall budget. An extra fee may be required for walk-ins to encourage people to register in advance.

## **VII. Communications**

The following are guidelines for the Board and Committee Chairs for communicating to members and non-members. The President and Communications Director should be copied on all outgoing correspondence.

### ***Information Distribution to the General Membership***

With the WTS web site and social media platforms, the Chapter can provide program information as a resource for the members. The current practice is to forward an email to the members noting programs and events and duplicate information available on the chapter's section of the WTS web site and social media platform. The Communications Director will maintain the website and social media platforms and may be in charge of sending information to the membership.

### ***Announcements***

In certain cases, it may be appropriate to announce a monthly luncheon or other large event; however, these types of announcements should be submitted to the Chapter President one week prior to the event. The President will assign who is to send out the announcements (Secretary, Communications Director or Professional Development Director)

### ***Emails***

Electronic communication among members is encouraged, as it allows for quick, informal exchanges of information and networking. The Communications Director may send out correspondence to the membership, but other protocols may be put in place as agreed to by the Board of Directors. However, the Membership Director may also do so. All correspondence to the membership must be approved and delegated by the President.

Email announcements from other organizations requesting distribution to our email list may be sent out once a month in combination with the First Friday lunch reminder. The announcements must be deemed to be of interest to our members.

### ***Written Correspondence***

The Chapter electronic template or letterhead is restricted for WTS purposes only. The stationery may be used for event announcements, correspondence and invitations. The President and Communications Director should be copied on all outgoing correspondence.

### ***Invitations and Thank You Notes***

Invitations and thank you notes to speakers are important. The Professional Development Director is responsible for providing confirmation letters prior to the event and a hand-written thank you note as soon as possible after the event.

## **VII. Chapter Training and Affiliations**

The training our members receive, events we hold and the affiliations we make shape and characterize our chapter. Consistency and structure will allow us to ensure that our image and integrity is maintained.

## ***Chapter Leadership Training***

An annual training program is held for leaders of WTS chapters to strengthen the leaders' abilities about WTS to network with peers to share ideas and opportunities and to attend workshops for specific skill development required for chapter management. The program is held at year end so that incoming leaders can prepare for their duties prior to assuming them. The WTS Florida's Capital Area Chapter is committed to growing a strong chapter and will budget to send at least one chapter leader to this training annually. The chapter delegates will be offered first to new board members, second to current board members, then to new and current committee chairs.

## ***Annual Conference***

As the WTS International's cornerstone event, the Annual Conference is focused on the overall organization as well as professional development, innovative technical and strategic approaches to transportation, and other transportation related topics. The WTS Florida's Capital Area Chapter is committed to growing a strong chapter and will budget to send at least one chapter leader to this training annually. The chapter delegates will be offered first to the President, second to the Vice-President, then to board members, then to new and current committee chairs.

## ***Affiliated Organizations***

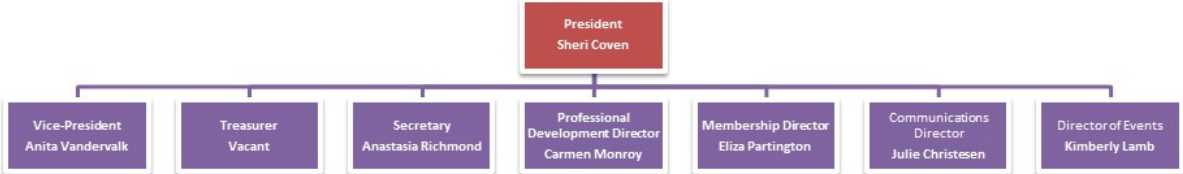
WTS Florida's Capital Area Chapter strives to be an integral member of the transportation industry and an advocate for the interests of women and minorities in the industry by engaging in communications and agreements with related organizations and businesses. Such alliances may be formed at the discretion of the Board of Directors and may include, but is not limited to, reciprocity of membership, advertising, mailing list exchanges, co-sponsorship of events, publicity, and participation in activities. Financial support from the WTS Florida's Capital Area Chapter must be approved by the Board of Directors and must, at a minimum, meet the following criteria:

- Is in accordance with the approved budget
- Is transportation related
- Provides exposure for the WTS Florida's Capital Area Chapter.

WTS International has entered into such alliances with the American Public Transportation Association (APTA), the Construction Management Association (CMAA), the Council of Minority Transportation Officials (COMTO), and the Transportation Research Board (TRB).

**APPENDIX A**

**Chapter Organizational Chart**



## 2016 Board of Directors and Committee Chairs

### **Board of Directors**

#### **President**

Sheri Coven, Senior VP  
Marlin Engineering, Inc.

#### **Vice President**

Anita Vandervalk-Ostrander, PE  
*Cambridge Systematics, Inc.*

#### **Treasurer**

**(Currently vacant as of July 19<sup>th</sup>)**

Past

Juanita Sapp  
*Cambridge Systematics, Inc.*

#### **Secretary**

Anastasia Richmond

Past

Nina Reich  
*Cambridge Systematics, Inc.*

#### **Professional Development Director**

Carmen Monroy

#### **Membership Director**

Elizabeth Partington

#### **Communications Director**

Julie Christesen

#### **Events Director**

Kimberly Lamb

## Appendix B

### Parliamentary Procedure Overview

(Source: Board Member Orientation, Aspen Publishers, Inc.)

To do this:	Say this:	Interrupt speaker	Second required	Is motion debatable	Is motion amendable	Vote required
Adjourn meeting before business is completed	"I move that we adjourn."	No	Yes	No	No	Majority
Recess the meeting	"I move that we recess until.."	No	Yes	No	Yes	Majority
Suspend further consideration of an issue	"I move we table it."	No	Yes	No	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	Yes	Two-Thirds
Study an issue further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority
Introduce business (primary motion)	"I move that.."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by.."	No	Yes	Yes	Yes	Majority
Object to procedure or a personal affront	"Point of order."	Yes	No	No	No	No vote, chair decides
Take up a previously tabled matter	"I move we take from the table.."	No	Yes	No	No	Majority
Consider an issue out of its scheduled order	"I move that we suspend the rules and consider.."	No	Yes	No	No	Two-Thirds