

Preside with Diligence



THE EMOTIONAL INTELLIGENCE OF THE ONE WHO PRESIDES

- Resolve Differences
- Tries to reach a consensus
- Accepts a compromise, but without sacrificing principles
- Keeps in mind the objective sought, and does not get distracted



PRACTICAL INTELLIGENCE OF THE ONE PRESIDING

Maintains contact with others

- ✓ Expresses genuine friendship
- ✓ Takes interest in the board, even outside of the board session

Inspires confidence and trust

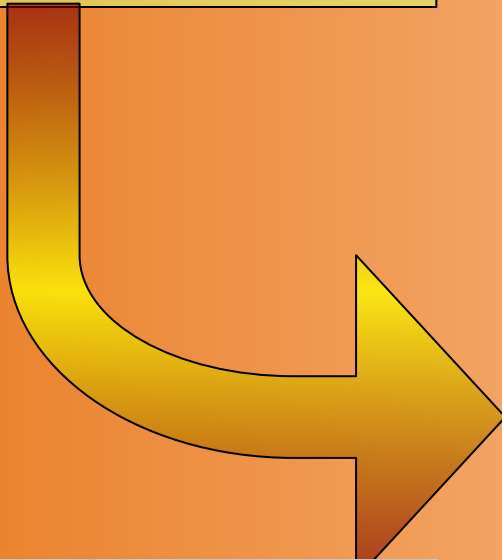
Inspires acceptance

Shows honesty

Is a Spiritual Leader



USE OF POWER AND AUTHORITY



Types of Power or Authority

- ◆ Constitutional Authority
- ◆ Authority by knowledge or experience
 - Tribal
- ◆ Authority to enjoy the trust of the ones he/she is directing



NECESSARY ABILITIES TO PRESIDE

- Create environment to facilitate decisions
- Calm down the moods during a debate
- Direct in a democratic and respectful manner
- Eliminate reasons that cause tensions
- Not to impose your own will
- Unlimited capacity to listen and analyze
- Patience to disarm objections and hostilities
- Firmness to gain respect to all participants



RULES OF ORDER



Each country has its own way of doing things



- ◆ General meetings of the church have been a nightmare
 - ◇ Each with their own ideas
 - ◇ Confusion in New Orleans, 1985
- ◆ The church sets its own rules of order
- ◆ As they are voted by the Division Board, they become the rules used in all board meetings, committees, sessions, etc. in the Inter-American Division

REASON FOR HAVING RULES OF ORDER



- Maintain order
- Try to effectively, and as briefly as possible, reach a conclusion
- Allow the will of God to be manifested in all decisions

WHAT THE RULES OF ORDER ARE NOT



- a) A Theological Treaty
- b) A Bible study
- c) A membership register
- ☐ Not because is an Adventist all things can be done

WHAT TO DO WHEN THERE ARE NO PROVISION IN THE RULES OF ORDER



- * The one who presides makes the decision
 - He/She can be challenged by a member
 - The board will give opinion on who is right, by means of a vote

INITIATING THE BOARD

- ❑ The chairperson calls the meeting to order
- ❑ Take a vote
 - Minutes from the previous board meeting
 - These can be sent ahead of time to the members, and if there is no objection, it is accepted by consensus
 - Accept the agenda
 - The Administration propose the agenda, but once it is voted, it becomes property of the Committee
 - You cannot add or take away without the permission of the board
 - The board time schedule is established



DUTIES OF PRESIDING

- Seek consensus of the board
- Maintain order
- Act impartially
- Decide the order of the issues at hand
- Take decisions
 - Can be challenged by a member of the board

DUTIES OF THE MEMBERS

Act with christian decorum

Avoid frivolity

Maintain focus on the issue


Respect others

Respect the procedures

DETERMINING THE RESULT OF A DISCUSSION

- The purpose of the discussion is to search or look for a consensus
 - The preferred way to vote is “a viva voz” with a yes or no
- When a consensus cannot be reached
 - Take the issue to be voted
- The vote of the person who presides
 - The only one who can vote after everyone else has voted
 - To tie
 - For a tiebreaker

WAY OF VOTING



- If there is no objection, the president can declare the issue accepted by consensus
- physical Manifestation
 - Show of hands
 - Stand
 - What the president decides
- Secret ballot
 - Ballot cards
- In case of doubt
 - Any delegate may ask for a division of the assembly (counting the votes)

ESTABLISHING THE END OF AN ISSUE



- It is the responsibility of the one presiding to declare the end of the issue and result of the votes
- The one presiding declares the majority of votes
- It is always good for others to count the votes

TYPES OF MAJORITY

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graph TD; A[TYPES OF MAJORITY] --> B[Simple Majority]; A --> C[Absolute Majority]; A --> D[Super majority]; A --> E[Unanimity]; A --> F[Consensus]
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**Simple
Majority**

**Absolute
Majority**

**Super
majority**

Unanimity

Consensus



SIMPLE MAJORITY

- American
 - Half plus one (concept of “simply majority”)
- Rest of the World
 - Greater number among multiple options

Absolute Majority

A majority where those who voted on one side cannot be matched nor “overcome”

SUPER MAJORITY

A number decided by the committee before the vote

- Commonly 75% or more

Unanimity

- All share the same opinion
- No dissenting opinion
 - Abstentions
 - United Nations==unanimity cannot be considered if there is abstention
 - European Union==there can be abstentions without prejudicing the unanimity requirement

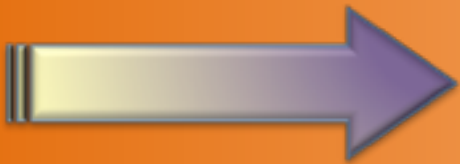
CONSENSUS

- ❖ It is a process to reach a decision by means of a procedure that seeks not only an agreement of the majority of the participants, but to resolve or mitigate the possible objections from a minority
 - General Agreement
 - Solidarity of feelings and beliefs
- ❖ From the Greek “feel together” or “Sentir juntos”
- ❖ It has mostly to do with the process

IN THE CASE OF ELECTIONS



Each time there is more than one candidate
– Take a Vote by ballot




It must always be by absolute majority

INFORMING THE CONSTITUENT

Only the recommendation is reported

- ◆ It is not reported how it came to this recommendation
- ◆ A report is submitted and the report is accepted
 - If there is objection
 - Refer the report
 - A Request
 - Motion to refer

MECHANISM TO DEAL WITH MOTIONS

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- ❑ Every member of the board can propose something
 - A motion is a proposal from someone
 - ❑ Needs to have a second
 - Once the one who presides recognizes the motion and calls for a second, and it is seconded, it no longer belongs to the person who proposes, but to the board or committee
 - ❑ To remove the motion, it is required a vote from the board or committee

MECHANISM TO DEAL WITH MOTIONS (2)

- ❑ Another motion cannot be admitted when a motion is being discussed, unless they are both related, with the exception of:
 - Motion of privilege
 - Setting of time, time to complete or end, etc.
 - Propose to file or save for the future
 - Points of order
- ❑ A motion can be amended
- ❑ In case of a tie, the motion is void



TYPES OF MOTIONS



MOTIONS OF PRIVILEGE

The motions that have to do with the rights of the members



Cannot be amended



Cannot be postponed



Cannot be referred

THREE TYPES OF MOTIONS OF PRIVILEGE



- ◆ Set time for another meeting
 - It should be supported
 - It is not debatable
 - It may be amended regarding the time and place
 - It can be reconsidered

THREE TYPES OF MOTIONS OF PRIVILEGE (2)

- ◆ Ask to adjourn the meeting or ask for recess
 - It should be supported
 - It is not debatable
 - If it is to finish, it cannot be amended, if it is for a recess it may be amended



THREE TYPES OF MOTIONS OF PRIVILEGE (3)

- ◆ A matter of privilege
 - It is to capture the attention of the presiding
 - It is to organize the meeting
 - Comfort of the members
 - Conduct of the members
 - ◆ Does not require support
 - ◆ It is not debatable
- ◆ It cannot be amended
- ◆ It may interrupt the speaker



MOTION OF PRIVILEGE

- Should not be used or allowed to be used to advance the order of participation
- It is to get the attention of the president
 - Organization of the meeting
 - Behavior of a member
 - President misconduct
 - Comfort and convenience of the delegates

MOTION OF PRIVILEGE (2)

- Does not require support
 - The president has to recognize, but can rule that it is out of place
- Cannot be amended
- May interrupt the speaker
- May be reconsidered

SUBSIDIARY MOTIONS

- They must be tratada (or taken up) before the main motion
- There are six (6) kinds of subsidiary motions
 - Place it on the table
 - Vote
 - Refer
 - Amendments
 - Postpone
 - Set the time for each participant or to address the issue



MOTION CALLING FOR A VOTE

(call the previous issue)



Calling for a Vote



- The time to vote is prerogative of the presiding
- Should not be asking for “vote”

“Vote is not requested,” “voting” is proposed

Correct way to proceed with the vote

- When there is a list or number of persons requesting to speak
 - Voting is proposed when they want to end the interventions and debate
- Correct Form
 - “Mr. President, I move that we take a vote or
 - “Mr. President, I move the previous issue”
 - If the president recognizes it and requests support
 - It requires to be supported
 - It cannot be debated or amended
- If the majority of the 2/3 approves it, it cannot continue to debate and immediately goes to vote on the motion that is being considered

POSTPONE AN ISSUE WITHOUT BEING VOTED

When a member or the administration desire to postpone an issue without taking a vote

It may propose to place the issue on the table or in writing in the folder given to them

This motion takes precedence with the motion asking for a vote

If the motion does not specify the time the issue is to be returned

A motion must be submitted to decide for this to be placed on the table to to continue with the issue

Motion to be placed on the table

A motion is required to take it up again

It should be supported

It is not debatable

It can be amended

It is required a 2/3 of the members present and voting

It can be reconsidered

INCIDENTAL MOTIONS



Appeal a Point of Order

Appeal or object the resolutions taken by the president

Exonerate the president from having to make a decision

Point of order is not to change the flow of participants in the discussion

Mechanism for “point of order”



- “Mr. President, I ask for point of order”
 - It should be supported
 - It cannot be amended
 - It requires absolute majority
 - It may be reconsidered

MOTION TO BE POSTPONED INDEFINITELY

- It may propose to postpone a matter indefinitely
 - It requires support
 - It is debatable
 - It does not accept amendments
 - It requires absolute majority
 - It may be reconsidered

MOTION REFERRED TO A COMMITTEE

- The purpose is to stop the debate and send a commission
 - It must be seconded
 - It may be debated
 - It may be amended
 - It requires a majority (absolute)
 - It takes precedence, except the motion to postpone or the main motion

MOTION TO BE AMENDEND

- Purpose to change or modify the main motion
- It should be seconded
- It is debatable, but limited to the amendment
- It requires absolute majority
- An amendment can be amended only once

REMOVE OR WITHDRAW A MOTION

- A motion ceases to belong to the author, as long as the president does not recognizes nor requested a second
 - Once it is seconded, it becomes property of the board, etc.
- To remove or withdraw it, the board has to give its consent
 - If there is no objection, the president may consider the matter as an unanimous consent
 - If there is objection, the vote will determine if it can be removed or withdrawn

RESCIND OR AMENDMENT OF PREVIOUS VOTE

- The purpose is to repel or rescind a vote that has been taken
- It may be proposed to amend the text, without eliminating the vote
 - It is proposed and needs support
 - Supports amendment
 - It is debatable (But not if it is to rescind or amend)
 - It may be reconsidered if the vote is not favorable
 - It requires 2/3 of the members present and voting, unless it is previously announced that this will be taken up for discussion

CONSENT AGENDA

- When there are agenda items that the body decides that there is no need to debate or to vote
 - All is accepted by consensus

