

## **IMPORTANT INFORMATION FOR MEMBERS**

### **RESOLUTIONS AND VOTING AT THE 2015 ANNUAL MEMBERSHIP MEETING**

The Community Action Partnership 2015 Annual Membership Meeting is scheduled for Thursday morning, August 27<sup>th</sup> at 10:30 am. This is the time when you will have an opportunity to hear and approve reports from your national officers and super-committee chairs. It is also when you can learn what the Community Action Board and staff have been working on and what they have planned for the year ahead.

The Partnership Board encourages your participation through the resolution process and has included a specific place on the agenda for resolutions to be considered at the meeting, if the resolutions are submitted in accordance with the process indicated below, which was approved by the Community Action Partnership Board of Directors in 2012.

#### **Process on State and Regional Resolutions**

Any resolution must come to Community Action Partnership from the state or regional association president.

#### **Procedure**

1. Any resolution to be considered by Community Action Partnership must be submitted in writing and received by the Secretary (Dalitso Sulamoyo) c/o the Partnership, no less than one week prior to the Opening Day of the Annual Convention.
2. The resolution must be submitted with documentation that the State Association or Regional Association acted on the proposed resolution: the resolution was considered by the body, disseminated to their respective membership and has been supported by the majority and passed by whatever process is used in the state or regional association.
3. The resolution, along with its source, must be signed by the President or Chair and the executive director of the association
4. The resolution and its source will then be emailed to all members of the Partnership and be available to Partnership members on the first day of registration in print form

#### **Vote on Resolution**

1. At the business meeting, during the Annual Convention, the proposed Resolution will be placed on the agenda for discussion and debate for and against

2. Prior to the vote, the association president or designee can withdraw the resolution and it will be removed from the ballot
3. During Partnership election years, the resolution will be placed on the ballot and follow the same process as regular Partnership elections
4. Voting time and location will be designated at the business meeting.

***Approved by the Board of Directors, 2012***

The following procedures from the Community Action Partnership by-laws apply to votes on any issue(s) presented at the meeting.

## **ARTICLE VIII. MEETINGS OF MEMBERSHIP**

**SECTION 5. REQUIREMENTS.** Those members present and eligible to vote constitute a quorum at any membership meeting. Once a quorum is established, it shall remain in effect until the meeting is adjourned. In the event there is less than this number present, the presiding officer may continue the meeting for information purposes until such time as a quorum is present.

**SECTION 6. MAJORITY VOTE.** Except as otherwise provided in these By-Laws or Robert's Rules of Order relative to procedural matters, a majority vote shall carry any question put before the membership at any membership meeting after the establishment of a quorum.

**SECTION 7. RULES OF ORDER.** The order of business may not be altered or suspended at any membership meeting. In the event a "Division of the House" or "Roll Call" is called for on any question before the body, the following procedure shall be followed:

- A) The presiding chairman shall allocate ten (10) minutes for debate to proponents on each side of the question before the body.
- B) Any and all questions subject to this procedure shall be entered on a referendum ballot.
- C) The presiding chairman shall announce a time certain and a specific place where the full membership shall have the opportunity to cast their vote on each question subject to this procedure.
- D) The parliamentarian shall be responsible for conducting the voting on all referendum ballots, assuring one (1) ballot is available and issued for each member and each eligible proxy held by a member present to cast their vote.
- E) The parliamentarian shall announce the results of the vote count on each question appearing on such referendum ballot at the next scheduled assembly of the full membership.

The parliamentary rules as set forth in Robert's Rules of Order shall govern all debates except where in conflict with these By-Laws; and a parliamentarian, whose decisions shall be final and binding, shall be appointed by the Board.

**SECTION 8. PROXY VOTING.** Proxy voting shall be permitted at all membership meetings providing that persons wishing to assign their vote to a proxy must designate their proxy specifically by name in writing on their agency letterhead.

Attendees who do not have a current Membership card with them, may pick up a duplicate card at the “Member and Information” desk in the Registration area.