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# LEAGUE OF UNITED LATIN AMERICAN CITIZENS

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*"All for One – One for All"*

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## COUNCIL MEETING HANDBOOK PROCEDURES AND FORMS 2007

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Founded on February 17, 1929



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## **LEAGUE OF UNITED LATIN AMERICAN CITIZENS**

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### **ACKNOWLEDGEMENT**

**THE ADMINISTRATION OF NATIONAL LULAC PRESIDENT RICK DOVALINA FUNDED AND APPROVED THE PRINTING OF THIS HANDBOOK. IT WAS ORGANIZED AND PUBLISHED BY CHEVO MORALEZ, PAST SOUTHWEST REGIONAL VICE PRESIDENT AND MEMBER OF COUNCIL 263 FROM LUBBOCK, TEXAS. COUNCIL 263 HELPED IN ORGANIZING THIS HANDBOOK.**

**MANY OF THE FORMS FOUND IN THIS HANDBOOK WERE DEVELOPED AND HAVE BEEN USED FOR SEVERAL YEARS BY COUNCIL 263.**

**THIS HANDBOOK WAS REORGANIZED AND REFORMATTED BY FRANK M. ORTIZ, PAST SOUTHWEST REGIONAL VICE PRESIDENT AND PAST NATIONAL TREASURER, SO AS TO AGREE WITH REVISIONS OF THE LULAC NATIONAL CONSTITUTION.**

**WE HOPE THIS HANDBOOK WILL HELP LOCAL COUNCILS AVOID MISUNDERSTANDINGS AND CONFUSIONS DURING COUNCIL MEETINGS.**

**WE THANK MR. CHEVO MORALEZ AND THE MEMBERSHIP OF COUNCIL 263 FOR THEIR DEDICATION TO LULAC AND ITS MEMBERSHIP.**



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## **LEAGUE OF UNITED LATIN AMERICAN CITIZENS**

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### **HOUSE RULES**

- **DO NOT PERSONALIZE ISSUES**
- **BE COURTEOUS AND RESPECTFUL OTHERS**
- **BE PREPARED – DO YOUR HOMEWORK**
- **GIVE EVERYONE A CHANCE TO PARTICIPATE**
- **AVOID ONE PERSON MONOPOLIZING DISCUSSION**
- **BE NICE AFTER THE VOTE – MOVE TO THE NEXT ISSUE**
- **ASK SIGNIFICAN QUESTIONS RELATING TO THE ISSUE**
- **NO SURPRISES**
- **HAVE FUN – KEEP YOUR SENSE OF HUMOR**
- **BE HONEST – KEEP YOUR COMMITMENTS**
- **DISAGREE AGREEABLY**
- **LISTEN BEFORE JUDGING**




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## LEAGUE OF UNITED LATIN AMERICAN CITIZENS

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### MEETING AGENDA

**OPENING OF MEETING:** President or Vice President in absence of President

*“I declare this meeting duly convened and qualified to consider and transact such business as may come before this council. Let us now rise and extend an invitation to our Chaplin to give the official Prayer of the League.”*

**PRAYER:** Chaplin or designated member in absence of Chaplin

*“Almighty God, who has given us this good land for our heritage, we humbly beseech Thee that we may prove ourselves a people mindful of Thy favor and glad to do Thy will. Bless our land with honorable industry, sound learning and pure manners. Save us from violence, discord and confusion, from pride and arrogance, and from every evil way. Defend our liberties and fashion into one united people the multitudes brought hither out of many kindred and tongues. Imbue with the spirit of wisdom those to whom in Thy name we entrust the authority of government, that there may be justice and peace at home, and that, through obedience to Thy land, we may show forth Thy praise among the nations of the earth. In the time of prosperity fill our hearts with thankfulness; in the day of trouble suffer not our trust in Thee to fail; all of which we ask through Jesus Christ our Lord. Amen.”*

**PLEDGE OF ALLEGIANCE:** Sergeant-at-Arms or designated member

*“I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with Liberty and Justice for all.”*

**ROLL CALL:** Secretary or designated member in absence of Secretary

(All present (including members) must sign attendance sheet provided by Secretary. Attendance sheet must be dated and attached to the minutes of the meeting.)

**INTRODUCTION OF GUESTS OR NEW PROSPECTIVE MEMBERS:** President or designated member

**READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:** Secretary, or other designated member in absence of Secretary

**TREASURER’S REPORT: TREASURER** (If Treasurer is absent, the Secretary or the President may read a report if one was provided by the Treasurer)

**REPORTS:** Council Officers, and District, State and National Officers that may be present

**STANDING COMMITTEE REPORTS:** Committee Chair or designated Committee Member designated by Committee Chair

**SPECIAL COMMITTEE REPORTS:** Committee Chair or Committee Member as designated by Committee Chair

**UNFINISHED OR OLD BUSINESS:** May be brought up by President or Members (President may bring up the business and inform but cannot take part in the debate without giving up the Chair)

**NEW BUSINESS:** May be brought up by President or Members (President may Present and inform but cannot take part in the debate without giving up the Chair)

**ELECTIONS, NEW APPLICATIONS FOR MEMBERSHIP INSTALLATIONS:** President

**GOOD AND WELFARE OF THE LEAGUE:** All members are entitled to be recognized and address any issue or make any announcement. (Official voting and motions are not allowed under the Good and Welfare of the League)

**MEETING ADJOURNMENT:** President or Vice President in the absence of President

*“As we adjourned this meeting tonight, let us depart with the spirit of brotherhood and respect. Let us leave with the feeling that we have extended to each other the courtesy of hearing and having been heard, without offending or feeling offended. That the mutual ideals that have brought us together tonight are stronger than the differences of opinion that seem to divide us. In the spirit of friendship and respect, let us offer each other the sign of brotherhood.”*

*“This meeting is adjourned and time of adjournment is \_\_\_\_\_”*




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## LEAGUE OF UNITED LATIN AMERICAN CITIZENS

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### LULAC CODE

- *RESPECT YOUR CITIZENSHIP AND PRESERVE IT; HONOR YOUR COUNTRY, MAINTAIN ITS TRADITIONS IN THE SPIRIT OF ITS CITIZENS AND EMBODY YOURSELF INTO ITS CULTURE AND CIVILIZATION.*
- *BE PROUD OF YOUR ORIGIN AND MAINTAIN IT IMMACULATE, RESPECT YOUR GLORIOUS PAST AND HELP TO DEFEND THE RIGHTS OF ALL THE PEOPLE.*
- *LEARN HOW TO DISCHARGE YOUR DUTIES BEFORE YOU LEARN HOW TO ASSERT YOUR RIGHTS; EDUCATE AND MAKE YOURSELF WORTHY, AND STAND HIGH IN THE LIGHT OF YOUR OWN DEED, YOU MUST ALWAYS BE LOYAL AND COURAGEOUS.*
- *FILLED WITH OPTIMISM, MAKE YOURSELF SOCIABLE, UPRIGHT, JUDICIOUS, AND ABOVE ALL THINGS BE SOBER AND COLLECTED IN YOUR HABITS, CAUTIOUS IN YOUR ACTIONS AND SPARING IN YOUR SPEECH.*
- *BELIEVE IN GOD, LOVE HUMANITY AND RELY UPON THE FRAMEWORK OF HUMAN PROGRESS, SLOW AND SOUND, UNEQUIVOCAL AND FIRM.*
- *ALWAYS BE HONORABLE AND HIGH-MINDED; LEARN HOW TO BE SELF-RELIANT UPON YOUR QUALIFICATIONS AND RESOURCES.*
- *IN WAR SERVE YOUR COUNTRY, IN PEACE YOUR CONVICTIONS; DISCERN, INVESTIGATE, MEDIATE, AND THINK, STUDY, AT ALL TIMES BE HONEST AND GENEROUS.*
- *LET YOUR FIRMEST PURPOSE BE THAT OF HELPING TO SEE THAT EACH NEW GENERATION SHALL BE OF A YOUTH MORE EFFICIENT AND CAPABLE AND IN THIS, LET YOUR OWN CHILDREN BE INCLUDED.*



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## LEAGUE OF UNITED LATIN AMERICAN CITIZENS

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### LULAC PRAYER

Almighty God, who has given us this good land for our heritage, we humbly beseech Thee that we may prove ourselves a people mindful of Thy favor and glad to do Thy will.

Bless our land with honorable industry, sound learning and pure manners. Save us from violence, discord and confusion; from pride and arrogance, and from every evil way. Defend our liberties and fashion into one united people the multitudes brought hither out of many kindred and tongues.

Imbue with spirit of wisdom those to whom in Thy name we entrust the authority of government, that there may be justice and peace at home, and that, through obedience to Thy law, we may show forth Thy praise among the nations of the earth.

In time of prosperity fill our hearts with thankfulness; in the day of trouble suffer not our trust in thee to fail; all of which we ask through Jesus Christ our Lord, Amen.

*Adapted from President George Washington's Prayer*



**LEAGUE OF UNITED LATIN AMERICAN CITIZENS**

**MEETING ATTENDANCE SHEET**

DATE: \_\_\_\_\_ TIME OF ADJOURNMENT \_\_\_\_\_ PG 1 OF 2

	Name	Address	Phone	Email
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

**MEETING ATTENDANCE SHEET** DATE: \_\_\_\_\_ TIME OF ADJOURNMENT \_\_\_\_\_ PG 2 OF 2

14.				
15.				
16.				
17.				
18.				
19.				
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21.				
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28.				
29.				
30.				
31.				



**LEAGUE OF UNITED LATIN AMERICAN CITIZENS**

**MEETING MINUTES OF LULAC COUNCIL # \_\_\_\_\_ DATE: \_\_\_\_\_**

**MEETING CALL TO ORDER AT \_\_\_\_\_ AM OR PM BY \_\_\_\_\_**

**PRAYER BY \_\_\_\_\_ PLEDGE OF ALLEGIANCE BY \_\_\_\_\_**

**Roll Call of Members/Officers (read from attendance sheet and enter names of absentees)**

\_\_\_\_\_  
\_\_\_\_\_

**Introduction of Guests or new prospective members: (enter names and titles of guests)**

\_\_\_\_\_  
\_\_\_\_\_

**Reading/Approval of previous minutes (enter names of motion maker and who second)**

\_\_\_\_\_  
\_\_\_\_\_

**Treasurer's Report (enter amounts reported)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Officers' Reports (enter officer's name, a brief statement of report, and motions made)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting minutes of Council # \_\_\_\_\_ Date \_\_\_\_\_ (continued)**

**Standing Committee Reports: (enter names of persons making report, brief report statement, and motions made)**

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**Special Committee Reports: (enter names of persons making report, brief report statement, and motions made)**

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**Old Business: (enter brief notes and motions made)**

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**New Business: (enter names of presenters, brief notes and motions made)**

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**Meeting minutes of Council # \_\_\_\_\_ Date \_\_\_\_\_ (continued)**

**Elections, New Membership Applications (enter names of elected persons and applicants)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Good and Welfare of the League (enter names and brief note of issues discussed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Adjournment (Enter time of adjournment and date of next meeting)**

**Meeting adjourned at \_\_\_\_\_ AM or PM**

**Minutes taken by**

**(Print name) \_\_\_\_\_**

**(Sign name) \_\_\_\_\_**







# LEAGUE OF UNITED LATIN AMERICAN CITIZENS

## STANDING COMMITTEES (PAGE 1 OF 2)

### *MEMBERSHIP*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
CHAIRPERSON			
MEMBERS			

### *EDUCATION*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
CHAIRPERSON			
MEMBERS			

### *WAYS AND MEANS*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
CHAIRPERSON			
MEMBERS			

## STANDING COMMITTEES (PAGE 2 OF 2)

### *ISSUES*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
<b>CHAIRPERSON</b>			
<b>MEMBERS</b>			

### *PUBLIC RELATIONS AND MEDIA*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
<b>CHAIRPERSON</b>			
<b>MEMBERS</b>			

### *FUNDRAISING*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
<b>CHAIRPERSON</b>			
<b>MEMBERS</b>			

### *CIVIL RIGHTS*

TITLE	NAMES	PHONE NUMBER	EMAIL ADDRESS
<b>CHAIRPERSON</b>			
<b>MEMBERS</b>			




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## LEAGUE OF UNITED LATIN AMERICAN CITIZENS

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### ROBERT RULES OF ORDER AND PRINCIPAL MOTIONS

#### GENERAL RULES

1. A motion must be made to the Chair after the Chair has recognized you.
2. In general, all-important motion should be seconded, which may be done without rising or addressing the Chair.
3. When a motion has been made, seconded and stated by the Chair, the assembly is not at liberty to consider any other business until the motion has been disposed of.
4. The mover “cannot” withdraw the motion after the Chair has stated it.
5. The presiding Chair may participate in the debate of a motion only after releasing the chair to an appropriate officer. The Chair should release the chair only to make pertinent points on the debate and not to give personal preferences on either side of the question before the assembly.

#### PRINCIPAL MOTIONS

1. **TO AMEND:** This motion is to change, add or omit words in the “original main motion” and is debatable and requires a majority vote to pass.

(To amend the amendment) This is a motion to change, add or omit words in the “first amendment” and is debatable and requires a majority vote to pass.

**METHOD:** The first vote is on “changing words” per the amendment, the next vote (if first vote adopts change) is on adopting the main motion as changed. If the first vote DOES NOT adopts the change, the next vote is on the “Original Main Motion.”

**NOTE:** No motion can be changed or voted on with changes without going through the amendment procedures. This includes “Friendly Amendments” that must go through the same procedure. There are no “Friendly Amendments.”

2. **TO COMMIT:** This motion is used when it becomes necessary for a motion to be studied or investigated further. Then, it can be moved “TO COMMIT” the original motion to committee for further consideration. This motion is debatable, amendable and requires a majority vote. **THE COMMITTEE MUST BRING UP THE MOTION.**

3. **TO LAY ON THE TABLE:** The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time “in the future.” This motion is NOT DEBATABLE OR AMENDABLE and requires a majority vote to pass.
4. **TO POSTPONE:** A motion to postpone the question before the assembly to some future time is in order and can be made anytime during discussion except when a speaker has the floor. This motion is unlike “TO LAY ON THE TABLE” in that it is debatable and amendable which allows discussion on when to reconsider. It requires a majority vote to pass. Original motion can be brought up again just as regular “Old Business.”
5. **TO RECONSIDER:** This motion is to reconsider a motion that was lost on a vote of the assembly. This motion is in order only if made on the “SAME DAY” and “MUST” be made by a person that voted on the prevailing side. This motion is debatable and requires a majority vote to pass. NO QUESTIONS CAN BE TWICE RECONSIDERED. This motion requires two (2) votes; first to reconsider and then a vote on the original motion being reconsidered.
6. **THE PREVIOUS QUESTION:** This motion is to close debate or discussion on the pending question before the assembly. This motion is in order anytime during the debate but must be recognized by the Chair. Correct form is “Mr. Chairman or Madam Chair, I move the previous question.” The motion is NOT DEBATABLE. Chairperson asks, “shall debate be closed and question to vote now put” and a vote is taken on the “PREVIOUS QUESTION” motion FIRST. It requires two-thirds (2/3) vote to pass. If adopted, a vote on the question before the assembly is IMMEDIATELY taken – no further discussion whatsoever is allowed.

**Note:** A common mistake is not taking a vote on the “Previous Question” motion and using “question” as a method of taking a vote.

7. **TO ADJOURN:** This motion is used to adjourn a meeting and is always in order during a meeting except: A) when a speaker has the floor, B) when a vote is being taken, C) immediately after this motion has just been voted down, and D) when the assembly is in the midst of some business that cannot be “abruptly” stopped. The motion is NOT DEBATABLE and requires a majority vote to pass.

**NOTE:** When a motion is made to adjourn to a “definite place and time” then the motion is debatable and requires a majority vote to pass.

8. **POINT OF ORDER:** This motion is “always” in order but can be used “only” to present an objection to a ruling of the Chair or some method of parliamentary procedure. The correct form is “Mr. Chairman or Madam Chair, I rise to a point of order.” The Chairperson answers, “Please state your point of order.” ONLY at this time does the member state the objection. The Chairperson then answers: A) your point of order is sustained, or B) your point of order is denied. If “any” member is not satisfied, then they may appeal the decision of the Chair. The Chair MUST address the appeal to the assembly. It is treated like any other motion and is debatable. ON THIS MOTION, THE

CHAIR MAY DISCUSS IT WITHOUT LEAVING THE CHAIR. A majority of no votes reverses the ruling of the Chair.

## NOMINATIONS AND ELECTIONS

1. Elections take place immediately after the business session is completed unless otherwise stated in the By-Laws. Officers elected shall take office at the time specified in the respective By-Laws of an organization.

**(Note: The note below is part of the LULAC By-Laws and not Robert Rules of Order)**

- Council Officer Elect: Takes office at the conclusion of their respective District Convention. If no District organization exist, office is immediately assumed.
  - District Officer Elect: Takes office at the conclusion of their respective State Convention. If not State organization exist, office is immediately assumed.
  - State Officer Elect: Takes office at the conclusion of National Convention.
  - National Officer Elect: Takes Office immediately at the conclusion of National Convention.
2. When allowed by the assembly, a nomination committee can be used to present candidates for office to the assembly. The committee makes its report that consists of a ticket (or slate), one name for each office to be elected by vote. The committee's nominations are treated just as if made from the floor by members. **NO VOTE IS TAKEN IN ACCEPTING THE NOMINATIONS OF THE COMMITTEE.**
  3. After the report of the committee, the Chair asks if there are any more nominations. If there are more nominations from the floor, the names are added to those submitted by the committee. The nominations are taken by preference of the assembly.
  4. Nominations do not require a second, but can be made as a courtesy or as a sign of respect for the nominee.
  5. A motion to close nominations is in order only after the assembly has been given reasonable time to add nominations. **METHOD:** The Chair will ask, "Are there any more nominations" three (3) times, if there are none the Chair, or a member of the assembly, will ask for nomination to close. It is **NOT DEBATABLE** and is incidental only to nominations. It may be amended only to time of closing nominations and can have no other subsidiary motions applied to this motion. It requires a two-thirds (2/3) vote to pass.
  6. A motion to reopen nominations is in order anytime before ballots are cast. It is **NOT DEBATABLE** and requires only a majority vote to pass. It can be amended only to time with no other motion applied to it.
  7. A nominee may withdraw his/her name from nominations because he/she cannot serve, but no member can withdraw "in favor of another nominee."
  8. After nominations are closed, the assembly proceeds to the election. Voting is done as prescribed in the By-Laws or by the decision of the assembly.

9. Each member may vote for any eligible member whether nominated or not, this is done by write-in ballots. This is why the ballot form of voting is preferred by most organizations.
10. The Chair can vote only if an election is by BALLOT method. The Chair marks a ballot and turns it in with the rest of the ballots. When a STANDUP or a ROLL CALL method is used, the Chair will vote only when a tie occurs. The Chair may vote to break or create a tie. In extremely rare instances, when the Chairs' vote creates a tie, another vote will take place.
11. The candidate with a majority vote (51%) is elected to fill the office in question. Voting continues until one candidate reaches the 51% number. When there are more than two (2) candidates running for the same office, the rules of the assembly will determine a run-off system of the two (2) top vote getters.
12. To move "that an election be declared unanimous" is a mistaken courtesy and a very common mistake. It forces delegates who did not vote for the winning candidate to unwillingly transfer their votes, thus making it look like unanimous vote when it was not. **ONE NEGATIVE RESPONSE DEFEATS THIS MOTION AND THE VOTE CANNOT BE UNANIMOUS.**

## DECORUM

Probably the most serious defect in most meetings is the lack of reasonable decorum. These are general rules to follow.

1. Good order must be maintained if business is to be carried out. This responsibility is not only of the officers but also of the whole assembly.
2. Courtesy demands no whispering or commotion be allowed while a speaker has the floor.
3. DO NOT speak too frequently, whether an officer or member.
4. Beware of personalities; note the question at hand, not the presenter.
5. State the facts, not what you think, want, and believe.
6. Be tactful/respectful: Nothing mars the dignity of a meeting more than an angry voice.
7. Respect the opinion of others, just as you would like yours to be respected. Remember, not everyone thinks alike, everyone has a right to their opinion and a right to express it.
8. State your ideas and opinions after the Chair recognizes motions. This is the time and not after a vote is taken and "especially not after the meeting is adjourned."
9. Each organization, throughout its years of existence, has developed its own decorum, protocol, and rules of conduct. Officers and members must be careful not to infringe or steer away from these rules and traditions unless it is a consensus of the assembly to do so. Remember, this is what has made your organization what it is.

*Thanks to all that contributed to making this Handbook possible*  
Chevo Moralez