

HIGH DESERT HORSEMEN

An Incorporated Non-Profit Association

Constitution and Bylaws

Article I. Name

The name of this Corporation shall be “High Desert Horsemen” hereinafter referred to as the Association.

Article II. Purpose and Objectives

The Association is organized exclusively for educational objectives and purposes. These objectives and purposes include the following;

- a. To promote and encourage safe and wholesome equestrian activities in northwestern Nevada.
- b. To undertake educational activities designed to provide a safer equestrian experience, and to reduce the impacts of equestrian use upon trails, rangelands and other open space.
- c. To promote stewardship of public lands and proper use thereof.
- d. To promote good horsemanship, safe proper care of animals, safe riding and handling practices and responsible conduct individually and in groups.
- e. To promote self-sufficiency among equestrians in emergency situations and disasters, both as individuals or as formally organized groups, such as those identified in FEMA’s “Animals in Disasters” publications.
- f. To provide educational information about historic trails and public lands, with an emphasis on proper use of, and preservation of, said lands and trails.
- g. To work with Federal, state and local agencies, both informally and through formal agreements, to provide for a safer equestrian environment, preserve public lands and trails, provide emergency assistance other equestrian related activities to governmental entities that contribute for a safer, more wholesome equestrian experience and that help improve services and/or reduce costs for public agencies with which the Association affiliates.
- h. To organize group activities that directly and indirectly furthers the purpose and objectives of the Association.
- i. To cooperate with other local, state and national equestrian organizations for mutual benefit, and for the benefit of equestrians, equines and public entities with which equestrians interact.

- j. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth as described above in this Article.
- k. No substantial part of the Association's activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in, any political campaign of any candidate for public office, including the publishing and distribution of statements.
- l. Notwithstanding any other provision of this document, the Association shall not carry on any other activities that are not permitted of an organization exempt under IRC Section 501(c)(3), or corresponding section of any future tax code, or that are not permitted of an organization for which contributions are deductible under IRC Section 170(c)(2), or corresponding section of any future tax code.

Article III. Members

Section 1. Any person or organization who has an interest in equines or in the promotion of equestrian related activities may become a member of the Association by paying the appropriate annual membership fee and submitting a completed application form.

- a. Types of membership shall include Individual, Family, Junior and Associate.
 - i. An Individual member shall be a person eighteen (18) years or older.
 - ii. Family is defined as persons living as a family in the same household (i.e., husband and wife, unmarried couple, parent(s) and minor children.
 - iii. Junior Members are persons under the age of eighteen (18) who have enrolled individually with parental consent.
 - iv. Associate Members involve other clubs or organizations where the individual representing the club or organization granted membership may change during the membership period as determined by the club or organization holding said Associate Membership.
- b. Additional types of memberships may be identified and established by the Board of Directors.
- c. Annual dues may be reduced pro-rata per the following:
 - 1. January 1 through August 31.....full membership
 - 2. September 1 through December 31.....reduced by 50%

Section 2. Acceptance and Acknowledgment of Membership. Acceptance of membership shall be acknowledged, upon receipt of the membership fee and form, by a card issued by the Association and signed by a member of the Board of Directors. Applications for membership may be rejected for cause by a majority of the Board of Directors present at any meeting. Membership applications shall not be rejected for any reason prohibited by law such as for reasons of race, ethnic origin or religious preference.

Section 3. Voting Rights. Each Individual Member in good standing shall be entitled to one vote for candidates for the Board of Directors, on any matter that addresses dues and assessments being levied, and for any other matter permitted in these By-Laws. Family Members shall be limited to two votes per

Family Membership to be cast by Family Members in good standing. All other classes of membership are non-voting.

Section 4. Charges Against Members. Any member in good faith may bring charges for cause against any member for such actions as fraud, misconduct, misrepresentation, misappropriation of Association funds and/or assets, violation of any Federal, state or local law for which the Association could be culpable, violation of the terms of any agreements between the Association and any Federal, state or local agency, dishonest dealings, willful violation of the Associations rules, defaults in the payment of dues, a continuing pattern of un-sportsmanlike conduct, a continuing pattern of unsafe conduct, a continuing pattern of threatening remarks involving death, maiming or litigation, and a continuing pattern of inability to get along with fellow members.

- a. Any Member in good standing may proffer formal charges against another member and request a hearing by the Board of Directors or by the General Membership.
- b. A formal Notification of Charges must be drawn and signed by the person making said charges and be presented in writing to the Member being charged, delivered by hand or by certified mail with return receipt.
- c. The Notification of Charges shall include the specific causes for the charges being made, provide explanation and/or evidence of the violations described in Section 4 being alleged, designate whether a hearing has been requested before the Board of Directors or the General Membership, and identify the date that a hearing will be held.
- d. The Member shall be given an opportunity to appear at any such meeting or forward a written statement in presentation of any defense of such charges.
- e. The hearing may be scheduled for any regular meeting of the Board of Directors or the General Membership, or by mutual consent of a majority of the Board and the Member being charged at a special meeting of the Board of Directors convened for such purpose.
- f. The Board of Directors by a two-thirds vote of Directors present, or the general membership, by a two-thirds vote of Members present, may suspend or expel any member, provided a respective quorum is present.
- g. Any person suspended may be eligible for reinstatement after his/her suspension period has lapsed.
- h. Any person expelled may be eligible for reinstatement after a period of one year upon authority of the Board of Directors.

Section 5. Resignation. Any Member may resign by filing a written letter of resignation with the Secretary/Treasurer, but such resignation shall not relieve the Member of the obligation to pay any dues, assessments or other charges accrued and unpaid.

Section 6. Annual dues. Annual dues shall be initially set by the Board of Directors. Any modifications to dues for subsequent years shall be set by Members eligible to vote at the Annual Meeting in the year proceeding the year in which the modification shall take effect. (See Article IV.)

Section 7. Assessments. The Membership may levy any reasonable assessments by majority vote of members in good standing provided such matters are presented to the Membership at a regularly scheduled meeting the month prior to any vote for said assessment, and provided ample time is provided for discussion by Members prior to the vote being called at the meeting in which the vote will take place.

Article IV. Membership Meetings

Section 1. Meetings Every Other Month. Meetings shall be held at the time and place designated by the Board of Directors. Except for holidays, other extenuating circumstances or by request of the Membership, meetings will be held on the same day of the month in every other month of any calendar year.

Section 2. Annual Meetings. The Annual Meeting of the members shall be conducted as part of the regular November meeting each year. The purpose of the Annual Meeting is to elect Directors for the following year, establish dues and assessments for the following year, and to conduct such other business as may be necessary.

Section 3. Special Membership Meetings. Special membership meetings may be called by the President or the Board of Directors whenever, in their opinion, a necessity exists. Members may request a special meeting by presenting such request to an officer or director or by producing a Petition for Meeting signed by at least twenty (20) percent of Members in good standing.

Section 4. Quorum. At least 6 members must be present to constitute a quorum at any Membership Meeting.

Section 5. Rules. Roberts Rules of Order shall be the official reference guide for conducting Membership Meetings.

Article V. Officers and Board of Directors

Section 1. Powers. The business and affairs of the Association shall be managed by the Board of Directors. The Board shall consist of nine members and includes the offices of President, Vice President, Secretary, Treasurer, Membership Secretary and Calendar Secretary. Directors must be Members in good standing with the Association. Associate, junior and other special members cannot serve on the Board of Directors. No more than one person from any specific family may serve on the Board.

Section 2. Meetings. The Board of Directors shall meet at least every two months either at a separate location or just before scheduled General Membership Meetings. Special Meetings may be called by or at the request of any Member of the Board and may be held at any place the Directors may determine is appropriate.

Section 3. Elections. Nominations for the Board of Directors shall take place at the September membership meeting. Directors will be elected at the annual meeting of the members and the term of office of each director shall be for the next calendar year. Voting shall be conducted by paper ballot or absentee ballot (e-mail, telephone call). Newly elected Directors shall assume their duties at the first meeting of the Board of Directors in the year in which the new Directors take office.

Section 4. Selection of Officers. The body of Directors newly elected shall select from its ranks a President, Vice President, Secretary, Treasurer, Membership Secretary and Calendar Secretary who will perform the duties described in these By-Laws for each position respectively. This action can be the last order of business of the Annual Meeting that precedes the new term of the Board. Newly elected Officers shall assume their duties at the first meeting of the Board of Directors in the year in which the new Officers take office. The outgoing president is an automatic Board member. If the outgoing president would like to run for another office, he/she may do so.

Section 5. Voting by the Board of Directors. Voting may be conducted by written ballot, roll call vote, electronic transmission or by a show of hands provided a quorum of four Directors are participating. Voting may be held at a formal meeting or when business is officially conducted in lieu of a meeting (e.g., discussion of a matter via the internet or conference telephone call.)

Section 6. Removal. Directors missing two 2 regular meetings in one year, except in circumstances identified in Subsection (c), shall be statutorily removed. Directors may be removed by a two-thirds vote of the members entitled to vote for the election of any such director at any regular or special meeting of the members at which a quorum is present, pursuant to Subsections (a) and (b).

- a. No Director may be removed except for cause, which shall be limited to:
 - i. Failure to discharge the Duties of Office.
 - ii. Violation of these Bylaws, including this section,
 - iii. Engaging in any other conduct prejudicial to the best interests of the Association.
- b. Such removal may occur only if the Director involved is first provided
 - i. With adequate notice of the charges against him or her in the form of a written statement of such charges, and of the time and place of the meeting of the membership or Board of Directors, as appropriate, convened for the purpose of hearing or considering such action. Such notice shall be sent by certified mail with return receipt, or by delivery in person.
 - ii. The Director shall be given an opportunity to appear at any such meeting or forward a written statement in presentation of any defense of such charges.
- c. A Director suffering an illness or injury, call-up for military service or another extraordinary circumstance that would likely result in his/her temporary absence for three or more meetings may be exempted by the Board of Directors from statutory removal from office provided the subject Director

informs the Board of Directors as soon as he/she becomes aware of the situation that may cause such an absence.

- d. The Board of Directors may choose to appoint an Acting Director to fill the temporary absence described in Subsection (c). If the exempted absent Director is also an Officer, the Board may choose an Acting Officer from among its ranks and/or reassign the remaining Officer positions as may be appropriate.

Section 7. Vacancies. Any mid-term vacancy occurring on the Board of Directors may be filled by nomination(s) of qualified Members by Members in Good Standing and with a majority vote of the general membership. A Director elected to fill a mid-term vacancy shall be elected for the unexpired term of his predecessor in office. If the vacancy involves an Officer's position, the Board of Directors may choose a successor Officer from among its ranks and/or reassign the remaining Officer positions as may be appropriate.

Section 8. Rules. Roberts Rules of Order shall be the official reference guide for conducting meetings of the Board of Directors.

Article VI. Officers

Section 1. Constitutional Offices. The Offices of the Association shall at minimum consist of President, Vice President, Secretary, Treasurer, Membership Secretary and Calendar Secretary selected from the duly elected members of the Board of Directors by action of the Board. Officers cannot hold more than one officer position.

Section 2. Additional Officers. The Board of Directors may create additional Officer positions to be filled from the ranks of the Board when it is in the best interest of the Association to do so.

Section 3. Duties.

- a. The President shall preside at all membership meetings, and by virtue of office, act as Chairman of the Board of Directors. He/she shall establish committees and appoint Committee Chairs, ensure that all books, reports and certificates required by law are properly kept or filed, call special meetings of the Association or of the Board of Directors, and perform other duties as usually pertain to his or her office.
- b. Vice President. The Vice-President shall, in the event of the absence or inability of the President to exercise his/her office, act as President with all the rights, privileges and powers thereof.
- c. Secretary. The Secretary shall keep the minutes and records of the Association in appropriate books and files, maintain significant correspondence and other documents. The Secretary shall also provide public access to Association documents as may be required by law.
- d. The Treasurer shall collect all monies due the Association and keep an accurate record of such funds, make payments as directed by the Board of Directors, provide a full accounting at each Board Meeting and provide an abbreviated report at General Membership meetings. A summary of the year's finances will be provided to all present at the annual meeting and at other times as requested by the Board of Directors. The Treasurer will be one of the officers who have authority to sign checks along with one other officer. Membership applications will be sent to the Treasurer who will process payments of dues and forward a copy of membership applications to the President and Membership Secretary.

- e. Membership Secretary. The Membership Secretary is responsible to keep a record of the membership, and provide access to such documents to Members of good standing as may be appropriate.
- f. Calendar Secretary. The Calendar Secretary is responsible to keep a current calendar of events containing ride/camp information and keep the membership informed of upcoming activities and changes to the schedule.

Article VII. Committees

The President has the authority to establish committees. The Board of Directors by majority vote may also establish committees. All committees shall consist of a Chairperson and interested Members in good standing. Committees are responsible for keeping appropriate records of their activities. Committee Chairs are responsible for making reports at meetings of the Board of Directors, and when requested, at General Membership Meetings.

Article VIII. Fiscal Year.

The fiscal year of the Association shall be January 1 through December 31.

Article IX. Amendments

These bylaws may be altered, amended or repealed by the Board of Directors at any regular or special meeting of the Board. However, the number of directors shall not be increased or decreased nor shall the provisions of Article 3 (Members) be altered in scope or intent without the approval of two-thirds of the members present at any general meeting.

Article X Books and Records

The Association shall keep correct and complete books and records of all accounts and shall also keep minutes of the proceedings of its meetings and its committees. Any member may inspect all books, records and other important documents of the Association at any reasonable time.

Article XI. Conflict of Interest Policy

The Association, its Directors and Officers shall in good faith abide by a Conflict of Interest Policy as described in Exhibit A.

Article XII. Dissolution or Sale of Assets

In the event the Association chooses to dissolve or sell assets, a Special Meeting of the members may be called with at least thirty days notice given. This Special Meeting may be concurrent with any regular General Membership Meeting or the Annual Meeting. A two-thirds vote of the Members in good standing present shall be required to sell or mortgage significant assets of the Association or to dissolve the Association.

Upon dissolution of the Association, any assets remaining after payment of or provision for its debts and liabilities shall, consistent with the purposes of the Association, be rendered to charitable organizations exempt and for the purposes within the meaning of IRC Section 501 (c)(3), or corresponding provisions of subsequently enacted federal law, or shall be distributed to

the Federal government, or to a state or local government for a public purpose. Any such assets not disposed of as described above shall be disposed of by the Court of Common Pleas for the county in which the principle office of the Association is located at the time of dissolution, to be distributed exclusively for such purposes as described in this Article and, as said court shall determine, to such organization or organizations which are organized and operated exclusively for such purposes.

Article XIII. Indemnification

Section 1. General. The Association shall be authorized to indemnify each member of the Board of Directors for the defense of civil or criminal actions or proceedings as hereinafter provided and notwithstanding any provision in these Bylaws, in a manner and to the extent permitted by applicable law.

Section 2. Coverage. The Association shall indemnify each of its Directors from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees, actually and necessarily incurred or imposed as a result of such action or proceeding or any appeal therein, imposed upon or asserted against him or her by reason of being or having been such a trustee or officer and acting within the scope of his or her official duties, but only when the determination has been made judicially or in the same manner herein provided that he or she acted in good faith for a purpose which he or she reasonably believed to be in the best interest of the Association and, in the case of a criminal action or proceeding, in addition, had no reasonable cause to believe that his or her conduct was unlawful. This indemnification shall be made only if the Association shall be advised by its Board of Directors acting:

- a. By a quorum consisting of Directors who are not parties to such action or proceeding upon an appropriate good faith finding, or
- b. If a quorum under Subsection (a) is not obtainable with due diligence, upon the opinion in writing of legal counsel that, the Director has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Board of Directors, it may rely, as to all questions of law, on the advice of independent legal counsel.

Section 3. Reference. Every reference herein to a member of the Board of Directors of the Association shall include every Director thereof and former Director thereof. This indemnification shall apply to all the judgments, fines, amounts in settlement, and reasonable expenses described above whenever arising, allowable as above stated. The right to indemnification herein provided shall be in addition to any and all rights to which any Director of the Association might otherwise be entitled and provisions hereof shall neither impair nor adversely affect such rights.

Section 4. Without the foregoing, the directors and agents of the corporation shall be indemnified by the corporation to the greatest extent permitted by applicable law.

These amended bylaws have been approved at a meeting of the Board of Directors of High Desert Horsemen on:

September 8, 2022

EXHIBIT A

High Desert Horsemen Conflict of Interest Policy

Article I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (High Desert Horsemen) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest,

for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V **Compensation**

- a) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and
- d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects:

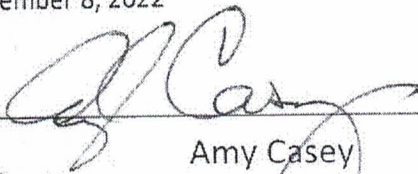
- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

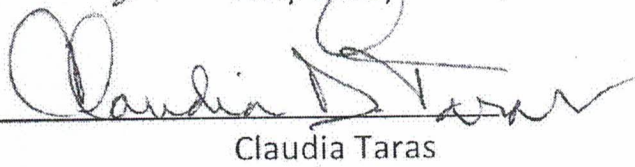
When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Signed by the Board Members September 8, 2022

President/Chairman


Amy Casey

Vice-President


Claudia Taras

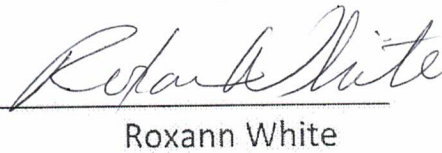
Treasurer


Daphne Polos

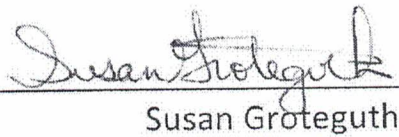
Secretary


Sunday Minnich

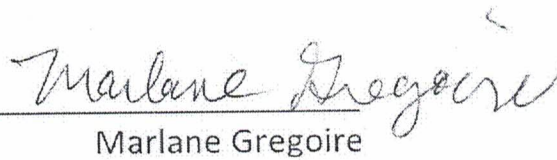
Membership Secretary


Roxann White

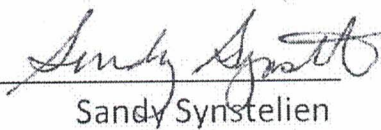
Calendar Secretary


Susan Groteguth

Director


Marlane Gregoire

Director


Sandy Synsteliën

Director


Heidi MacDonald

Changes made to bylaws at September 8, 2022 Board Meeting:

ARTICLE V OFFICERS AND BOARD OF DIRECTORS

Section 1. POWERS. Changed seven members to nine members. Added Membership Secretary & Calendar Secretary.

Section 4. SELECTION OF OFFICERS. Added Membership Secretary and Calendar Secretary.

ARTICLE VI OFFICERS

Section 1. CONSTITUTIONAL OFFICES. Added Membership Secretary and Calendar Secretary.

Section 3. DUTIES.

DELETED FROM C Secretary. keep a record of the membership, and provide access to such documents to Members of good standing as may be appropriate.

ADDED D Treasurer. Membership Secretary on last sentence.

ADDED E Membership Secretary. The Membership Secretary is responsible to keep a record of the membership, and provide access to such documents to Members of good standing as may be appropriate.

ADDED F Calendar Secretary. The Calendar Secretary is responsible to keep a current calendar of event events containing ride/camp information and keep the membership informed of upcoming activities and changes to the schedule.

PAGE 9 SIGNATURE PAGE

Changed to current board member names (updated with 2023 board 11/14/22)

EACH PAGE

HDH Revised date change to 9/8/22 on each page

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 "Call for orders of the day."

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business—point of information to get information about rules—parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc.—question of privilege
 - if you see a breach of the rules—point of order
 - if you disagree with the president of the board's ruling—appeal
 - if you disagree with a call for Unanimous Consent—object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√