

*{It is a policy that when conducting any lions’ meeting (club board and GMM; district cabinet, region & zone; multiple-district council; and LCI board; and each subsequent committees including whatever convention) the parliamentary procedures followed shall be determined by ROBERT’S RULES OF ORDER, NEWLY REVISED (RRO). This policy is prescribed in all the respective constitution and bylaws governing. The same is consistently reflected in the District 301-A2 C&BL as follows:}*

“Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them shall be determined by ROBERT’S RULES OF ORDER, NEWLY REVISED.”

ROBERT’S RULES OF ORDER, NEWLY REVISED says:

.....to commit or refer is generally used to send a pending question to relatively small group of selected persons- a committee- so that the question maybe carefully investigated and put into better condition for the assembly to consider. [Rule 13, p165]

When we commit or refer, we either “go into committee of the whole”; or “go into quasi committee of the whole”; or “consider informally.”

*{The “committee of the whole” is one variation whose object is not to turn the main question over to a smaller group, but to permit the assembly’s full meeting body to consider it with greater freedom of debate that is allowed in committees-that is with no limit on the number of times a member can speak, however, cannot speak another time on the same question so long as a member who has not spoken on it is seeking the floor [ref. Rule 51].}*

In a Committee of the whole, which is suited for large assemblies, the results of votes taken are not final decision of the assembly, but have the status of recommendations which the assembly is given opportunity to consider further and which it vote on finally under its regular rules. Also, a chairman of the committee of the whole is appointed and the regular presiding officer leaves the chair, so that, by being disengaged from any difficulties that may arise in the committee, he maybe in a better position to preside effectively during final consideration by the assembly. [Rule 51, p522]

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**Rule 51, pages 525-527**

**CONDUCT OF BUSINESS.** Like ordinary committees, a committee of the whole cannot alter the text of any resolution referred to it; but it can propose amendments, which it must report in the form of recommendations to the assembly. Amendments to a resolution originating in the committee are in order, however; and if such amendments are adopted within the committee, they are incorporated in the resolution before it is reported to the assembly for action.

A committee of the whole is under the rules of the assembly, except as follows:

- 1) The only motions that are in order in a committee of the whole are to adopt (within the committee, for inclusion in its report), to amend (what it is proposed to report), and to “rise” or “rise and report” \* ---- except that, among the incidental motions, a point of order **(23)**

can be raised, an appeal from the decision of the chair **(24)** can be made, a division of the assembly **(29)** can be called for, and applicable requests and inquiries **(32)** can be made.

\*As applied to committee in general, the word *rise* simply describes parliamentary step of ceasing to function as a committee, preparatory to making a report. As stated on page 492, the motion to rise is not used in ordinary standing committees, while in ordinary special committees it is used only when the committee is ready to make its final report and go out of existence. In the committee of the whole on the other hand, the word *rise* applies to any case of the committee’s returning to the assembly—whether it is expected to be temporary or permanently,

- 2) In debate on motions to adopt or amend, unless a limit is prescribed by the assembly before it goes into committee of the whole as explained below, each member can speak an unlimited number of times under the rules given in the first paragraph of the section. \*\*

\*\*Appeal in committee of the whole are debatable under the same rules as in the assembly—that is, each member (except the chair) can speak only once in debate on them.

If the committee of the whole wishes action to be taken that requires the adoption of any motion other than those which are in order in the committee as listed in (1) above, it must vote to rise and report a recommendation that the assembly take the desired action (see below). The motion to rise is undebatable and cannot be amended, and it is always in order in committee of the whole, except during voting or verifying a vote and when another member has the floor.

Among the consequences of the rules stated in the preceding paragraph are the following:

- A committee of the whole cannot appoint subcommittees or refer a matter to another (ordinary) committee.
- An appeal from the decision of the chair must be voted directly, since it cannot be postponed or laid on the table in the committee.
- The only way for debate to be closed or limited in the committee is for the assembly to specify such condition before going into committee of the whole. If the committee develops a desire to have debate limited, it can only do so by rising and requesting the assembly to impose the desired limits, as explained below. If debate has been closed at a particular time by order of the assembly, the committee does not have power, even by unanimous consent, to extend the time.
- A roll-call or a vote by ballot cannot be ordered in a committee of the whole, nor can a counted rising vote be ordered except by the chair.
- A committee of the whole has no power to impose disciplinary measures **(60)** on its members, but can only report the facts to the assembly, if the committee of the whole becomes disorderly and its chairman loses control of it, the presiding officer of the assembly should take the chair and declare the committee dissolved.
- A committee of the whole cannot adjourn or recess, but must rise in order that the assembly may do so.

RISING AND REPORTING. When the committee of the whole has completed its consideration of the matter referred to it, or when it wishes to bring the meeting to an end, or wishes the assembly to take any other action requiring the adoption of a motion which is not in order in the committee, the committee rises and reports.

If the committee originates a resolution, it concludes by voting to report the resolution, as perfected. If a resolution was referred to the committee, however, it votes only on any amendments that it will recommend, not on the resolution, which it reports back to the assembly with the recommended amendments. On a motion, or by unanimous consent, the committee rises and the presiding officer of the assembly resumes the chair. The committee chairman returns to a place in the assembly in front of the presiding officer, at which, standing, he addresses the chair:

COMMITTEE CHAIRMAN: Mr. President [or District Governor, in case of a cabinet assembly], the committee of the whole has had under consideration ..... [describing the resolution or other matter] and has directed me to report the same as follows: .....

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**Frequently Used Terms**

**Seriatim** – In parliamentary procedures seriatim is consideration by paragraph, meaning that a report or long motion consisting of a series of resolutions, paragraphs, articles, or sections that are not totally separate questions can be considered by opening the different parts to debate and amendment separately, without a division of the question. [Rule 28, p272] [*This term is widely used in committee of the whole*]

**Memorandum of Proceedings.** For the committee’s use and until it reports, its secretary should keep a temporary memorandum of the business it transacts, but the committee proceedings are not entered in the minutes of the assembly. Those minutes should carry only the same kind of record of the referral to a committee of the whole, the committee’s report, and the assembly’s action on the report, as if the committee had been an ordinary one. [Rule 51, p524] [The secretary does not record in the minutes of the assembly the business of the committee, but instead keep a *memorandum of the proceedings* for its use.]

**To rise and report,** is for the chairman of the committee of the whole to report to the presiding what the committee of the whole had considered or adopted and recommend action of the assembly. Each time the committee rises and reports it dissolves then the presiding takes over for the assembly to take the desired action as reported or as recommended by the committee of the whole. The committee of the whole may be convened, as frequent as necessary, each time after the assembly takes action.

**No second the motion required.** A motion made by direction of a board or duly appointed committee [as in committee of the whole] of the assembly requires no second from the floor provided that the subordinate group is composed of more than one person. [Rule 4, p35] [see also Rule 50 p497].

**Consent Calendar [or consent agenda].** Assemblies which, because of a heavy workload, require a strict mechanism for the consideration of business—but which are called upon to deal with a large number of routine matters--- may find a consent calendar a useful tool for disposing of a routine

business. Commonly, when such a matter has been introduced or reported by a committee [say committee of the whole] for consideration in the assembly, its sponsor [or the COW] may seek to have it placed on the consent calendar. .... The special rule of order establishing a consent calendar may provide that, when the matters on the consent calendar are called up, they may be considered in gross or without debate or amendment. [Rule 40, p356]

A consent calendar that has been previously acted and considered upon by the assembly after the committee of the whole had "risen and reported" need not be voted upon again by the assembly.

**Adjourn or recess.** A committee of the whole cannot call for an adjournment or recess except by rising and reporting to the presiding recommending for such action. The Committee of the whole may again be convened to resume the unfinished purpose.

**QUORUM IN THE COMMITTEE OF THE WHOLE.** The quorum of a committee of the whole is the same as that of the assembly unless the bylaws provide, or the assembly establishes, a different quorum for the committee. If the bylaws do not provide a different quorum for the committee, the assembly can establish one in the particular case before going into committee of the whole, regardless of the quorum that the bylaws require for the assembly. If at any time the committee finds itself without a quorum, it must rise and report the fact to the assembly, which must then adjourn or take one of the other courses that are open in the absence of a quorum (pp. 341-343). [Rule 51 p530]

**Quorum and Vote.** During any Cabinet Meeting, the attendance of a majority members of the Cabinet shall constitute a quorum and voting privilege shall extend to those personally present. In the absence of any Cabinet Member, except for the region and zone chairpersons, his/her deputy, if prior appointed, shall represent with full privilege and authority as such cabinet member. [District C&BL, Article IV Section 2. (b)]

**Members of the Cabinet.** [Article IV of District C&BL]

Section 1. Cabinet Officers.

- a) The District shall have a District Cabinet composed of the District Governor, Immediate Past District Governor, the Vice District Governor, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary, The Cabinet Treasurer, the District Administrator, the Protocol Officer and members of the Governors Advisory Board. The Chairpersons of the District Standing Committees shall also be members of the Cabinet. All Past District Governors of the District shall be quasi-members of the District Cabinet. The members of the District Cabinet shall be the officers of the District. Each of these officers shall be a member in-good-standing of a lions club in-good-standing in the District.
- b) At the option of the District Governor, he/she may appoint a Deputy appropriate for each District Officer, except for the Region and Zone Chairpersons. A deputy may take the place of the concerned officer as an alternate and shall discharge necessary duties and have full authority and privileges in his/her absence during any Cabinet activity.

**Legal actions when no quorum.** The only action that can legally be taken in the absence of a quorum is to fix the time to which to adjourn **(22)**, adjourn **(21)**, recess **(20)**, or to take measures to obtain a quorum. [Rule 39 p342]