DESK REFERENCE

COASTAL WETLANDS PLANNING, PROTECTION, AND RESTORATION ACT

DESK REFERENCE

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(Updated July 2016)

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*These documents are updated on a regular basis. The most updated versions can be found under "Reference Documents" via the following link:

http://www.mvn.usace.army.mil/missions/environmental/cwppra.aspx

Coastal Wetlands Planning, Protection & Restoration Act
Public Law 101-646, Title III
(abbreviated summary of the Act, not part of the Act)

SECTION 303, Priority Louisiana Coastal Wetlands Restoration Projects

Section 303a, Priority Project List

- NLT Jan 91, Sec. of Army (Secretary) will convene a Task Force
  - Secretary
  - Administrator, EPA
  - Governor, Louisiana
  - Secretary, Interior
  - Secretary, Agriculture
  - Secretary, Commerce
- NLT 28 Nov. 91, Task Force will prepare and transmit to Congress a Priority List of wetland restoration projects based on cost effectiveness and wetland quality.
- Priority List is revised and submitted annually as part of President's budget

Section 303b Federal and State Project Planning

- NLT 28 Nov 93, Task Force will prepare a comprehensive coastal wetland Restoration Plan for Louisiana
- Restoration Plan will consist of a list of wetland projects ranked be cost effectiveness and wetland quality
- Completed Priority Plan will become Priority List
- Secretary will insure that navigation and flood control projects are consistent with the purpose of the Restoration Plan
- Upon Submission of the Restoration Plan to Congress, the Task Force will conduct a scientific evaluation of the completed wetland restoration projects every 3 years and report findings to Congress

SECTION 304, Louisiana Coastal Wetlands Conservation Planning

Secretary: Administrator, EPA: and Director, USFWS will:

- Sign an agreement with the Governor specifying how Louisiana will develop and implement the Conservation Plan
- Approve the Conservation Plan
- Provide Congress with specific status reports on the Plan implementation

NLT 3 years after the agreement is signed, Louisiana will develop a Wetland Conservation Plan to achieve no net loss of wetlands resulting from development

SECTION 305, National Coastal Wetlands Conservation Grants.

Director USFWS, will make matching grants to any coastal state to implement Wetland Conservation Projects (Projects to acquire, restore, manage, and enhance real property interest in coastal lands and waters)
Cost sharing is 50% Federal / 50% State

SECTION 306, Distribution of Appropriations

70% of annual appropriations not to exceed (NTE) $70 million used as follows:

- NTE$15 million to fund Task Force completion of Priority List and restoration Plan – Secretary disburses the funds.
- NTE $10 million to fund 75% of Louisiana's cost to complete Conservation Plan, - Administrator disburses funds
- Balance to fund wetland restoration projects at 75% Federal, 25% Louisiana Secretary disburses funds

15% of annual appropriations, NTE $15 million for Wetland Conservation Grants – Director, USFWS disburses funds

15% of annual appropriations, NTE $15 million for projects by North American Wetlands Conservation Act – Secretary, Interior disburses funds

SECTION 307, Additional Authority for the Corps of Engineers,

Section 307a, Secretary authorized to:

Carry out projects to protect, restore, and enhance wetlands and aquatic/coastal ecosystems.

Section 307b, Secretary authorized and directed to study feasibility of modifying MR&T to increase flows and sediment to the Atchafalaya River for land building wetland nourishment.

- 25% if the state has dedicated trust funds from which principal is not spent
- 15% when Louisiana's Conservation Plan is approved

Sec. 301. SHORT TITLE.

This title may be cited as the "Coastal Wetlands Planning, Protection and Restoration Act".

Sec. 302. DEFINITIONS.

As used in this title, the term--

(1) "Secretary" means the Secretary of the Army;

(2) "Administrator" means the Administrator of the Environmental Protection Agency;

(3) "development activities" means any activity, including the discharge of dredged or fill material, which results directly in a more than de minimus change in the hydrologic regime, bottom contour, or the type, distribution or diversity of hydrophytic vegetation, or which impairs the flow, reach, or circulation of surface water within wetlands or other waters;

(4) "State" means the State of Louisiana;

(5) "coastal State" means a State of the United States in, or bordering on, the Atlantic, Pacific, or Arctic Ocean, the Gulf of Mexico, Long Island Sound, or one or more of the Great Lakes; for the purposes of this title, the term also includes Puerto Rico, the Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and the Trust Territories of the Pacific Islands, and American Samoa;

(6) "coastal wetlands restoration project" means any technically feasible activity to create, restore, protect, or enhance coastal wetlands through sediment and freshwater diversion, water management, or other measures that the Task Force finds will significantly contribute to the long-term restoration or protection of the physical, chemical and biological integrity of coastal wetlands in the State of Louisiana, and includes any such activity authorized under this title or under any other provision of law, including, but not limited to, new projects, completion or expansion of existing or on-going projects, individual phases, portions, or components of projects and operation, maintenance and rehabilitation of completed projects; the primary purpose of a "coastal wetlands restoration project" shall not be to provide navigation, irrigation or flood control benefits;

(7) "coastal wetlands conservation project" means--

(A) the obtaining of a real property interest in coastal lands or waters, if the obtaining of such interest is subject to terms and conditions that will ensure that the real property will be administered for the long-term conservation of such lands and waters and the hydrology, water quality and fish and wildlife dependent thereon; and

(B) the restoration, management, or enhancement of coastal wetlands ecosystems if such restoration, management, or enhancement is conducted on coastal lands and waters that are administered for the long-term

conservation of such lands and waters and the hydrology, water quality and fish and wildlife dependent thereon;

(8) "Governor" means the Governor of Louisiana;

(9) "Task Force" means the Louisiana Coastal Wetlands Conservation and Restoration Task Force which shall consist of the Secretary, who shall serve as chairman, the Administrator, the Governor, the Secretary of the Interior, the Secretary of Agriculture and the Secretary of Commerce; and

(10) "Director" means the Director of the United States Fish and Wildlife Service.

SEC. 303. PRIORITY LOUISIANA COASTAL WETLANDS RESTORATION PROJECTS.

(a) PRIORITY PROJECT LIST.--

(1) PREPARATION OF LIST.--Within forty-five days after the date of enactment of this title, the Secretary shall convene the Task Force to initiate a process to identify and prepare a list of coastal wetlands restoration projects in Louisiana to provide for the long-term conservation of such wetlands and dependent fish and wildlife populations in order of priority, based on the cost-effectiveness of such projects in creating, restoring, protecting, or enhancing coastal wetlands, taking into account the quality of such coastal wetlands, with due allowance for small-scale projects necessary to demonstrate the use of new techniques or materials for coastal wetlands restoration.

(2) TASK FORCE PROCEDURES.--The Secretary shall convene meetings of the Task Force as appropriate to ensure that the list is produced and transmitted annually to the Congress as required by this subsection. If necessary to ensure transmittal of the list on a timely basis, the Task Force shall produce the list by a majority vote of those Task Force members who are present and voting; except that no coastal wetlands restoration project shall be placed on the list without the concurrence of the lead Task Force member that the project is cost effective and sound from an engineering perspective. Those projects which potentially impact navigation or flood control on the lower Mississippi River System shall be constructed consistent with section 304 of this Act.

(3) TRANSMITTAL OF LIST.--No later than one year after the date of enactment of this title, the Secretary shall transmit to the Congress the list of priority coastal wetlands restoration projects required by paragraph (1) of this subsection. Thereafter, the list shall be updated annually by the Task Force members and transmitted by the Secretary to the Congress as part of the President's annual budget submission. Annual transmittals of the list to the Congress shall include a status report on each project and a statement from the Secretary of the Treasury indicating the amounts available for expenditure to carry out this title.

(4) LIST OF CONTENTS.--

(A) AREA IDENTIFICATION; PROJECT DESCRIPTION--The list of priority coastal wetlands restoration projects shall include, but not be limited to--

(i) identification, by map or other means, of the coastal area to be covered by the coastal wetlands restoration project; and

(ii) a detailed description of each proposed coastal wetlands restoration project including a justification for including such project on the list, the proposed activities to be carried out pursuant to each coastal wetlands restoration project, the benefits to be realized by such project, the identification of the lead Task Force member to undertake each proposed coastal wetlands restoration project and the responsibilities of each other participating Task Force member, an estimated timetable for the completion of each coastal wetlands restoration project, and the estimated cost of each project.

(B) PRE-PLAN.--Prior to the date on which the plan required by subsection (b) of this section becomes effective, such list shall include only those coastal wetlands restoration projects that can be substantially completed during a five-year period commencing on the date the project is placed on the list.

(C) Subsequent to the date on which the plan required by subsection (b) of this section becomes effective, such list shall include only those coastal wetlands restoration projects that have been identified in such plan.

(5) FUNDING.--The Secretary shall, with the funds made available in accordance with section 306 of this title, allocate funds among the members of the Task Force based on the need for such funds and such other factors as the Task Force deems appropriate to carry out the purposes of this subsection.

(b) FEDERAL AND STATE PROJECT PLANNING.--

(1) PLAN PREPARATION.--The Task Force shall prepare a plan to identify coastal wetlands restoration projects, in order of priority, based on the cost-effectiveness of such projects in creating, restoring, protecting, or enhancing the long-term conservation of coastal wetlands, taking into account the quality of such coastal wetlands, with due allowance for small-scale projects necessary to demonstrate the use of new techniques or materials for coastal wetlands restoration. Such restoration plan shall be completed within three years from the date of enactment of this title.

(2) PURPOSE OF THE PLAN.--The purpose of the restoration plan is to develop a comprehensive approach to restore and prevent the loss of, coastal wetlands in Louisiana. Such plan shall coordinate and integrate coastal wetlands restoration projects in a manner that will ensure the long-term conservation of the coastal wetlands of Louisiana.

(3) INTEGRATION OF EXISTING PLANS.--In developing the restoration plan, the Task Force shall seek to integrate the "Louisiana

Comprehensive Coastal Wetlands Feasibility Study" conducted by the Secretary of the Army and the "Coastal Wetlands Conservation and Restoration Plan" prepared by the State of Louisiana's Wetlands Conservation and Restoration Task Force.

(4) ELEMENTS OF THE PLAN.--The restoration plan developed pursuant to this subsection shall include--

(A) identification of the entire area in the State that contains coastal wetlands;

(B) identification, by map or other means, of coastal areas in Louisiana in need of coastal wetlands restoration projects;

(C) identification of high priority coastal wetlands restoration projects in Louisiana needed to address the areas identified in subparagraph (B) and that would provide for the long-term conservation of restored wetlands and dependent fish and wildlife populations;

(D) a listing of such coastal wetlands restoration projects, in order of priority, to be submitted annually, incorporating any project identified previously in lists produced and submitted under subsection (a) of this section;

(E) a detailed description of each proposed coastal wetlands restoration project, including a justification for including such project on the list;

(F) the proposed activities to be carried out pursuant to each coastal wetlands restoration project;

(G) the benefits to be realized by each such project;

(H) an estimated timetable for completion of each coastal wetlands restoration project;

(I) an estimate of the cost of each coastal wetlands restoration project;

(J) identification of a lead Task Force member to undertake each proposed coastal wetlands restoration project listed in the plan;

(K) consultation with the public and provision for public review during development of the plan; and

(L) evaluation of the effectiveness of each coastal wetlands restoration project in achieving long-term solutions to arresting coastal wetlands loss in Louisiana.

(5) PLAN MODIFICATION.--The Task Force may modify the restoration plan from time to time as necessary to carry out the purposes of this section.

(6) PLAN SUBMISSION.--Upon completion of the restoration plan, the Secretary shall submit the plan to the Congress. The restoration plan shall become effective ninety days after the date of its submission to the Congress.

(7) PLAN EVALUATION.--Not less than three years after the completion and submission of the restoration plan required by this subsection and at least every three years thereafter, the Task Force shall provide a report to the Congress containing a scientific evaluation of the effectiveness of the coastal wetlands restoration projects carried out under the plan in

creating, restoring, protecting and enhancing coastal wetlands in Louisiana.

(c) COASTAL WETLANDS RESTORATION PROJECT BENEFITS.--Where such a determination is required under applicable law, the net ecological, aesthetic, and cultural benefits, together with the economic benefits, shall be deemed to exceed the costs of any coastal wetlands restoration project within the State which the Task Force finds to contribute significantly to wetlands restoration.

(d) CONSISTENCY.--(1) In implementing, maintaining, modifying, or rehabilitating navigation, flood control or irrigation projects, other than emergency actions, under other authorities, the Secretary, in consultation with the Director and the Administrator, shall ensure that such actions are consistent with the purposes of the restoration plan submitted pursuant to this section.

(2) At the request of the Governor of the State of Louisiana, the Secretary of Commerce shall approve the plan as an amendment to the State's coastal zone management program approved under section 306 of the Coastal Zone Management Act of 1972 (16 U.S.C. 1455).

(e) FUNDING OF WETLANDS RESTORATION PROJECTS.--The Secretary shall, with the funds made available in accordance with this title, allocate such funds among the members of the Task Force to carry out coastal wetlands restoration projects in accordance with the priorities set forth in the list transmitted in accordance with this section. The Secretary shall not fund a coastal wetlands restoration project unless that project is subject to such terms and conditions as necessary to ensure that wetlands restored, enhanced or managed through that project will be administered for the long-term conservation of such lands and waters and dependent fish and wildlife populations.

(f) COST-SHARING.--

(1) FEDERAL SHARE.--Amounts made available in accordance with section 306 of this title to carry out coastal wetlands restoration projects under this title shall provide 75 percent of the cost of such projects.

(2) FEDERAL SHARE UPON CONSERVATION PLAN APPROVAL.--Notwithstanding the previous paragraph, if the State develops a Coastal Wetlands Conservation Plan pursuant to this title, and such conservation plan is approved pursuant to section 304 of this title, amounts made available in accordance with section 306 of this title for any coastal wetlands restoration project under this section shall be 85 percent of the cost of the project. In the event that the Secretary, the Director, and the Administrator jointly determine that the State is not taking reasonable steps to implement and administer a conservation plan developed and approved pursuant to this title, amounts made available in accordance with section 306 of this title for any coastal wetlands restoration project shall revert to 75 percent of the cost of the project: Provided, however, that such reversion to the lower cost share level shall not occur until the Governor, has been provided notice of, and opportunity for hearing on, any such determination by the Secretary, the Director, and Administrator, and the State has

been given ninety days from such notice or hearing to take corrective action.

(3) FORM OF STATE SHARE.--The share of the cost required of the State shall be from a non-Federal source. Such State share shall consist of a cash contribution of not less than 5 percent of the cost of the project. The balance of such State share may take the form of lands, easements, or right-of-way, or any other form of in-kind contribution determined to be appropriate by the lead Task Force member.

(4) Paragraphs (1), (2), and (3) of this subsection shall not affect the existing cost-sharing agreements for the following projects: Caernarvon Freshwater Diversion, Davis Pond Freshwater Diversion, and Bonnet Carre Freshwater Diversion.

SEC. 304. LOUISIANA COASTAL WETLANDS CONSERVATION PLANNING.

(a) DEVELOPMENT OF CONSERVATION PLAN.--

(1) AGREEMENT.--The Secretary, the Director, and the Administrator are directed to enter into an agreement with the Governor, as set forth in paragraph (2) of this subsection, upon notification of the Governor's willingness to enter into such agreement.

(2) TERMS OF AGREEMENT.--

(A) Upon receiving notification pursuant to paragraph (1) of this subsection, the Secretary, the Director, and the Administrator shall promptly enter into an agreement (hereafter in this section referred to as the "agreement") with the State under the terms set forth in subparagraph (B) of this paragraph.

(B) The agreement shall--

(i) set forth a process by which the State agrees to develop, in accordance with this section, a coastal wetlands conservation plan (hereafter in this section referred to as the "conservation plan");

(ii) designate a single agency of the State to develop the conservation plan;

(iii) assure an opportunity for participation in the development of the conservation plan, during the planning period, by the public and by Federal and State agencies;

(iv) obligate the State, not later than three years after the date of signing the agreement, unless extended by the parties thereto, to submit the conservation plan to the Secretary, the Director, and the Administrator for their approval; and

(v) upon approval of the conservation plan, obligate the State to implement the conservation plan.

(3) GRANTS AND ASSISTANCE.--Upon the date of signing the agreement--

(A) the Administrator shall, in consultation with the Director, with the funds made available in accordance with section 306 of this title, make grants during the

development of the conservation plan to assist the designated State agency in developing such plan. Such grants shall not exceed 75 percent of the cost of developing the plan; and

(B) the Secretary, the Director, and the Administrator shall provide technical assistance to the State to assist it in the development of the plan.

(b) CONSERVATION PLAN GOAL.--If a conservation plan is developed pursuant to this section, it shall have a goal of achieving no net loss of wetlands in the coastal areas of Louisiana as a result of development activities initiated subsequent to approval of the plan, exclusive of any wetlands gains achieved through implementation of the preceding section of this title.

(c) ELEMENTS OF CONSERVATION PLAN.--The conservation plan authorized by this section shall include--

(1) identification of the entire coastal area in the State that contains coastal wetlands;

(2) designation of a single State agency with the responsibility for implementing and enforcing the plan;

(3) identification of measures that the State shall take in addition to existing Federal authority to achieve a goal of no net loss of wetlands as a result of development activities, exclusive of any wetlands gains achieved through implementation of the preceding section of this title;

(4) a system that the State shall implement to account for gains and losses of coastal wetlands within coastal areas for purposes of evaluating the degree to which the goal of no net loss of wetlands as a result of development activities in such wetlands or other waters has been attained;

(5) satisfactory assurance that the State will have adequate personnel, funding, and authority to implement the plan;

(6) a program to be carried out by the State for the purpose of educating the public concerning the necessity to conserve wetlands;

(7) a program to encourage the use of technology by persons engaged in development activities that will result in negligible impact on wetlands; and

(8) a program for the review, evaluation, and identification of regulatory and nonregulatory options that will be adopted by the State to encourage and assist private owners of wetlands to continue to maintain those lands as wetlands.

(d) APPROVAL OF CONSERVATION PLAN.--

(1) IN GENERAL.--If the Governor submits a conservation plan to the Secretary, the Director, and the Administrator for their approval, the Secretary, the Director, and the Administrator shall, within one hundred and eighty days following receipt of such plan, approve or disapprove it.

(2) APPROVAL CRITERIA.--The Secretary, the Director, and the Administrator shall approve a conservation plan submitted by the Governor, if they determine that -

(A) the State has adequate authority to fully implement all provisions of such a plan;

(B) such a plan is adequate to attain the goal of no net loss of coastal wetlands as a result of development activities and complies with the other requirements of this section; and

(C) the plan was developed in accordance with terms of the agreement set forth in subsection (a) of this section.

(e) MODIFICATION OF CONSERVATION PLAN.--

(1) NONCOMPLIANCE.--If the Secretary, the Director, and the Administrator determine that a conservation plan submitted by the Governor does not comply with the requirements of subsection (d) of this section, they shall submit to the Governor a statement explaining why the plan is not in compliance and how the plan should be changed to be in compliance.

(2) RECONSIDERATION.--If the Governor submits a modified conservation plan to the Secretary, the Director, and the Administrator for their reconsideration, the Secretary, the Director, and Administrator shall have ninety days to determine whether the modifications are sufficient to bring the plan into compliance with requirements of subsection (d) of this section.

(3) APPROVAL OF MODIFIED PLAN.--If the Secretary, the Director, and the Administrator fail to approve or disapprove the conservation plan, as modified, within the ninety-day period following the date on which it was submitted to them by the Governor, such plan, as modified, shall be deemed to be approved effective upon the expiration of such ninety-day period.

(f) AMENDMENTS TO CONSERVATION PLAN.--If the Governor amends the conservation plan approved under this section, any such amended plan shall be considered a new plan and shall be subject to the requirements of this section; except that minor changes to such plan shall not be subject to the requirements of this section.

(g) IMPLEMENTATION OF CONSERVATION PLAN.--A conservation plan approved under this section shall be implemented as provided therein.

(h) FEDERAL OVERSIGHT.--

(1) INITIAL REPORT TO CONGRESS.--Within one hundred and eighty days after entering into the agreement required under subsection (a) of this section, the Secretary, the Director, and the Administrator shall report to the Congress as to the status of a conservation plan approved under this section and the progress of the State in carrying out such a plan, including and accounting, as required under subsection (c) of this section, of the gains and losses of coastal wetlands as a result of development activities.

(2) REPORT TO CONGRESS.--Twenty-four months after the initial one hundred and eighty day period set forth in paragraph (1), and at the end of each twenty-four-month period thereafter, the Secretary, the Director, and the Administrator shall, report to the Congress on the status of the conservation plan and provide an evaluation of the effectiveness of the plan in meeting the goal of this section.

SEC. 305 NATIONAL COASTAL WETLANDS CONSERVATION GRANTS.

(a) MATCHING GRANTS.--The Director shall, with the funds made available in accordance with the next following section of this title, make matching grants to any coastal State to carry out coastal wetlands conservation projects from funds made available for that purpose.

(b) PRIORITY.--Subject to the cost-sharing requirements of this section, the Director may grant or otherwise provide any matching moneys to any coastal State which submits a proposal substantial in character and design to carry out a coastal wetlands conservation project. In awarding such matching grants, the Director shall give priority to coastal wetlands conservation projects that are--

(1) consistent with the National Wetlands Priority Conservation Plan developed under section 301 of the Emergency Wetlands Resources Act (16 U.S.C. 3921); and

(2) in coastal States that have established dedicated funding for programs to acquire coastal wetlands, natural areas and open spaces. In addition, priority consideration shall be given to coastal wetlands conservation projects in maritime forests on coastal barrier islands.

(c) CONDITIONS.--The Director may only grant or otherwise provide matching moneys to a coastal State for purposes of carrying out a coastal wetlands conservation project if the grant or provision is subject to terms and conditions that will ensure that any real property interest acquired in whole or in part, or enhanced, managed, or restored with such moneys will be administered for the long-term conservation of such lands and waters and the fish and wildlife dependent thereon.

(d) COST-SHARING.--

(1) FEDERAL SHARE.--Grants to coastal States of matching moneys by the Director for any fiscal year to carry out coastal wetlands conservation projects shall be used for the payment of not to exceed 50 percent of the total costs of such projects: except that such matching moneys may be used for payment of not to exceed 75 percent of the costs of such projects if a coastal State has established a trust fund, from which the principal is not spent, for the purpose of acquiring coastal wetlands, other natural area or open spaces.

(2) FORM OF STATE SHARE.--The matching moneys required of a coastal State to carry out a coastal wetlands conservation project shall be derived from a non-Federal source.

(3) IN-KIND CONTRIBUTIONS.--In addition to cash outlays and payments, in-kind contributions of property or personnel services by non-Federal interests for activities under this section may be used for the non-Federal share of the cost of those activities.

(e) PARTIAL PAYMENTS.--

(1) The Director may from time to time make matching payments to carry out coastal wetlands conservation projects as such projects progress, but such payments, including previous payments, if any, shall not be more than the Federal pro rata

share of any such project in conformity with subsection (d) of this section.

(2) The Director may enter into agreements to make matching payments on an initial portion of a coastal wetlands conservation project and to agree to make payments on the remaining Federal share of the costs of such project from subsequent moneys if and when they become available. The liability of the United States under such an agreement is contingent upon the continued availability of funds for the purpose of this section.

(f) WETLANDS ASSESSMENT.--The Director shall, with the funds made available in accordance with the next following section of this title, direct the U.S. Fish and Wildlife Service's National Wetlands Inventory to update and digitize wetlands maps in the State of Texas and to conduct an assessment of the status, condition, and trends of wetlands in that State.

SEC. 306. DISTRIBUTION OF APPROPRIATIONS.

(a) PRIORITY PROJECT AND CONSERVATION PLANNING EXPENDITURES.--Of the total amount appropriated during a given fiscal year to carry out this title, 70 percent, not to exceed $70,000,000, shall be available, and shall remain available until expended, for the purposes of making expenditures--

(1) not to exceed the aggregate amount of $5,000,000 annually to assist the Task Force in the preparation of the list required under this title and the plan required under this title, including preparation of--

(A) preliminary assessments;

(B) general or site-specific inventories;

(C) reconnaissance, engineering or other studies;

(D) preliminary design work; and

(E) such other studies as may be necessary to identify and evaluate the feasibility of coastal wetlands restoration projects;

(2) to carry out coastal wetlands restoration projects in accordance with the priorities set forth on the list prepared under this title;

(3) to carry out wetlands restoration projects in accordance with the priorities set forth in the restoration plan prepared under this title;

(4) to make grants not to exceed $2,500,000 annually or $10,000,000 in total, to assist the agency designated by the State in development of the Coastal Wetlands Conservation Plan pursuant to this title.

(b) COASTAL WETLANDS CONSERVATION GRANTS.--Of the total amount appropriated during a given fiscal year to carry out this title, 15 percent, not to exceed $15,000,000 shall be available, and shall remain available to the Director, for purposes of making grants--

(1) to any coastal State, except States eligible to receive funding under section 306(a), to carry out coastal wetlands conservation projects in accordance with section 305 of this title; and

(2) in the amount of $2,500,000 in total for an assessment of the status, condition, and trends of wetlands in the State of Texas.

(c) NORTH AMERICAN WETLANDS CONSERVATION.--Of the total amount appropriated during a given fiscal year to carry out this title, 15 percent, not to exceed $15,000,000, shall be available to, and shall remain available until expended by, the Secretary of the Interior for allocation to carry out wetlands conservation projects in any coastal State under section 8 of the North American Wetlands Conservation Act (Public Law 101-233, 103 Stat. 1968, December 13, 1989).

SEC. 307. GENERAL PROVISIONS.

(a) ADDITIONAL AUTHORITY FOR THE CORPS OF ENGINEERS.--The Secretary is authorized to carry out projects for the protection, restoration, or enhancement of aquatic and associated ecosystems, including projects for the protection, restoration, or creation of wetlands and coastal ecosystems. In carrying out such projects, the Secretary shall give such projects equal consideration with projects relating to irrigation, navigation, or flood control.

(b) STUDY.--The Secretary is hereby authorized and directed to study the feasibility of modifying the operation of existing navigation and flood control projects to allow for an increase in the share of the Mississippi River flows and sediment sent down the Atchafalaya River for purposes of land building and wetlands nourishment.

SEC.308. CONFORMING AMENDMENT.

16 U.S.C. 777c is amended by adding the following after the first sentence: "The Secretary shall distribute 18 per centum of each annual appropriation made in accordance with the provisions of section 777b of this title as provided in the Coastal Wetlands Planning, Protection and Restoration Act: Provided, That, notwithstanding the provisions of section 777b, such sums shall remain available to carry out such Act through fiscal year 1999.".

Legislative History:
Coastal, Wetlands Planning, Protection and Restoration Act (CWPPRA)

Funding History:

(1) **CWPPRA ORIGINAL FUNDING:** Omnibus Budget Reconciliation Act of 1990 (Public Law 101-508, Title IX, Section 11211, dated 05 Nov 1990, effective 01 Dec 1990)

Provided dedicated funding for CWPPRA via the transfer of small engine fuel taxes from the Highway Trust Fund to the Sport Fish Restoration Account through FY94, thus providing CWPPRA with funds through FY95.

(2) **CWPPRA 2nd FUNDING:** Intermodal Surface Transportation Efficiency Act of 1991 (Public Law 102-240, Title VIII, Section 8002, dated 18 Dec 1991)

Provided dedicated funding for CWPPRA via the transfer of small engine fuel taxes from the Highway Trust Fund to the Sport Fish Restoration Account through FY98, thus providing CWPPRA with funds through FY99.

(3) **CWPPRA 3rd FUNDING:** Transportation Equity Act for the 21st Century (Public Law 105-178, Title IX, Section 9002, dated 09 Jun 1998)

Provided dedicated funding for CWPPRA via the transfer of small engine fuel taxes from the Highway Trust Fund to the Sport Fish Restoration Account through FY05, thus providing CWPPRA with funds through FY06.

(4) **CWPPRA 4th Funding:** Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFTEA LU) (Public Law 109-59, Title XI, Section 11101, dated 10Aug2005)

Provided dedicated funding for CWPPRA via the transfer of small engine fuel taxes from the Highway Trust Fund to the Sport Fish Restoration Account through FY11, thus providing CWPPRA with funds through FY12.

Authorization History:

(1) **CWPPRA ORIGINAL AUTHORIZATION:** Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 (Public Law 101-646, Title III, dated 29 Nov 1990)

Authorized CWPPRA through 1999.

(2) **CWPPRA 2nd AUTHORIZATION:** Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2000 (Public Law 106-74, Title IV, General Provisions, dated 20Oct1999)

SEC. 430. Section 4(a) of the Act of August 9, 1950 (16 U.S.C. 777c(a)), is amended in the second sentence by striking "1999" and inserting "2000"."

(3) **CWPPRA 3rd AUTHORIZATION:** Fish and Wildlife Programs Improvement and Nation Wildlife Refuge System Centennial Act of 2000 (Public Law 106-408, Section 123, dated 01 Nov 2000)

SEC. 123. Section 4(a) of the Dingell-Johnson Sport Fish Restoration Act (16 U.S.C. 777c(a) is amended in the second sentence by striking "2000" and inserting "2009"."

(4) **CWPPRA 4th AUTHORIZATION:** Consolidated Appropriations Act (Public Law 108-447, Division D, Title X, Section 114, dated 08Dec2004)

Sec. 114. Coastal Wetland Conservation Project Funding.

(b) PERIOD OF AUTHORIZATION. ─ Section 4(a) of the Dingell-Johnson Sport Fish Restoration Act 16 U.S.C. 777c (a) is amended in the second sentence by striking "2009" and inserting "2019"."

Additional History:

(1) **CWPPRA PRESIDENTIAL STATEMENT:**
H.R. 5390 (S. 2244) SENATE REPORTS: No. 101-523 accompanying S. 2244 (Comm. On Environmental and Public Works).

CONGRESSIONAL RECORD, Vol. 136 (1990):
Oct. 1, considered and passed House.
Oct. 26, considered and passed Senate, amended, in lieu of S. 2244.
Oct. 27, House concurred in Senate amendment.
WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS, Vol. 26 (1990):
Nov. 29, Presidential statement.
Statement on signing the Bill on Wetland and Coastal Inland Waters Protection and Restoration Programs, November 29, 1990.

Today I am signing H.R. 5390, ""An Act to prevent and control infestation of the coastal inland waters of the United States by the zebra mussel and other nonindigenous aquatic species to reauthorize the National Sea Grant College Program, and for other purposes."" This Act is designed to minimize, monitor, and control nonindigenous species that become established in the United States, particularly the zebra mussel; establish wetlands protection and restoration programs in Louisiana and nationally; and promote fish and wildlife conservation in the Great Lakes.

Title III of this Act designates a State official not subject to executive control as a member of the Louisiana Coastal Wetlands Conservation and Restoration Task Force. This official would be the only member of the Task Force whose appointment would not conform to the Appointments Clause of the Constitution.

The Task Force will set priorities for wetland restoration and formulate Federal conservation plans. Certain of its duties, which ultimately determine funding levels for particular restoration projects, are an exercise of significant authority that must be undertaken by an officer of the United States, appointed in accordance with the Appointments Clause, Article II, sec. 2, cl. 2, of the Constitution.

In order to constitutionally enforce this program, I instruct the Task Force to promulgate its priorities list under section 303(a)(2) "by a majority vote of those Task Force members who are present and voting," and to consider the State official to be a nonvoting member of the Task Force for this purpose. Moreover, the Secretary of the Army should construe "lead Task Force member" to include only those members appointed in conformity with the Appointments Clause.

George Bush

The White House,
November 29, 1990.

(2) **CWPPRA COST SHARING FOR 1996 AND 1997:** Water Resources Development Act OF 1996 (Public Law 104-303, Section 532, dated Oct. 12, 1996)

SEC. 532. COASTAL WETLANDS RESTORATION PROJECTS, LOUISIANA. Section 303(f) of the Coastal Wetlands Planning, Protection and Restoration Act (16 U.S.C. 3952(f); 104 Stat. 4782-4783) is amended--

(1) in paragraph (4) by striking "and (3)" and inserting "(3), and (5)"; and

(2) by adding at the end the following:

"(5) Federal share in calendar 1996 and 1997, -- Notwithstanding paragraphs (1) and (2), under approval of the conservation plan under section 304 and a determination by the Secretary that a reduction in the non-Federal share is warranted, amounts made available in accordance with section 306 to carry out coastal wetlands restoration projects under this section in calendar years 1996 and 1997 shall provide 90 percent of the cost of such project.".

(Note: Calendar years 1996 and 1997 correspond to Priority Project Lists 5 and 6, respectively.)

(3) CWPPRA FUNDING AMENDMENT: Consolidated Appropriations Act (Public Law 108-447, Division D, Title X, Section 114, dated 08Dec2004)

SEC. 114. COASTAL WETLAND CONSERVATION PROJECT FUNDING.

(a) FUNDING. ─ Section 306 of the Coastal Wetlands Planning, Protection, and Restoration Act (16 U.S.C. 3955) is amended

(1) in subsection (a), by striking ", not to exceed $70,000,000,";

(2) in subsection (b), by striking ", not to exceed $15,000,000"; and

(3) in subsection 9c), by striking ", not to exceed $15,000,000,".

(4) CWPPRA ANNUAL APPROPRIATIONS AND CREATION OF SPORT FISH RESTORATION AND BOATING SAFETY TRUST FUND AMENDMENT: Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFTEA LU) (Public Law 109-59, Title XI, Section 10113 and 11115, dated 10Aug2005)

SEC. 10113. DIVISION OF ANNUAL APPROPRIATIONS. Section 4 (16 U.S.C. 777c) is amended--

(1) by striking subsections (a) through (c) and redesignating subsections (d), (e), (f), and (g) as subsections (b), (c), (d), and (e), respectively;

(2) by inserting before subsection (b), as redesignated by paragraph (1), the following:

"(a) In General. -- For each of fiscal years 2006 through 2009, the balance of each annual appropriation made in accordance with the provisions of section 3 remaining after the distributions for administrative expenses and other purposes under subsection (b) and for multistate conservation grants under section 14 shall be distributed as follows:

"(1) Coastal wetlands. -- An amount equal to 18.5 percent to the Secretary of the Interior for distribution as provided in the Coastal Wetlands Planning, Protection, and Restoration Act (16 U.S.C. 3951 et seq.)."

Sec. 11115. ELIMINATION OF AQUATIC RESOURCES TRUST FUND AND TRANSFORMATION OF SPORT FISH RESTORATION ACCOUNT.

(a) Simplification of Funding for Boat Safety Account.

(1) In general.--Paragraph (4) of section 9503(c) (relating to transfers from Trust Fund for motorboat fuel taxes) is amended--

(A) by striking so much of that paragraph as precedes subparagraph (D),

(B) by redesignating subparagraphs (D) and (E) as subparagraphs (C) and (D), respectively, and

(C) by inserting before subparagraph (C) (as so redesignated) the following:

``(4) Transfers from the trust fund for motorboat fuel taxes.--

``(A) Transfer to land and water conservation fund.--

``(i) In general.--The Secretary shall pay from time to time from the Highway Trust Fund into the land and water conservation fund provided for in title I of the Land and Water Conservation Fund Act of 1965 amounts (as determined by the Secretary) equivalent to the motorboat fuel taxes received on or after October 1, 2005, and before October 1, 2011.

``(ii) Limitation.--The aggregate amount transferred under this subparagraph during any fiscal year shall not exceed $1,000,000.

``(B) Excess funds transferred to sport fish restoration and boating trust fund.-Any amounts in the Highway Trust Fund--

``(i) which are attributable to motorboat fuel taxes, and

``(ii) which are not transferred from the Highway Trust Fund under subparagraph (A), shall be transferred by the Secretary from the Highway Trust Fund into the Sport Fish Restoration and Boating Trust Fund.".

(2) Conforming amendment.--Paragraph (5) of section 9503(c) is amended by striking ``Account in the Aquatic Resources" in subparagraph (A) and inserting ``and Boating".

(b) Merging of Accounts.--

(1) In general.--Subsection (a) of section 9504 is amended to read as follows:

``(a) Creation of Trust Fund.--There is hereby established in the Treasury of the United States a trust fund to be known as the `Sport Fish Restoration and Boating Trust Fund'. Such Trust Fund shall consist of such amounts as may be appropriated, credited, or paid to it as provided in this section, section 9503(c)(4), section 9503(c)(5), or section 9602(b).".

(2) Conforming amendments.--

(A) Subsection (b) of section 9504, as amended by section 11101 of this Act, is amended--

(i) by striking ``Account" in the heading thereof and inserting ``and Boating Trust Fund",

(ii) by striking ``Account" both places it appears in paragraphs (1) and (2) and inserting ``and Boating Trust Fund", and

(iii) by striking ``account" both places it appears in the headings for paragraphs (1) and (2) and inserting “trust fund”.

(B) Subsection (d) of section 9504, as amended by

section 11101 of this Act, is amended--

(i) by striking ``Aquatic Resources'' in the heading thereof,

(ii) by striking ``any Account in the Aquatic Resources'' in paragraph (1) and inserting ``the Sport Fish Restoration and Boating'', and

(iii) by striking ``any such Account'' in paragraph (1) and inserting ``such Trust Fund''.

(C) Subsection (e) of section 9504 is amended by striking ``Boat Safety Account and Sport Fish Restoration Account'' and inserting ``Sport Fish Restoration and Boating Trust Fund''.

(D) Section 9504 is amended by striking ``aquatic resources'' in the heading thereof and inserting ``sport fish restoration and boating''.

(E) The item relating to section 9504 in the table of sections for subchapter A of chapter 98 is amended by striking ``aquatic resources'' and inserting ``sport fish restoration and boating''.

(F) Paragraph (2) of section 1511(e) of the Homeland Security Act of 2002 (6 U.S.C. 551(e)) is amended by striking ``Aquatic Resources Trust Fund of the Highway Trust Fund'' and inserting ``Sport Fish Restoration and Boating Trust Fund''.

(c) Phaseout of Boat Safety Account.--Subsection (c) of section 9504 is amended to read as follows:

``(c) Expenditures From Boat Safety Account.--Amounts remaining in the Boat Safety Account on October 1, 2005, and amounts thereafter credited to the Account under section 9602(b), shall be available, without further appropriation, for making expenditures before October 1, 2010, to carry out the purposes of section 15 of the Dingell-Johnson Sport Fish Restoration Act (as in effect on the date of the enactment of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users). For purposes of section 9602, the Boat Safety Account shall be treated as a Trust Fund established by this subchapter.''.

Task Force Members

NO PHOTO

Col. Michael Clancy
District Commander and District Engineer
U.S. Corps of Engineers, New Orleans District

Mr. Jeff Weller
Field Supervisor
U.S. Fish and Wildlife Service

Mr. Johnny Bradberry
Senior Advisor to the Governor for Coastal Activities
Governor's Office of Coastal Activities

Mr. William K. Honker
Director, Water Quality Protection Division
Environmental Protection Agency

Mr. Christopher Doley
Office of Habitat Conservation
National Marine and Fisheries Service

Mr. Kevin Norton
State Conservationist
Natural Resources Conservation Service

Technical Committee Members

Mr. Mark Wingate
Deputy District Engineer
U.S. Army Corps of Engineers

Mr. Darryl Clark
Senior Field Biologist
U.S. Fish and Wildlife Service

Mr. Bren Haase
Deputy Chief – Studies and Environmental Branch
Coastal Protection and Restoration Authority
State of Louisiana CPRA

Ms. Karen McCormick
Civil Engineer
Environmental Protection Agency

Mr. Rick Hartman
Fishery Biologist
National Marine and Fisheries Service

Mr. Britt Paul
Assistant State Conservationist/Water Resources
Natural Resources Conservation Service

Planning & Evaluation Committee

Mr. Brad Inman
CWPPRA Program and Senior Project Manager
U.S. Army Corps of Engineers

Mr. Kevin Roy
Senior Field Biologist
U.S. Fish and Wildlife Service

Mr. Stuart Brown
Coastal Resources Scientist
State of Louisiana CPRA

Mr. Adrian Chavarria
Environmental Engineer
Environmental Protection Agency

Ms. Cecelia Linder
NOAA CWPPRA Program Manager
National Marine and Fisheries Service

NO PHOTO

Mr. Quin Kinler
Resource Conservationist
Natural Resources Conservation Service

July 2016

Summary of Organization Structure and Responsibilities

1.0 Introduction.

Section 303(a)(1) of the CWPPRA directs the Secretary of the Army to convene the Louisiana Coastal Wetlands Conservation and Restoration Task Force to consist of the following members:

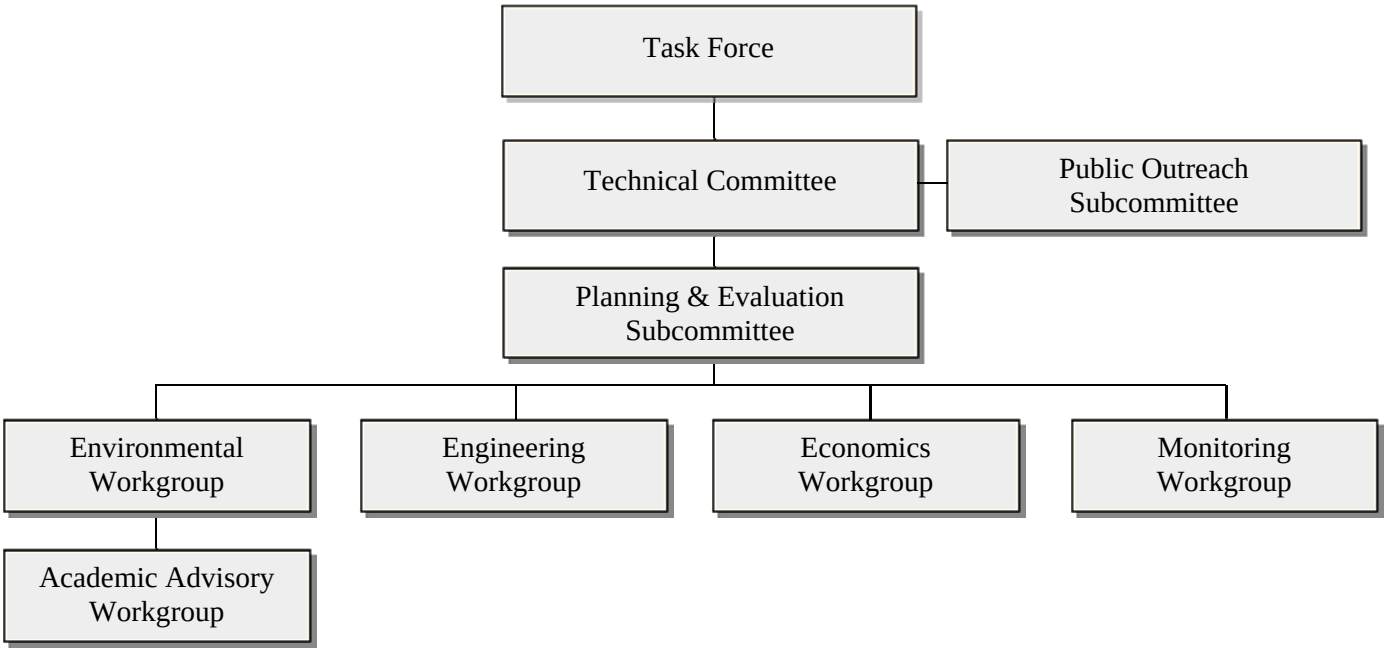
- the Secretary of the Army (Chairman)
- the Administrator, Environmental Protection Agency
- the Governor, State of Louisiana
- the Secretary of the Interior
- the Secretary of Agriculture
- the Secretary of Commerce

The State of Louisiana is a full voting member of the Task Force except for selection of the Priority Project List [Section 303(a)(2)], as stipulated in President Bush's November 29, 1990 signing statement of the Act. In addition, the State of Louisiana may not serve as a "lead" Task Force member for design and construction of wetlands projects on the priority project list.

In practice, the Task Force members named by the law have delegated their responsibilities to other members of their organizations. For instance, the Secretary of the Army authorized the commander of the New Orleans District, U.S. Army Corps of Engineers, to act in his place as chairman of the Task Force.

A summary is presented of the structure and description of duties of the organizations formed under CWPPRA to manage the program is presented in the following pages.

Figure 1
CWPPRA Organization Structure



2.0 Coastal Wetlands Conservation and Restoration Task Force.

Typically referred to as the "Task Force" (TF), it is comprised of one member of each, respectively, from five Federal Agencies and the Local Cost Share Sponsor, which is the State of Louisiana. The Federal Agencies of CWPPRA: the Fish & Wildlife Service (USFWS) of the U.S. Department of the Interior, the Natural Resources Conservation Service (NRCS) of the U.S. Department of Agriculture (USDA), the National Marine Fisheries Service of Department of Commerce (USDC), the U.S. Environmental Protection Agency (USEPA), and the U.S. Army Corps of Engineers (USACE). The Governor's Office of the State of Louisiana represents the state on the TF. The TF provides guidance and direction to subordinate organizations of the program through the Technical Committee (TC), which reports to the TF. The TF is charged by the Act to make final decisions concerning issues, policies, and procedures necessary to execute the Program and its projects. The TF makes directives for action to the TC, and the TF makes decisions in consideration of TC recommendations. Table 1 lists the membership of the TF.

Table 1
Membership of the Task Force

Member's Representative	Representative's Contact Information
Secretary of the Army (Chairman) Colonel Michael N. Clancy District Commander TEL (504) 862-2077 FAX (504) 862-1259	U.S. Army Corps of Engineers, New Orleans District Executive Office 7400 Leake Avenue New Orleans, LA 70118 Michael.N.Clancy@usace.army.mil
Governor, State of Louisiana Mr. Johnny Bradberry CPRA Chairman Governor's Office of Coastal Activities TEL (225) 342-7669 FAX (225) 342-5214	CPRA Board of Louisiana 900 North Third Street State Capitol – 4th Floor Baton Rouge, LA 70802 Johnny.bradberry@la.gov
Administrator, Environmental Protection Agency Mr. William K. Honker Director, Water Quality Protection Division TEL (214) 665-3187 FAX (214) 665-7373	Environmental Protection Agency, Region 6 Water Quality Protection Division (6WQ-EC) 1445 Ross Avenue Dallas, TX 75202 honker.william@epa.gov
Secretary, Department of the Interior Mr. Jeff Weller Program Supervisor (AR, LA, MS, AL) TEL (337) 291-3115 FAX (337) 291-3139	U.S. Fish and Wildlife Service Louisiana Field Office 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 jeff_weller@fws.gov
Secretary, Department of Agriculture Mr. Kevin Norton State Conservationist TEL (318) 473-7751 FAX (318) 473-7682	Natural Resources Conservation Service 3737 Government Street Alexandria, LA 71302 kevin.norton@la.usda.gov
Secretary, Department of Commerce Mr. Christopher Doley Director, NOAA Restoration Center TEL (301) 713-0174 FAX (301) 713-0184	National Oceanic and Atmospheric Administration National Marine Fisheries 1315 East-West Highway, Room 14853 Silver Spring, MD 20910 chris.doley@noaa.gov

The USACE-New Orleans District Commander is the Chairman of the TF. The Chairman leads and sets the agenda for TF action to execute the Program and projects. At the direction of the Chairman, the New Orleans District: (1) provides administration, management, and oversight of the Planning and Construction Programs, and acts as accountant, budgeter, administrator, and disburser of all Federal and non-Federal funds under the Act; and (2) acts as the official manager of financial data and most information relating to the CWPPRA Program and projects. Under the direction of the District Commander, the USACE Project Management-West Restoration Section functions as lead agency and representatives of the Program.

2.1 Technical Committee.

The TC is established by the TF to provide advice and recommendations for execution of the Program and projects from the following technical perspectives: engineering, environmental, economic, real estate, construction, operation and maintenance, and monitoring. The TC provides guidance and direction to subordinate organizations of the Program through the Planning & Evaluation Subcommittee (P&E). The TC is charged by the TF to consider and shape decision and proposed actions of the P&E, regarding its position on issues, policy, and procedures towards execution of the Program and project. The TC makes directives for action to the P&E, and the TC makes decisions in consideration of the P&E. The TC members are shown in Table 2.

Table 2
Membership of the Technical Committee

Member's Representative	Representative's Contact Information
Mr. Mark Wingate (Chairman) Deputy District Engineer TEL (504) 862-2204 FAX (504) 862-1259	U.S. Army Corps of Engineers, New Orleans District Office of the Chief 7400 Leake Avenue New Orleans, LA 70118 Mark.R.Wingate@usace.army.mil
Mr. Darryl Clark Senior Field Biologist TEL (337) 291-3111 FAX (337) 291-3139	U.S. Fish and Wildlife Service 646 Cajundome Blvd, Suite 400 Lafayette, LA 70506 darryl_clark@fws.gov
Mr. Bren Haase Deputy Chief – Studies & Environmental Branch TEL (225) 342-2179 FAX (225) 342-1377	Coastal Protection and Restoration Authority State of Louisiana P.O. Box 44027, Capitol Station Baton Rouge, LA 70804 Bren.Haase@la.gov
Mr. Richard Hartman Fishery Biologist Chief, Baton Rouge Field Office TEL (225) 389-0508 x203 FAX (225) 389-0506	National Marine Fisheries Service Military Science Building, Room 266 LSU, South Stadium Drive Baton Rouge, LA 70803 richard.hartman@noaa.gov
Ms. Karen McCormick Section Chief TEL (214) 665-8365 FAX (214) 665-6689	Environmental Protection Agency, Region 6 Marine and Coastal Protection Section (6WQ-EC) 1445 Ross Avenue Dallas, TX 75202 mccormick.karen@epamail.epa.gov
Mr. Britt Paul, P.E. Assistant State Conservationist/Water Resources TEL (318) 473-7756 FAX (318) 473-7682	Natural Resources Conservation Service 3737 Government Street Alexandria, LA 71302 britt.paul@la.usda.gov

The USACE-New Orleans Deputy District Engineer is the Chairman of the TC. The Chairman leads and sets the agenda for TC action to make recommendations to the TF for executing the Program and projects. At the direction of the TF Chairman, the TC Chairman guides the management and administrative work charged to the TF Chairman.

2.11 Planning and Evaluation Subcommittee.

The P&E is the working-level committee established by the TC to form and oversee special technical workgroups to assist in developing policies and processes, and recommend procedures for formulating plans and projects to accomplish the goals and mandates of CWPPRA. Table 3 contains a list of the P&E Members.

Table 3
Membership of the Planning and Evaluation Subcommittee

P&E Subcommittee Member	Member's Contact Information
Mr. Brad Inman (Chairman) Senior Project Manager TEL (504) 862-2124 FAX (504) 862-2572	U.S. Army Corps of Engineers, New Orleans District Projection and Restoration Office, Restoration Branch Rm 331 7400 Leake Avenue New Orleans, LA 70118 Brad.L.Inman@usace.army.mil
Mr. Kevin Roy Senior Field Biologist TEL (337) 291-3120 FAX (337) 291-3139	U.S. Fish and Wildlife Service 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 kevin_roy@fws.gov
Mr. Adrian Chavarria Project Manager TEL (214) 665-3103 FAX (214) 665-6689	Environmental Protection Agency, Region 6 Water Quality Protection Division (6WQ-EC) 1445 Ross Avenue Dallas, TX 75202 Chavarria.adrian@epa.gov
Mr. Quin Kinler Civil Engineer Tel (225) 665-4253 Ext 110 Fax (844) 325-6947	Natural Resources Conservation Service 907 Florida Blvd. Denham Springs, LA 70726 quin.kinler@la.usda.gov
Mr. Chris Allen Coastal Resources Scientist TEL (225) 342-4736 FAX (225) 342-9417	Coastal Protection and Restoration Authority State of Louisiana P.O Box 44027, Capitol Station Baton Rouge, LA 70804 Chris.Allen@la.gov
Ms. Cecelia Linder NOAA CWPPRA Program Manager TEL (301) 427-8675	National Oceanic and Atmospheric Administration SSMC3 F/HC3, RM 14839 1315 East Hwy. Silver Spring, MD 20910 Cecelia.linder@noaa.gov

The seat of the Chairman of the P&E resides with the USACE, New Orleans District. The P&E Chairman leads and sets the agenda for action of the P&E to make recommendations to the TC for executing the Program and projects. At the direction of the TC Chairman, the P&E Chairman executes the management and administrative work directives of the TC and TF Chairs.

2.111 Environmental Work Group (EnvWG).

The EnvWG, under the guidance and direction of the P&E, reviews candidate projects to: (1) suggest any recommended measures and features that should be considered during engineering and design for the achievement/enhancement of wetland benefits; and (2) determine the estimated annualized wetland benefits (Average Annual Habitat Units) of those projects. A list of primary contacts of the EnvWG Members is presented in Table 4.

Table 4
Membership of the Environmental Workgroup

EnvWG Member	Member's Contact Information
Mr. Kevin Roy (Chairman) Senior Field Biologist TEL (337) 291-3120 FAX (337) 291-3139	U.S. Fish and Wildlife Service 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 kevin_roy@fws.gov
Ms. Tammy Gilmore Biologist/Env. Resource Specialist TEL (504) 862-1002 FAX (504) 862-1375	U.S. Army Corps of Engineers, New Orleans District Rm 137 7400 Leake Avenue New Orleans, LA 70118 tammy.h.gilmore@usace.army.mil
Mr. Ron Boustany Wildlife Biologist TEL (337) 291-3067 FAX (337) 291-3085	Natural Resources Conservation Service 646 Cajundome Blvd., Suite 180 Lafayette, LA 70506 ron.boustany@la.usda.gov
Ms. Sharon Osowski Morgan, Ph.D.,CWB Ecologist/Life Scientist TEL (214) 665-7506 FAX (214) 665-6689	Marine, Coastal & Analysis Section (6WQ-EC) U.S. Environmental Protection Agency, Region 6 Water Division 1445 Ross Avenue Dallas, TX 75202 osowski.sharon@epa.gov
Ms. Dawn Davis Fishery Biologist TEL (225) 389-0508 x206 FAX (225) 389-0506	National Oceanic and Atmospheric Administration National Marine Fisheries Service c/o LSU Baton Rouge, LA 70803 Dawn.Davis@noaa.gov
Mr. Stuart Brown Coastal Resources Scientist TEL (225) 342-4596 FAX (225) 342-9417	Coastal Protection and Restoration Authority State of Louisiana P.O Box 44027, Capitol Station Baton Rouge, LA 70804 stuart.brown@la.gov

The seat of Chairman of the EnvWG resides with the USFWS. The EnvWG Chairman leads the EnvWG to accomplish its work.

2.112 Engineering Work Group (EngWG).

The EngWG, under the guidance and direction of the P&E, provides engineering standards, quality control/assurance, and support for the review and comment of the cost estimates for engineering, environmental compliance, economic, real estate, construction, construction supervision and inspection, project management, operation and maintenance, and monitoring, of candidate and demonstration projects considered for development, selection, and funding under the Act. A list of the primary contacts for the EngWG is presented in Table 5.

Table 5
Membership of the Engineering Work Group

EngWG Members	Member's Contact Information
Mr. John Petitbon, P.E. (Chairman) Civil Engineer TEL (504) 862-2732 FAX (504) 862-1356	U.S. Army Corps of Engineers, New Orleans District Design Services Branch – Cost Engineering Section Rm 205 7400 Leake Avenue New Orleans, LA 70118 john.b.petitbon@usace.army.mil
Mr. Travis Byland, P.E. Engineer TEL (225) 342-6750 FAX (225) 342-6801	Coastal Protection and Restoration Authority State of Louisiana P.O. Box 44027, Capitol Station Baton Rouge, LA 70804 Travis.Byland@la.gov
Mr. Loland Broussard Civil Engineer TEL (337) 291-3069 FAX (337) 291-3085	Natural Resources Conservation Service 646 Cajundome Blvd – Ste 180 Lafayette, LA 70506 Loland.broussard@la.usda.gov
Mr. Ronald Paille Senior Field Biologist TEL (337) 291-3117 FAX (337) 291-3139	U.S. Fish and Wildlife Service 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 ronald_paille@fws.gov
Mr. Patrick Williams Fisheries Biologist TEL (225) 389-0508 x208 FAX (225) 389-0506	National Oceanic and Atmospheric Administration National Marine Fisheries Service c/o LSU Baton Rouge, LA 70803 patrick.williams@noaa.gov
Mr. Brad Crawford, P.E. (Inactive) Environmental Engineer Project Manager TEL (214) 665-7255 FAX (214) 665-6689	Environmental Protection Agency, Region 6 Marine & Coastal Section (6WQ-EC) 1445 Ross Avenue Dallas, TX 75202 Crawford.Brad@epa.gov

The EngWG Chairman leads the EngWG in its tasks. The seat of Chairman of the EngWG resides with the USACE New Orleans District.

2.113 Economics Work Group (EcoWG).

The EcoWG, under the guidance and direction of the P&E, reviews and evaluates candidate projects that have been completely developed, for the purpose of assigning the fully funded first cost of projects, based on the estimated 20-year stream of project costs. A list of primary contacts of the EcoWG Members is presented in Table 6.

Table 6
Membership of the Economics Work Group

Other Agency Representatives	Representative's Contact Information
Mr. Matthew Napolitano (Chairman) Economist TEL (504) 862-2445 FAX (504) 862-1299	U.S. Army Corps of Engineers, New Orleans District Economic and Social Analysis Branch Rm 119 7400 Leake Avenue New Orleans, LA 70118 matthew.p.napolitano@usace.army.mil
Mr. Gary Barone Financial Scientist TEL (301) 713-0174 FAX (301) 713-0184	National Oceanic and Atmospheric Administration National Marine Fisheries 1315 East-West Highway, Room 14853 Silver Spring, MD 20910 gary.barone@noaa.gov
Mr. Bill Waits Agricultural Economist TEL (318) 473-7686 FAX (318) 473-7747	Natural Resources Conservation Service 3737 Government Street Alexandria, LA 73102 bill.waits@la.usda.gov

The USACE New Orleans District holds the EcoWG Chairman seat. The EcoWG Chairman leads the EcoWG to complete their evaluations.

2.114 Monitoring Work Group (MWG).

The MWG, under the guidance and direction of the P&E, develops standard operating procedures and oversees the development and implementation of field monitoring programs for the CWPPRA program. A list of primary contacts of the MWG Members is presented in Table 7.

Table 7
Membership of the Monitoring Work Group

MWG Members	Member's Contact Information
Ms. Leigh Anne Sharp (Co-Chairman) Coastal Resources Scientist Manager TEL (337) 482-0659 FAX (337) 482-0687	Coastal Protection and Restoration Authority P.O. Box 62027 Lafayette, LA 70506 LeighAnne.Sharp@la.gov
Ms. Sarai Piazza (Co-Chairman) Ecologist TEL (225) 578-7044 FAX (225) 578-7927	U.S. Geological Survey c/o Livestock Show Office, LSU Baton Rouge, LA 70803 piazzas@usgs.gov
Ms. Susan Hennington Biologist/Project Manager TEL (504) 862-2504 FAX (504) 862-1892	U.S. Army Corps of Engineers, New Orleans District Projection and Restoration Office, Restoration Branch Rm 331 7400 Leake Avenue New Orleans, LA 70118 susan.m.hennington@usace.army.mil
Dr. John D. Foret Wetland Ecologist TEL (337) 291-2109 FAX (337) 291-2106	NOAA Fisheries Service Estuarine Habitats & Coastal Fisheries Center 646 Cajundome Blvd. Lafayette, LA 70506 john.foret@noaa.gov
Mr. Robert Dubois Fish and Wildlife Biologist TEL (337) 291-3127 FAX (337) 291-3139	U.S. Fish and Wildlife Service 646 Cajundome Blvd. Lafayette, LA 70506 robert_dubois@fws.gov
Sharon Oswoski Morgan, Ph.D., CWB Ecologist/Life Scientist TEL (214) 665-7506 FAX (214) 665-6689	Marine, Coastal & Analysis Section (6WQ-EC) U.S. Environmental Protection Agency, Region 6 Water Division 1445 Ross Avenue Dallas, TX 75202 osowski.sharon@epa.gov
Mr. Ron Boustany Natural Resources Specialist TEL (337) 291-3067 FAX (844) 325-6947	Natural Resources Conservation Service 646 Cajundome Blvd., Suite 180 Lafayette, LA 70506 ron.boustany@la.usda.gov

The seats of Co-Chairman of the MWG reside with the Louisiana Coastal Protection and Restoration Authority (CPRA) and the U.S. Geological Survey (USGS). These Chairmen lead the MWG in monitoring program activities.

. 2.115 Academic Advisory Group (AAG).

While the agencies sitting on the TF possess considerable expertise regarding Louisiana's coastal wetlands problems, the TF recognized the need to incorporate another invaluable resource: the state's academic community. The TF, therefore, retained university services to provide scientific advisors to support the Program. A list of primary contacts of the AAG Members is presented in Table 9.

Table 9
Academic Advisory Group

Member's Representative	Representative's Contact Information
Dr. Charles Sasser (Chairman) Professor of Research TEL (225) 578-6375 FAX (225) 578-6326	School of the Coast and Environment Energy, Coast and Environmental Building, LSU Baton Rouge, LA 70803 csasser@lsu.edu
Dr. Larry Rouse Associate Professor TEL (225) 578-2953 FAX (225) 578-2520	Oceanography and Coastal Sciences Energy, Coast and Environmental Building, LSU Baton Rouge, LA 70803 lrouse@lsu.edu
Mr. Erick Swenson Research Associate TEL (225) 578-2730 FAX (225) 388-6326	Oceanography and Coastal Sciences Energy, Coast and Environmental Building, LSU Baton Rouge, LA 70803 eswenson@lsu.edu
Dr. J. Andrew Nyman Professor, Wetland Wildlife Ecology TEL (225) 578-4220 FAX (225) 578-4227	School of Renewable Natural Resources 327 Renewable Resources Building, LSU Baton Rouge, LA 70803 jnyman@lsu.edu
Dr. Gary P. Shaffer Professor TEL (985) 549-2865 FAX (985) 549-3851	Biological Sciences, SLU-10736 Southeastern Louisiana University Hammond, LA 70402 shafe@selu.edu
Dr. Sam Bentley Director, Coastal Studies Institute Billy and Ann Harrison Chair in Sedimentary Geology TEL (225) 578-5735	Department of Geology and Geophysics E307 Howe Russell Geosciences Complex, LSU Baton Rouge, LA 70803 sjb@lsu.edu
Dr. Mark Hester Professor TEL (337) 482-5246 FAX (337) 482-5834	Department of Biology Coastal Plant Ecology Lab, University of Louisiana Lafayette, LA 70504 mhester@louisiana.edu

The AAG, under the guidance and direction of the P&E, provides support during the screening and development, and ranking of candidate and demonstration projects. The AAG works with the EnvWG and MWG in support of their respective work in project development. The AAG also assists the FC in carrying out the feasibility studies authorized by the TF. The AAG Chairman seat, which is traditionally held by a university academic, leads this group in completing their work.

2.116 Financial Administration Team.

The New Orleans District: (1) provides administration, management, and oversight of the Planning and Construction Programs, and acts as accountant, budgeter, administrator, and disburser of all Federal and non-Federal funds under the Act, (2) acts as the official manager of financial data and most information relating to the CWPPRA Program and projects. Under the direction of the District Commander, the Project Management - Restoration Section of the Corps functions as lead agency and representatives of the Program. The list of contacts in the Financial Administration Team is presented in Table 10.

Table 10
Financial Administration Team

Member's Representative	Representative's Contact Information
Ms. Jernice Cheavis (Lead) Program Analyst TEL (504) 862-2693 FAX (504) 862-2572	U.S. Army Corps of Engineers, New Orleans District Protection and Restoration Office, Restoration Branch Rm 331 7400 Leake Avenue New Orleans, LA 70118 jernice.p.cheavis@usace.army.mil
Mr. Darryl Clark Senior Field Biologist TEL (337) 291-3111 FAX (337) 291-3139	U.S. Fish and Wildlife Service 646 Cajundome Blvd, Suite 400 Lafayette, LA 70506 darryl_clark@fws.gov
Ms. Michelle Klecker Project Support Manager TEL (225) 342-9662 FAX (225) 242-4674	Coastal Protection and Restoration Authority State of Louisiana P.O. Box 44027 Baton Rouge, LA 70804 michelle.klecker@la.gov
Mr. Gary Barone TEL (301) 713-0174 FAX (301) 713-0184	NOAA/National Marine Fisheries Service Office of Habitat Conservation Silver Spring, MD 20910 gary.barone@noaa.gov
Ms. Sondra McDonald TEL (214) 665-7187 FAX (214) 665-6490	Environmental Protection Agency, Region 6 Water Quality Management Division (6WQ-EC) 1445 Ross Avenue Dallas, TX 75202 mcdonald.sondra@epamail.epa.gov
Ms. Mitzi Gallipeau Program Assistant TEL (318) 473-7607 FAX (318) 473-7632	Water Resources Staff 3737 Government Street Alexandria, LA 71302 mitzi.gallipeau@la.usda.gov

2.2 Public Outreach Committee (OC).

The OC is comprised of members from the participating Federal agencies, the State of Louisiana, other coastal programs, and non-profit organizations. Only the core group members, representing the CWPPRA entities, are eligible to vote on budget matters. The committee is currently responsible for formulating information strategies and public education initiatives, maintaining a web site of complex technical and educational materials, developing audio-visual presentations, exhibits, publications and news releases, conducting special events and project dedications and groundbreakings. Additionally, the committee represents the TF at expositions and workshops to promote coastal wetlands restoration. A list of primary contacts of the OC Members is presented in Table 11.

Table 11
Membership of the Public Outreach Committee

OC Members	Member's Contact Information
Dr. Scott Wilson (Chairman) Electronics Engineer TEL (337) 266-8644 FAX (337) 266-8513	United States Geological Survey National Wetlands Research Center 700 Cajundome Blvd. Lafayette, LA 70506 scott_wilson@usgs.gov
VACANT Outreach Coordinator TEL (337) 266-8623 FAX (337) 266-8513	U.S. Geological Survey National Wetlands Research Center 700 Cajundome Blvd. Lafayette, LA 70506 speark@usgs.gov
Nikki Cavalier Media Specialist TEL (337) 266-8626 FAX (337) 266-8513	U.S. Geological Survey National Wetlands Research Center 700 Cajundome Blvd. Lafayette, LA 70506 ncavalier@usgs.gov
Ms. Kate Spear Ecologist TEL (337) 266-8623 FAX (337) 266-8513	U.S. Geological Survey National Wetlands Research Center 700 Cajundome Blvd. Lafayette, LA 70506 speark@usgs.gov
Ms. Victoria Sagrera Intern TEL (337) 266-8606 FAX (337) 266-8513	USGS National Wetlands Research Center 700 Cajundome Blvd. Lafayette, LA 70506 vsagrera@usgs.gov
Ms. Adele Swearingen State Public Affairs Specialist TEL (318) 473-7687 FAX (844) 325-6947	U.S. Department of Agriculture, NRCS 3737 Government Street Alexandria, LA 71302 Adele.swearingen@la.usda.gov
Dr. Rex Caffey Associate Professor TEL (225) 578-2393 FAX (225) 578-2716	LSU AgCenter and Louisiana Sea Grant Department of Agriculture Economics, Rm 179 Baton Rouge, LA 70803 rcaffey@agcenter.lsu.edu

Table 11 (Continued)
Membership of the Public Outreach Committee

OC Members	Member's Contact Information
Ms. Barbara Aldridge Environmental Scientist TEL (214) 665-6698 FAX (214) 665-6689	Environmental Protection Agency, Region 6 Water Quality Protection Division (6WQ-EC) 1445 Ross Avenue Dallas, TX 75202 aldridge.barbara@epa.gov
Mr. Mel Landry Marine Fisheries Habitat Specialist TEL (225) 578-7667 FAX (225) 578-7926	NOAA Fisheries Service, LSU Sea Grant Building, Rm 124c Baton Rouge, LA 70803 mel.landry@noaa.gov
TEL (225) 767-4181 FAX (225) 768-8193	Coalition to Restore Coastal Louisiana 6160 Perkins Road, Ste 225 Baton Rouge, LA 70808 coalition@crcl.org
Ms. Kaitlyn Carriere Outreach Program Specialist TEL (504) 862-1798 FAX (504) 862-2572	U.S. Army Corps of Engineers, New Orleans District 7400 Leake Avenue Rm 331 New Orleans, LA 70118 kaitlyn.m.carriere@usace.army.mil
Mr. Chuck Perrodin Public Information Director TEL (225) 342-7615 FAX (225) 242-3773	Coastal Protection and Restoration Authority State of Louisiana P.O. Box 44027 Baton Rouge, LA 70804 chuck.perrodin2@la.gov
Alma Robichaux Education Coordinator TEL (985) 447-0868 FAX (985) 447-0870	Barataria-Terrebonne National Estuary Program P.O. Box 2663 Thibodaux, LA 70310 alma@btnep.org

The Public Outreach Committee performs the functions of communications and public relations for the program on behalf of the TF. The primary function of the OC is to coordinate ongoing and future outreach activities with the CWPPRA agencies and the various partner groups and stakeholders. The OC reports to and takes direction from the TF. Yearly budgetary planning is coordinate with the TC.

The Chairman and coordinator for the OC are located in Lafayette, Louisiana at the USGS National Wetlands Research Center. The Chairman manages OC functions and budgetary issues. The budget allocation for the outreach program is forecasted, submitted for approval, and managed by the Chairman. The Chairman and coordinator manage all outreach activities for the TF. The coordinator position interprets for general audiences the scientific functions and values of wetlands, the scientific causes for Louisiana's coastal land loss, and the various approaches underway or being considered to reduce the land loss rate and create new vegetated wetlands. The outreach coordinator also develops and arranges presentations and provides information material for other officials making public comments as well as providing liaison with local officials and media. The outreach coordinator also manages the educational program, which provides information and materials for classroom use throughout the state. The Chairman and coordinator for outreach serve on local and regional planning efforts and act as the liaisons between the public, parish governments, and the various Federal agencies involved in CWPPRA.

COASTAL WETLANDS PLANNING, PROTECTION AND RESTORATION ACT

IMPLEMENTATION PLAN

TASK FORCE PROCEDURES

I. Task Force Meetings and Attendance

A. Scheduling/Location

The Task Force will hold regular meetings quarterly, or more often if necessary to carry out its responsibilities. When possible, regular meetings will be scheduled as to time and location prior to the adjournment of any preceding regular meeting.

Special meetings may be called upon request and with the concurrence of a majority of the Task Force members, in which case, the Chairperson will schedule a meeting as soon as possible.

Emergency meetings may be called upon request and with the unanimous concurrence of all members of the Task Force at the call of the Chairperson. When deemed necessary by the Chairperson, such meetings can be held via telephone conference call provided that a record of the meeting is made and that any actions taken are affirmed at the next regular or special meeting.

B. Delegation of Attendance

The appointed members of the Task Force may delegate authority to participate and actively vote on the Task Force to a substitute of their choice. Notice of such delegation shall be provided in writing to the Task Force Chairperson prior to the opening of the meeting.

C. Staff Participation

Each member of the Task Force may bring colleagues, staff or other assistants/advisors to the meetings. These individuals may participate fully in the meeting discussions but will not be allowed to vote.

D. Public Participation (see Public Involvement Program)

All Task Force meetings will be open to the public. Interested parties may submit written questions or comments that will be addressed at the next regular meeting.

II. **Administrative Procedures**

A. Quorum

A quorum of the Task Force shall be a simple majority of the appointed members of the Task Force, or their designated representatives.

B. Voting

Whenever possible, the Task Force shall resolve issues by consensus. Otherwise, issues will be decided by a simple majority vote, with each member of the Task Force having one vote. The Task Force Chairperson may vote on any issue, but must vote to break a tie. All votes shall be via voice and individual votes shall be recorded in the minutes, which shall be public documents.

C. Agenda Development/Approval

The agenda will be developed by the Chairperson's staff. Task Force members or Technical Committee Chairpersons may submit agenda items to the Chairperson in advance. The agenda will be distributed to each Task Force member (and others on a distribution list maintained by the Chairperson's staff) within two weeks prior to the scheduled meeting date. Additional agenda items may be added by any Task Force member at the beginning of a meeting.

D. Minutes

The Chairperson will arrange for minutes of all meetings to be taken and distributed within two weeks after a meeting is held to all Task Force members and others on the distribution list.

E. Distribution of Information/Products

All information and products developed by the Task Force members or their staffs will be distributed to all Task Force members normally within two weeks in advance of any proposed action in order to allow adequate time for review and comment, unless the information/product is developed at the meeting or an emergency situation occurs.

III. **Miscellaneous**

A. Liability Disclaimer

To the extent permitted by the law of the State of Louisiana and Federal regulations, neither the Task Force nor any of its members individually shall be liable for the negligent acts or omissions of an employee, agent or representative selected with reasonable care, nor for anything the Task Force may do or refrain from doing in good faith, including the following: errors in judgement, acts done or committed on advice of counsel, or mistakes of fact or law.

B. Conflict of Interest

No member of the Task Force (or designated representative) shall participate in any decision or vote which would constitute a conflict of interest under Federal or State law. Any potential conflicts of interest must clearly be stated by the member prior to any discussion on the agenda item.

Robert's Rules of Order
(Simplified)

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Preface

Group process, that is, the process of individuals interacting with each other in a group, is a richly complex and intriguing phenomenon. The shifting alliances and rivalries of subgroups and the emergence and clash of dominant personalities can be fascinating to study. Yet, as anyone who has attempted to work with a group to a practical end will attest, the emergence of some kinds of group dynamics can thwart, or completely sabotage, achievement of the group's goals.

Systematic rules of parliamentary procedure have gradually evolved over centuries. Their purpose is to facilitate the business of the group and to ensure an equal opportunity for all group members to contribute and participate in conducting the business.

Robert's Rules of Order, first published in 1876, is the most commonly used system of parliamentary procedure in North America. The current edition, on which this resource is based, runs to over 300 pages. An attempt has been made to extract the most important ideas and most commonly used procedures, and to package these in a short, simple, accessible and understandable form.

To successfully play a game, one needs to know the rules. These are the basic rules by which almost all committees and associations operate. After browsing this resource, the reader will hopefully feel comfortable to confidently participate in the intriguing process of the committees and assemblies of his or her association.

LDSM 1996

Simplified Rules of Order

Principles of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.

2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence (see Table 1).

3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally—for example, not to permit a vocal few to dominate the debates.

4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.

5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members—majority and minority—should be the concern of every member, for a person may be in a majority on one question, but in minority the on the next.

6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.

7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Preparing for a Meeting

Although a chairperson will use the various rules of order in conducting a meeting, there are things the chair can do prior to the meeting to help ensure that things will go smoothly.

One of the most fundamental ways to ensure a successful meeting is often overlooked because it is so obvious—ensuring that the room selected for the meeting is suitable and comfortable. The room should permit a seating arrangement in which no one's view is blocked. Moreover, careful attention should be paid to such matters as lighting, acoustics and ventilation, for such factors can play major roles in the success or failure of a meeting.

By far the most important thing a chairperson can do to ensure a successful meeting is to do his/her homework. The chair should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any "new" business likely to be introduced. Such preparation will enable the person to "stay on top of things" while chairing the meeting, and to anticipate most of the questions likely to be asked, information needed, etc.

The chair should also ensure that key people needed by the meeting (for example, the treasurer, committee chairs) will attend the meeting.

Procedures Used in Meetings

Quorum of Members

Before a meeting can conduct business it requires a *quorum*—the minimum number of members who must be present at the meeting before business can be legally transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the association by an unduly small number of people.

The by-laws of an association should specify the number of members that constitute the quorum. Ideally, that number should be the largest number that can be depended on to attend any meeting except in very bad weather or other extremely unfavourable conditions.

Robert's rules state that if the by-laws do not specify what the quorum shall be, it is a majority of the members of the association. In some organizations, however, it is often not possible to obtain the attendance of a majority of the membership at a meeting. Most associations should therefore have a provision in their by-laws for a relatively small quorum. An actual number can be listed, or a percentage of the membership can be specified. No single number or percentage will be suitable for all associations. A quorum should be a small enough number to permit the business of the association to proceed, but large enough to prevent a small minority from abusing the right of the majority of the members by passing motions that do not represent the thinking of the majority.

The quorum for a committee of the whole is the same as that for a regular meeting, unless the by-laws of the association specify otherwise. If a committee of the whole finds itself without a quorum, it can do nothing but rise and report to the regular meeting. In all other committees and task forces a quorum is a majority of the members of the committee or task force.

In any meeting of delegates, the quorum is a majority of the number of delegates who have been registered as attending, even if some of them have departed.

In the absence of a quorum, any business transacted is null and void. In such a case, however, it is that business that is illegal, not the meeting. If the association's rules require that the meeting be held, the absence of a quorum in no way detracts from the fact that the rules were complied with and the meeting held, even though it had to adjourn immediately.

The only actions that can legally be taken in the absence of a quorum are to fix the time in which to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent. If an important opportunity would be lost unless acted upon immediately, the members present at the meeting can—at their own risk—act in the emergency in the hope that their actions will be ratified at a later meeting at which a quorum is present.

Before calling a meeting to order, the chair should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting

to order, announce the absence of a quorum and entertain a motion to adjourn or one of the other motions allowed, as described above.

If a meeting has a quorum to begin with, but members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is his/her duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can raise a point of order to that effect at any time so long as he or she does not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken.

If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, the association must call another meeting to complete the business of the meeting. The usual quorum requirements apply to any subsequent meeting unless the association has specified in its by-laws a procedure to be used in such a situation. (The by-laws could stipulate, for example, that if a meeting had to be terminated for lack of a quorum, another meeting will be held *x* days or weeks later, and that the number of members attending that meeting will constitute a quorum.)

If the by-laws do not provide for a special procedure, all the usual requirements for calling and holding meetings apply.

The Agenda

The *agenda* consists of the items of business to be discussed by a meeting. It is made up of “special” and “general” orders.

Usually the chair or another designated person is charged with the responsibility for preparing the agenda. The person preparing the agenda can, of course, seek assistance with the task.

The agenda can be amended either before or after it is adopted. Until the meeting adopts the proposed agenda, the latter is merely a proposal. When a motion to adopt the agenda is made, therefore, the meeting can, by

motions requiring simple majorities, add items to, delete items from, or rearrange the order of items on the proposed agenda.

Once the agenda has been adopted, the business items on it are the property of the meeting, not of the groups or individuals who submitted the items. Any change to the agenda, once it has been adopted, can be made by motion, but any such motions require two-thirds or larger majorities to pass.

If an individual has submitted a motion for debate by a meeting, but decides, after the agenda has been adopted, not to present the motion, the individual cannot simply withdraw the motion from the agenda; that action requires a two-thirds majority vote, because the effect is to amend the agenda. The individual may choose not to move the motion, but it is the right of any other person attending the meeting to move the motion if he or she wants to do so.

To expedite progress of the meeting, the chair may announce that the individual would like to withdraw the motion, and ask if there is any objection. If no one objects, the chair can go on to the next item of business, because a unanimous lack of objection is, in effect, a unanimous vote to delete the item from the agenda.

Once the agenda has been adopted, each item of business on the agenda will come before the meeting unless: (1) no one moves a motion, (2) no one objects to withdrawal suggested by the sponsoring individual or group, (3) a motion to delete an item from the agenda is made and passed with a two-thirds or larger majority, or (4) the meeting runs out of time before the item can be discussed.

In summary, the agenda can be changed before or after it has been adopted. *Before adoption of the agenda, motions to amend the agenda require simple majority votes. After adoption, motions to amend the agenda require two-thirds or larger majorities to pass.*

Debate on Motions

Business is accomplished in meetings by means of debating *motions*. The word “motion” refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is sometimes advantageous to permit limited discussion of a general topic before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. This departure from strict parliamentary procedure must be used with caution, however. The chair must be careful not to let the meeting get out of control.

Normally, a member may speak only once on the same question, except for the mover of the main motion, who has the privilege of "closing" the debate (that is, of speaking last). If an important part of a member's speech has been misinterpreted by a later speaker, it is in order for the member to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken.

If the member who made the motion that is being discussed claims the floor and has already spoken on the question, he/she is entitled to be recognized before other members.

Associations may want to adopt rules limiting the time a member may speak in any one debate—for example, five minutes.

The mover of a motion may not speak against his or her own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favour of the motion. If, during the debate, the mover changes his or her mind, he or she can inform the meeting of the fact by asking the meeting's permission to withdraw the motion.

Proper Wording of a Motion

Much time can be wasted at meetings when a motion or resolution is carelessly worded. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out forces more careful wording.

Determining Results of a Vote

Most motions are decided by a *majority* vote—more than half the votes actually cast, excluding blanks or abstentions. For example, if 29 votes are cast, a majority (more than 14½) is 15. If 30 votes are cast, a majority (more than 15) is 16. If 31 votes are cast, a majority (more than 15½) is 16.

Some motions (see Table 1) require a *two-thirds majority* as a compromise between the rights of the individual and the rights of the meeting. To pass, such motions require that at least two-thirds of the votes actually cast (excluding blanks and abstentions) are in the affirmative. If 60 votes are cast, for example, a two-thirds vote is 40. If 61 votes are cast, a two-thirds vote is 41. If 62 votes are cast, a two-thirds vote is 42. If 63 votes are cast, a two-thirds vote is 42.

A *plurality* vote is the largest number of votes when three or more choices are possible. Unless the association has adopted special rules to the contrary, a plurality vote does not decide an issue unless it is also a majority vote. In a three-way contest, one candidate might have a larger vote than either of the other two, but unless he/she receives more than half of the votes cast, he/she is not declared elected.

The Society Act specifies that the majority required on all "special resolutions" is *three-quarters.* All amendments to by-laws are "special resolutions," and therefore require the three-quarters majority vote.

Roll Call Vote

A *roll call vote* places on the record how each member votes. It has the opposite effect, therefore, of a *ballot vote*, which keeps each vote secret. Roll call votes are usually used only in representative bodies that publish their minutes or proceedings, since such votes enable the constituents to know how their representatives voted on their behalf. Roll call votes should not be used in a mass meeting or in any group whose members are not responsible to a constituency.

If a representative body is going to use roll call votes, the organization of which it is a part should include in its by-laws or procedures a statement of what size of minority is required to call a roll call vote. If the organization has no provisions in its by-laws or procedures, a majority vote is required to

order that a roll call vote be taken. (In such instances a vote to have a roll call vote would probably be useless, because its purpose would be to force the majority to go on record.)

Roll call votes cannot be ordered in committee of the whole.

The procedure for taking roll call votes is to call the names of the representatives or delegates alphabetically, and to have each person indicate orally his/her vote.

When the roll call vote has been concluded, the chair should ask if anyone entered the room after his or her name was called. Any such people are permitted to vote then. Individuals may also change their votes at this time. After all additions and changes have been made, the secretary will give to the chairperson the final number of those voting on each side, and the number answering present (abstaining). The chairperson will announce the figures and declare the result of the vote.

The name of each delegate or representative is included in the minutes of the meeting, together with his or her vote.

Challenging a Ruling of the Chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed, a challenge is not in order. Although Robert's Rules of Order allow debate under certain circumstances, the practice of some groups is to allow no debate.

Robert calls a challenge to the chair an "appeal" from the chair's decision. When a member wishes to appeal from the decision of the chair, the member rises as soon as the decision is made, even if another has the floor, and without waiting to be recognised by the chair, says, "Mr. Chairman, I appeal from the decision of the chair." The chair should state clearly the question at issue, and if necessary the reasons for the decision, and then state the question this way: "The question is, 'Shall the decision of the chair be sustained?'" If two members (mover and seconder) appeal a decision of the chair, the effect is to take the final decision on the matter from the chair and vest it in the meeting.

Such a motion is in order when another speaker has the floor, but it must be made at the time of the chair's ruling. As noted above, if any debate or business has intervened, it is too late to challenge. The motion must be seconded, is not amendable, but can be reconsidered. A majority or tie vote sustains the decision of the chair, on the principle that the chair's decision stands until reversed by a majority of the meeting. If the presiding officer is a member of the meeting, he or she can vote to create a tie and thus sustain the ruling. (See also the section on Voting Rights of the Chairperson.)

It should be noted that members have no right to criticize a ruling of the chair unless they appeal it.

Committee of the Whole

The *committee of the whole house* ("committee of the whole" is the commonly used term) is a procedure used occasionally by meetings. When a meeting resolves itself into a committee, discussion can be much more free.

Robert distinguishes three versions of committee of the whole, each appropriate for a meeting of a particular size.

1) In a formal *committee of the whole*, suited to large meetings, the results of votes taken are not final decisions of the meeting, but have the status of recommendations that the meeting itself must vote on under its regular rules. Moreover, a chairperson of the committee of the whole is appointed, and the regular presiding officer of the meeting leaves the chair. The purpose for this move is to disengage the presiding officer from any difficulties that may arise during the committee's session, so that he/she can be in a better position to preside effectively during the final consideration of the matter by the regular meeting.

2) The *quasi committee of the whole* is particularly suitable for meetings of medium size (about 50-100 members). The results of votes taken in committee are reported to the meeting for final consideration under the regular rules, as with a committee of the whole. In this form, however, the presiding officer of the meeting remains in the chair and presides over the committee's session.

3) *Informal consideration* is suited to small meetings. The procedure simply removes the normal limitations on the number of times

members can speak in debate. The regular presiding officer remains in the chair, and the results of the votes taken during informal consideration are decisions of the meeting, and are not voted on again.

The procedure is for a member to rise and move: “That this meeting go into committee of the whole to consider...” A seconder is required.

In forming a committee of the whole, the meeting elects a chairperson, or the chair appoints another person to preside over the committee session and then vacates the chair. (When the president has been chairperson, the vice-president is usually named to chair the committee session.) Any guests who are present may then be asked to leave the meeting. If the meeting wants to discuss a matter without the presence of visitors, it can decide formally or informally to ask the chair to request guests to leave temporarily, and that the meeting proceed *in camera*.

Regular rules of order apply as in a meeting, except that members may speak more than once to the same question and that motions made in committee do not require seconders. The committee may consider only the matters referred to it by the meeting (in the motion forming the committee of the whole). No minutes are kept of the committee’s session, although notes should be kept for the purpose of reporting to the meeting.

Calls for orders of the day are not in order in a committee of the whole.

When the committee of the whole has fully considered the matter referred to it, a member will move: “That the committee now rise and report.” If this motion carries, the chairperson of the meeting resumes the chair and calls upon the chairperson of the committee to report. A report usually takes the form: “The committee of the whole considered the matter of ... and makes the following recommendations ...”

A mover and seconder are required for each recommendation. Amendments may be proposed in the usual manner. Because the only minutes kept are those of the regular meeting, it is important that any action wanted be correctly reported to the meeting from the committee session and that proposed motions be made regarding the action required.

If the committee of the whole wants additional time to consider the matter referred to it, it may decide to ask the regular meeting for permission to sit again. A time will then be established by a regular motion.

Voting Rights of the Chair

Robert's rules state that if the presiding officer is a member of the group concerned, he or she has the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when his or her vote would affect the outcome. In such cases the chair can either vote and thereby change the result, or can abstain. If the chair abstains, he/she announces the result of the vote with no mention of his/her own vote.

The outcome of any motion requiring a majority vote will be determined by the chair's action in cases in which, without his/her vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority).

If there is one more affirmative vote than negative votes without the chair's vote, the motion is adopted if the chair abstains. If he/she votes in the negative, however, the result is a tie and the motion is therefore lost.

In short, the chairperson can vote either to break or to cause a tie; or, when a two-thirds vote is required, can vote either to cause or to block the attainment of the necessary two-thirds.

The chair cannot vote twice, once as a member, then again in his/her capacity as presiding officer.

How Motions are Classified

For convenience, motions can be classified into five groups:

1. main motions
2. subsidiary motions
3. privileged motions
4. incidental motions

} known as secondary motions

5. motions that bring a question again before a meeting

The motions in the second, third and fourth classes (subsidiary, privileged and incidental motions) are often called *secondary* motions, to distinguish them from *main* motions.

Secondary motions are ones that are in order when a main motion is being debated; ones that assist a meeting to deal with the main motion.

Before examining each of the five types of motions, one should understand the concept *of order of precedence of motions.* This concept is based on the principle that a meeting can deal with only one question at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way, before any other business can be introduced. Under this principle, a main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it. These other ways are the purpose of the various secondary motions, the motions in categories two, three and four of the five categories of motions listed above.

The rules under which secondary motions take precedence over one another have evolved gradually through experience. If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B *takes precedence over* motion A and motion A *yields* to motion B.

A secondary motion thus takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

Certain secondary motions also take precedence over others, so that it is possible for more than one secondary motion to be pending at any one time (together with the main motion). In such a case, the motion most recently accepted by the chair is the immediately pending question—that is, it takes precedence over all the others.

The main motion, the subsidiary motions, and the privileged motions fall into a definite *order of precedence,* which gives a particular rank to each. The main motion—which does not take precedence over anything—ranks lowest. Each of the other motions has its proper position in the rank order, taking precedence over the motions that rank below and yielding to those that rank above it.

For ease of reference, the order of precedence is presented in Table 1.

When a motion is on the floor, a motion of higher precedence may be proposed, but no motion of lower precedence is in order.

At any given time there can be pending only one motion of any one rank. This means that other motions proposed during consideration of a motion can be accepted by the chair *only* if they are of higher precedence. In voting, the meeting proceeds with the various motions in inverse order—the last one proposed, being of highest precedence, is the first one to be decided.

It should be noted that “precedence” and “importance” are not synonyms. Indeed, the most important motion—the main motion—is the lowest in precedence.

The Main Motion

A main motion is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending. A main motion ranks lowest in the order of precedence.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded and accepted by the chair.

Table 1. Order of Precedence of Motions

	Rank	Motion	may interrupt speaker	second required	debatable	amendable	may be reconsidered	majority required	2/3 majority required
privileged motions	1.	Fix time to adjourn		×		×	×	×	
	2.	Adjourn		×				×	
	3.	Recess		×		×		×	
	4.	Question of privilege	×	×[1]	×	×	×	×	
	5.	Orders of the day	×						×[2]
subsidiary motions	6.	Table		×				×	
	7.	Previous question		×			×[3]		×
	8.	Limit/extend limits of debate		×		×	×		×
	9.	Postpone to a certain time		×	×[4]		×	×[5]	×[5]
	10.	Refer		×	×[6]	×	×[7]	×	
	11.	Amend		×	×	×[8]	×	×	×[9]
	12.	Postpone indefinitely		×	×		×[10]	×	
	13.	Main motion		×	×	×	×	×	

1. If a formal motion is made.
2. Must be enforced on the demand of any member unless the orders of the day (agenda) are set aside by two-thirds vote. If chair's ruling is challenged, majority vote required.
3. Can be reconsidered but only before the previous question has been put.
4. Only as to propriety or advisability of postponing and of postponing to a certain time.
5. Requires two-thirds majority if postponed to a later time in the same meeting (amends the agenda). If postponed to a subsequent meeting, then only a simple majority required.
6. Only as to propriety or advisability of referral.
7. Can be reconsidered if the group to which the matter has been referred has not started work on the matter.
8. An amendment to an amendment is not itself amendable.
9. A motion to amend the agenda requires a two-thirds majority.
10. Can be reconsidered only if the motion is passed.

Unless the main motion is very short and simple, the mover should hand it in writing to the secretary.

A main motion must not interrupt another speaker, requires a seconder, is debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, may be reconsidered, and requires a majority vote.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. (Usually the chair will ask if the meeting objects to the motion's being withdrawn. If no one objects, the chair will announce: "The motion is withdrawn." See section on agenda.)

Subsidiary Motions

Subsidiary motions assist a meeting in treating or disposing of a main motion (and sometimes other motions). The subsidiary motions are listed below in ascending order of rank. Each of the motions takes precedence over the main motion and any or all of the motions listed before it.

The seven subsidiary motions are:

1. postpone indefinitely
2. amend
3. refer
4. postpone to a certain time
5. limit or extend limits of debate
6. previous question
7. table

Postpone Indefinitely

Despite its name, this motion is not one to postpone, but one to suppress or kill a pending main motion.

If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time

except when a speaker has the floor. If passed, the motion kills the matter under consideration. It requires a seconder, may be debated (including debate on the main motion), cannot be amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also “Postpone to a Certain Time”.)

Amend

An *amendment* is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an *amendment to the amendment*, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment

(above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion ("as amended," if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.

Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: "That the question be referred to the _____ committee" (or "to a committee"—not named).

A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, can be reconsidered if the group to which the question has been referred has not begun work on the matter, and requires a majority vote.

If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required.

Postpone to a Certain Time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved

regardless of how much debate there has been on the motion it proposes to postpone.

A motion may be postponed definitely to a specific time or until after some other item of business has been dealt with.

When the time to which a motion has been postponed has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion immediately after the other business has been concluded. If the meeting, in postponing the original motion has instructed that it be given priority at the time to which it has been postponed (that is, issued a "special order"), the postponed motion interrupts any item of business on the floor at that time. For this reason, any "special order" requires a two-thirds majority vote.

A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the particular time, can be amended, can be reconsidered, and requires a majority vote if the postponement is to a subsequent meeting. However, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote.

Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, "I move that debate on this motion be limited to 15 minutes"), or it might limit the time taken by each speaker ("I move that debate on this motion be limited to two minutes per speaker").

A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, can be reconsidered, and requires a two-thirds majority vote.

Previous Question (To Vote Immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: “I move that the question be now put.”

A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable, and is not amendable, and requires a two-thirds majority vote. This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to discuss any measure the “majority” wanted to adopt or to defeat. Such a motion can be reconsidered, but if the vote was affirmative, it can be reconsidered only before any vote has been taken under it—that is, only before the previous question has been put.

A motion to put the previous question has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was being debated. The means *that the mover of the motion loses his/her right to close debate.* If the motion is defeated, debate on the motion before the meeting continues as if there had been no interruption.

The motion to put the previous question is the only proper method of securing an immediate vote. Members who call, “Question!” in an attempt to get the chairperson to call the question immediately should be ruled out of order. The only situation in which members may properly call, “Question!” is in reply to the chairperson when he/she asks the meeting, “Are you ready for the question?”

Table (Lay on the Table)

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lay on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the

motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to "bury" it by tabling.

Robert's rules say, "No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go to the table together." For example, a main motion may have been made and an amendment proposed to it. The proposed amendment "adheres" to the main motion. If the meeting wants to table either of the motions, it must table both of them. In this example, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion.

A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.

Privileged Motions

Unlike either subsidiary or incidental motions, *privileged* motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance that, without debate, should be allowed to interrupt the consideration of anything else.

The privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over the main motion, any subsidiary motions, and any or all of the privileged motions listed before it.

The five privileged motions are:

1. orders of the day
2. question (point) of privilege
3. recess
4. adjourn
5. fix time to which to adjourn.

The five privileged motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately

pending question may be a motion to amend or a motion to put the previous question).

Orders of the Day

The *orders of the day* means the agenda or the order of business. If the order of business is not being followed, or if consideration of a question has been set for the present time and is therefore now in order, but the matter is not being taken up, a member may call for the orders of the day, and can thereby require the order of business to be followed, unless the meeting decides by a two-thirds vote to set the orders of the day aside.

Such a motion can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.

If the chair admits that the order of business has been violated and returns to the correct order, no vote is required. If the chair maintains that the order of business has not been violated, his/her ruling stands unless a member challenges the ruling. A motion to sustain the chair is decided by a simple majority vote.

Sometimes the chair will admit that the agenda has been violated, but will rule that the debate will continue on the matter before the meeting. In such a case, a vote must be taken and the chair needs a two-thirds majority to sustain the ruling. (The effect of such a vote is to set aside the orders of the day, i.e., amend the agenda, a move that requires a two-thirds majority vote.)

Calls for orders of the day are not in order in committee of the whole.

The orders of the day—that is, the agenda items to be discussed, are either *special orders* or *general orders*.

A *special order* specifies a time for the item, usually by postponement. Any rules interfering with its consideration at the specified time are suspended. (The four exceptions are rules relating to: (1) adjournment or recess, (2) questions of privilege, (3) special orders made before this special order was made, and (4) a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.) A special order for a particular time therefore interrupts any business that is pending when that time arrives.

Because a special order has the effect of suspending any interfering rules, making an item a special order requires a two-thirds vote, except where such action is included in the adoption of the agenda.

A *general order* is any question that has been made an order of the day (placed on the agenda) without being made a special order.

When a time is assigned to a particular subject on an agenda, either at the time the agenda is adopted, or by an agenda amendment later, the subject is made a special order. When the assigned time for taking up the topic arrives, the chairperson should announce that fact, then put to a vote any pending questions without allowing further debate, unless someone immediately moves to lay the question on the table, postpone it or refer it to a committee. Any of those three motions is likewise put to a vote without debate.

Also permissible is a motion to extend the time for considering the pending question. Although an extension of time is sometimes undesirable, and may be unfair to the next topic on the agenda, it is sometimes necessary. The motion requires a two-thirds majority to pass (in effect, it amends the agenda), and is put without debate.

As soon as any pending motions have been decided, the meeting proceeds to the topic of the special order.

Question or Point of Privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can *raise a point of privilege*, which permits him/her to interrupt pending business to make an urgent statement, request or motion. (If a motion is made, it must be seconded.) The motion might also concern the reputation of a member, a group of members, the assembly, or the association as a whole.

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature.

Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time.

A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.

Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting.

The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.

Fix Time to Which to Adjourn

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting—before adjourning or postponing the business—may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A

motion *to fix the time to which to adjourn* can be made even while a matter is pending, unless another meeting is already scheduled for the same or the next day.

The usual form is: "I move that the meeting adjourn to Thursday, October 23, at 19:30 at _____." The motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.

Incidental Motions

These motions are incidental to the motions or matters out of which they arise. Because they arise incidentally out of the immediately pending business, they must be decided immediately, before business can proceed. Most incidental motions are not debatable.

Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending—that is, it must be decided immediately.

The eight most common incidental motions are:

1. point of order
2. suspension of the rules
3. objection to consideration
4. consideration seriatim
5. division of the meeting
6. motions related to methods of voting
7. motions related to nominations
8. requests and inquiries

Point of Order

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure or a lack of decorum in debate. The

member will rise and say: “I rise to a point of order,” or simply “Point of order.” The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.

Suspension of the Rules

Sometimes a meeting wants to take an action, but is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority.

Please note that only rules of procedure can be suspended. A meeting may not suspend by-laws. After the meeting has taken the action it wants to take, the rules that were suspended come into force again automatically.

Objection to the Consideration of a Question

If a member believes that it would be harmful for a meeting even to discuss a main motion, he/she can raise an *objection to the consideration of the question;* provided debate on the main motion has not begun or any subsidiary motion has not been stated.

The motion can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair. A member rises, even if another has been assigned the floor, and without waiting to be recognized, says, “Mr. Chairman, I object to the consideration of the question (or resolution or motion, etc.).” The motion does not need a seconder, is not debatable, and is not amendable.

The chair responds, “The consideration of the question is objected to. Shall the question be considered?”

A two-thirds vote against consideration sustains the member's objection. (The two-thirds vote is required because the decision in effect amends the agenda.) The motion can be reconsidered, but only if the objection has been sustained.

Consideration by Paragraph or Seriatim

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion *to consider by paragraph or seriatim.* Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires a majority vote.

Division of the Meeting (Standing Vote)

If a member doubts the accuracy of the chair's announcement of the results of a vote by show of hands, he/she can demand a division of the meeting—that is, a standing vote. Such a demand can interrupt the speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

Motions Related to Methods of Voting

A member can move that a vote be taken by roll call, by ballot or that the standing votes be counted if a division of the meeting appears to be inconclusive and the chair neglects to order a count. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes. (Note: By-laws may specify a secret ballot for such votes as the election of officers.)

Motions Related to Nominations

If the by-laws or rules of the association do not prescribe how nominations are to be made and if a meeting has taken no action to do so prior to an election, any member can move while the election is pending to specify one

of various methods by which candidates shall be nominated or, if the need arises, to close nominations or to re-open them. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

Requests and Inquiries

a. *Parliamentary Inquiry*—a request for the chair's opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.

b. *Point of Information*—a question about facts affecting the business at hand, directed to the chair or, through the chair, to a member.

c. *Request for Permission to Withdraw or Modify a Motion.* Although Robert's Rules of Order specify that until a motion has been accepted by the chair it is the property of the mover, who can withdraw it or modify it as he/she chooses, a common practice is that once the agenda has been adopted, the items on it become the property of the meeting. A person may not, therefore, withdraw a motion unilaterally; he or she may do so only with the consent of the meeting, which has adopted an agenda indicating that the motion is to be debated.

Similarly, a person cannot, without the consent of the meeting, change the wording of any motion that has been given ahead of time to those attending the meeting—for example, distributed in printed form in advance, printed on the agenda, a motion of which notice has been given at a previous meeting, etc.

The usual way in which consent of a meeting to withdraw a motion is obtained is for the mover to ask the consent of the meeting to withdraw (or change the wording). If no one objects, the chairperson announces that there being no objections, that the motion is withdrawn or that the modified wording is the motion to be debated.

If anyone objects, the chair can put a motion permitting the member to withdraw (or modify) or any two members may move and second that permission be granted. A majority vote decides the question of modifying a motion—similar to amending the motion. A two-thirds majority is needed for permission to withdraw a motion, as this has the effect of amending the agenda.

d. *Request to Read Papers*.

e. *Request to be Excused from a Duty*.

f. *Request for Any Other Privilege*.

The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

Motions That Bring a Question Again Before the Assembly

There are four motions that can bring business back to a meeting. The four are:

1. Take from the Table
2. Rescind
3. Reconsider, and
4. Discharge a Committee

The order in which the four motions are listed are no relation to the order of precedence of motions.

Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: "That the question concerning _____ be taken from the table." Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the tables passes, the meeting resumes debate on the original question (or on any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Rescind

A meeting, like an individual, has a right to change its mind. There are two ways a meeting can do so—rescind or reconsider.

A motion to rescind means a proposal to cancel or annul an earlier decision. A motion to reconsider, if passed, enables a meeting to debate again the earlier motion and eventually vote again on it. However, a motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting.

Another form of the same motion—a motion to *amend something previously adopted*—can be proposed to modify only a part of the wording or text previously adopted, or to substitute a different version.

Such motions cannot interrupt another speaker, must be seconded, are debatable, and are amendable. Because such motions would change action already taken by the meeting, they require:

- a two-thirds vote, or
- a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
- a vote of the majority of the entire membership—whichever is the most practical to obtain.

Negative votes on such motions can be reconsidered, but not affirmative ones.

Reconsider

A motion to reconsider enables the majority in a meeting within a limited time and without notice, to bring back for further consideration a motion that has already been put to a vote. The purpose of reconsideration is to permit a meeting to correct a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred.

A motion to reconsider has the following unique characteristics:

a) It can be made only by a member who voted with the prevailing side—that is, voted in favour if the motion involved was adopted, or voted contrary if the motion was defeated. This requirement is a protection against a defeated minority's using a motion to reconsider as a dilatory tactic. If a member who cannot move a reconsideration believes there are valid reasons for one, he/she should try to persuade someone who voted with the prevailing side to make such a motion.

b) The motion is subject to time limits. In a session of one day, a motion to reconsider can be made only on the same day the vote to be reconsidered was taken. In a convention or session of more than one day, reconsideration can be moved only on the same or the next succeeding day after the original vote was taken. These time limitations do not apply to standing or special committees.

c) The motion can be made and seconded at times when it is not in order for it to come before the assembly for debate or vote. In such a case it can be taken up later, at a time when it would otherwise be too late to make the motion.

Making a motion to reconsider (as distinguished from *debating* such a motion) takes precedence over any other motion whatever and yields to nothing. Making such a motion is in order at any time, even after the assembly has voted to adjourn—if the member rose and addressed the chair before the chair declared the meeting adjourned. In terms of debate of the motion, a motion to reconsider has only the same rank as that of the motion to be reconsidered.

A motion to reconsider can be made when another person has been assigned the floor, but not after he/she has begun to speak. The motion must be seconded, is debatable provided that the motion to be reconsidered is debatable (in which case debate can go into the original question), is not amendable, and cannot be reconsidered.

Robert's Rules of Order specify that a motion to reconsider requires only a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered, except in meetings of standing or special committees. However, some groups follow the practice of requiring a two-thirds majority for any vote that amends an agenda once that agenda has been adopted. The

motion to reconsider has the effect of amending the agenda, because if it passes, the original motion must be debated again—that is, it must be placed on the agenda again. To simplify matters, therefore, some groups require a two-thirds majority vote on all motions to reconsider.

In regular meetings the motion to reconsider may be made (only by someone who voted with the prevailing side) at any time—in fact, it takes precedence over any other motion—but its rank as far as debate is concerned is the same as the motion it seeks to reconsider. In other words, the motion to reconsider may be *made* at any time, but *debate* on it may have to be postponed until later.

Moreover, as indicated earlier, in regular meetings a motion to reconsider is subject to time limits. In a one-day meeting it can be made only on the same day. In a two- or more day meeting, the motion must be made on the same day as the motion it wants to reconsider, or on the next day.

Discharge a Committee (From Further Consideration)

If a question has been referred, or a task assigned, to a committee that has not yet made its final report, and if a meeting wants to take the matter out of the committee's hands (either so that the meeting itself can deal with the matter or so that the matter can be dropped), such action can be proposed by means of a motion to discharge the committee from further consideration of a topic or subject.

Such a motion cannot interrupt another speaker, must be seconded, is debatable (including the question that is in the hands of the committee), and is amendable. Because the motion would change action already taken by the meeting, it requires:

- a two-thirds vote, or
- a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
- a vote of the majority of the entire membership—whichever is the most practical to obtain.

A negative vote on this motion can be reconsidered, but not an affirmative one.

Sample Order of Business

This section details a sample order of business for a regular business meeting and indicates how the chair should handle each item. The order is not intended to be prescriptive; each chairperson should follow an order that is satisfactory to him/her and to the association.

The Order of Business

The chairperson of a meeting should prepare in advance a list of the order of business or agenda for the meeting. A sample order of business follows:

- Call to Order
- Adoption of the Agenda
- Minutes
- Executive Minutes
- Treasurer's Report
- Correspondence (listed)
- Unfinished Business (listed)
- Committee Reports (listed)
- New Business (listed)
- Announcements (listed)
- Program (An alternative is to have a guest speaker make his/her comments before the business meeting begins so that he/she does not have to sit through the meeting.)
- Adjournment

Call to Order

The chairperson calls the meeting to order with such a statement as: "The meeting will now come to order." If the president is not present, the meeting may be called to order by the vice president, or by any person those attending are willing to accept as chairperson or acting-chairperson.

Adoption of the Agenda

In some associations it is the practice to circulate copies of the agenda of the meeting in advance. Alternatively, the proposed agenda may be written on a chalkboard before the meeting begins. In either case the meeting should begin with the consideration of the agenda. The chairperson will ask if any of the members have additional matters that should be placed on the agenda. After these have been taken care of, the chairperson should call for a motion to adopt the agenda.

A member should then move: "That the agenda be adopted." (Or "adopted as amended.") A seconder is required. Passage of the motion (requiring a simple majority) restricts the business of the meeting to items listed on the agenda.

Many of the less formal associations do not bother with consideration of the agenda in this way. However, the procedure outlined above protects the membership from the introduction, without prior warning, of new, and perhaps controversial, matters of business. If a meeting does adopt an agenda, it can change that agenda only by a formal motion to do so. A member might move, for example, that an item be added to the agenda or deleted from the agenda or that the order in which the items are to be discussed be changed. Such a motion must be seconded and requires a two-thirds majority vote. (See "Orders of the Day".)

Minutes

If the minutes have been duplicated and circulated to members before the meeting (a desirable procedure), they need not be read at the meeting. The chairperson asks if there are any errors in or omissions from the minutes.

Some organizations prefer to have a formal motion to approve the minutes. A member should move: "That the minutes of the (*date*) meeting be approved as printed (or circulated)." In less formal meetings it is sufficient for the chairperson, if no one answers his/her call for errors or omissions, to say, "There being no errors or omissions, I declare the minutes of the (*date*) meeting approved as printed." Should there be a mistake in the minutes, it is proper for any member to rise and point out the error. The secretary

should then make an appropriate correction or addition. The motion will then read: "...approved as amended."

Executive Minutes

Sometimes the minutes of the previous executive meeting are read or summarized by the secretary. One purpose is to give information to the membership on the disposition of less important items of business that have been handled by the executive. Occasionally a member will ask for more information regarding the matters disposed of by the executive, and sometimes the general meeting will want to change the action taken by the executive. Such cases are usually rare, but they are indications of the necessary subservience of the executive committee to the membership as a whole.

On important matters of business the executive committee may have been able to arrive at recommendations that can later be considered by the general meeting. The reading or summarizing of the executive minutes can therefore prepare the membership for the discussion of important business on the agenda of the general meeting.

The executive minutes are not adopted or amended until the next executive meeting (having been read to the general meeting for information only).

Treasurer

The chairperson will call upon the treasurer to present a report on the finances of the association. For a regular meeting this need be only a simple statement of the receipts and disbursements since the last financial report, the balance of money held in the account of the association, and some information about bills that need to be paid.

At the annual meeting the treasurer should submit a detailed record of the financial business of the year and this report should be audited (that is, checked thoroughly by at least one person other than the treasurer, to ensure that they present fairly the final financial position of the association and the results of its operations for the year).

Although it is not necessary to have a motion to "adopt" the treasurer's report at a monthly meeting, it is advisable to adopt the audited annual report. The treasurer should move: "That this report be adopted."

Correspondence

Before the meeting, the secretary, in consultation with the chairperson, should separate the letters received into two groups—those requiring action and the others. Those letters that will probably require no action are summarized by the secretary. Usually it is sufficient to have one motion—"That the correspondence be received and filed."

Those letters that require action by the meeting will be read or summarized one at a time. The chairperson may state, after each has been read, that action on this letter will be delayed until "New Business," or he/she may prefer to have discussion of each letter immediately after it has been read. Each letter in this group will require a separate motion to dispose of it.

Unfinished Business

Any business that has been postponed from a previous meeting, or that was pending when the last meeting adjourned, is called "old" or "unfinished" business or "business arising from the minutes." It is usually advisable for the chairperson to remind the meeting of the history of this business before discussion begins (or he/she may call upon someone with special information to do this).

Committee Reports

Before the meeting, the chairperson should check with committee chairs to determine which committees or task forces have reports ready for the meeting and the importance of the material to be presented. All reports must be listed on the agenda.

In establishing the order in which committees should be heard, the chairperson should give priority to those with the most important reports. If none of the reports is of particular importance, any committee report that is pending from the previous meeting should be heard first. Usually, standing committees are given precedence over task forces (a standing committee is one that functions over an extended period of time; a task force or *ad hoc* committee is set up to deal with a special problem and is discharged when its task is completed).

Committee reports should be in written form, so that a copy can be placed in the association's files.

There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard.

If the report has been duplicated, the committee or task force chairperson should not read the report. He/she may want to make a few comments, however, before answering questions from the meeting.

After all questions have been answered, the committee or task force chairperson will move any recommendations on behalf of the committee or task force. Robert's rules indicate that a seconder is unnecessary for such motions, because the motion is being made on behalf of a committee.

Amendments to the recommendations may be proposed by any member at the meeting. After all the recommendations have been dealt with, motions may be received from the floor dealing with the substance of the report or the work of the committee or task force concerned.

Note: A committee or task force report need not be adopted. On rare occasions, says *Robert's Rules of Order,* a meeting may have occasion to adopt the entire report. An affirmative vote on such a motion has the effect of the meeting's endorsing every word of the report—including the indicated facts and the reasoning—as its own. The treasurer's audited annual report should be adopted.

Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the membership present at the meeting. The committee can be directed to review its work in the light of the discussion heard.

New Business

When all unfinished business has been disposed of, the chairperson will say: "New business is now in order." Items not included on the agenda may not be discussed unless the agenda is amended. (The motion to amend the agenda requires a two-thirds majority.)

Announcements

The chairperson should give committee chairs and others an opportunity to make special announcements as well as making any of his/her own.

Program

When the association is to hear a special speaker, it may be advisable to have the speaker before the official business (from “Adoption of the Agenda” on) begins. In other cases the program occurs after pending new business has been disposed of. The chair of the meeting may ask a separate program chairperson to take charge at this point.

Adjournment

In organisations with a regular schedule of meetings a motion to adjourn is a “privileged” motion that is neither amendable nor debatable. A seconder is required and the motion should be put. If it is passed, the chair should announce formally that the meeting is adjourned.