

Texas Association of Farm Service Agency County Employees



TASCOE Directors' Guidelines

**CONSTITUTION AND BY-LAWS
FOR THE
TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES**

ARTICLE I. - NAME AND OBJECT

Section 1- This association shall be known as the Texas Association of FSA County Office Employees.

Section 2- The objectives of this association shall be: 1. To strive to maintain and improve the confidence, esteem, and respect of the public for the Texas FSA County Office Employees and for the Texas Farm Service Agency Committees; 2. To promote the welfare of Texas Farmers and Texas Agriculture; 3. To cooperate with the Texas State FSA Committee, the State Executive Director, and their staff to improve the FSA in Texas; 4. To be considered as, and be placed on an equal basis with privileges of other Federal employees, and 5. To promote the professional improvement of its membership.

ARTICLE II. - MEMBERSHIP

Section 1- Any Texas FSA County Office Employee may become a member of this association by paying the annual membership dues of this association.

Section 2- Other supporters of TASCOE may become a non-voting associate member by paying the annual associate membership dues.

ARTICLE III. - OFFICERS AND DIRECTORS

Section 1- The officers of this association shall be a President, Vice-President, and a Secretary-Treasurer.

Section 2- The Board of Directors shall consist of one director or alternate director, in the absence of the director, from each FSA district in the state.

Section 3- The following shall serve ex-officio on the Board of Directors:

1. The immediate past President for one year after vacating the office of President.
2. Any member of the association who is also serving on the Executive Committee of NASCOE.
3. The immediate past Secretary-Treasurer for one year after vacating the office.

Section 4- Only active County Office FSA employees serving under regular appointment shall be eligible to hold any office of this association. FSA county office employees serving or have served under a regular appointment and a member, either regular or associate, in good standing may be appointed to a committee assignment within this association.

Section 5- The Executive Committee shall consist of the three officers of this association and shall be the executive arm of the Board of Directors. The outgoing President, and or Secretary-Treasurer, shall also be a member of the Executive Committee with full rights and privileges of the other members for a period one year after their office is vacated provided their eligibility as a member of the association is retained. During the intervals between lawful meetings of the Board, the Executive Committee may authorize action which may be considered urgent, but which has not been specifically considered by the Board. Such action must be in keeping with the by-laws of the institute and must be reported to and ratified by the Board at the next lawful meeting.

ARTICLE IV. - ELECTION OF OFFICERS

Section 1- Each FSA district shall elect one director and one alternate director (referred to from hence forth as Alternates) by vote of the members of the district. Alternates may act only in the absence of the director. All directors and alternates shall be elected not later than September 30. The director and alternate shall be elected for a term of two years or until their successors are elected and qualified. Even numbered districts will elect directors and alternates on even years, and odd numbered districts will elect directors and alternates on odd numbered years. The district directors will elect the officers from the general membership at the annual board meeting of the association. The district director and alternate shall be elected by the members of the FSA district as established by the State FSA committee (in regular election situations).

Section 2- The President, Vice-President, Secretary-Treasurer, and Executive Officers will serve until 15 days after the later of the NASCOE Convention or the TASCOE Convention.

Section 3- Candidates for President, Vice-President, and Secretary-Treasurer must announce for candidacy 30 days prior to the annual meeting in order to be considered for office. Nominations from the floor will only be accepted in cases where an office did not have any candidates announce within the 30- day deadline. Officer candidate(s) voting will only include votes from the elected TASCOE district directors, or their alternates present at the annual meeting.

ARTICLE V. - MEETINGS

Section 1- There shall be one annual meeting of the Board of Directors held at the call of the President at the time and place designated by the Board of Directors.

Section 2- Other meetings (virtual or in person) may be called by the President or by written petition of the majority of the Board of Directors. The time and place of such meeting shall be at the discretion of the President or petitioning group.

Section 3- Meetings of the membership of the Association may be called by the President at the direction of the Board of Directors.

Section 4- No proxies shall be voted or allowed to vote in any regular, or special meeting called in the manner provided herein.

Section 5- Electronic meetings are allowed if immediate business needs to be conducted. Majority vote is required to pass a motion.

ARTICLE VI. - COMMITTEES

Section 1- The number of committees, the nature and extent of their duties shall be such as the Board of Directors, and the Executive Committee believes will best execute the programs of work of the Association.

Section 2- Chairpersons and (if necessary) Co-Chairpersons of all committees shall be appointed by the President in consultation with the Executive Committee.

Section 3- The President shall be an ex-officio member of all committees.

ARTICLE VII. - DUES

Section 1- The annual membership dues for the succeeding year shall be set by the Board of Directors at their annual meeting.

Section 2- Dues become payable May 1, each year and become delinquent after July 1st.

ARTICLE VIII. - QUORUMS

Section 1- A quorum of the Board of Directors and any committee consist of a majority of the said members.

ARTICLE IX. - CONDUCT OF MEETINGS

Section 1- Roberts Rules of Order shall cover the discussions and parliamentary procedure followed in all meetings of this association.

ARTICLE X. - VACANCIES

Section 1- The Vice-President shall serve in the absence or inability of the President.

Section 2- In the case of a director vacancy (except for district line changes), the alternate will serve until the next scheduled election for that district. If the alternate cannot serve for any reason, an election will be held within 90 days within the district to fill the unexpired term.

Section 3- In the absence, disability, or removal for cause of the Vice-President or Secretary-Treasurer, that office in either case shall be filled by appointment by the President until the next meeting of directors.

Section 4- In the event of district line changes, the following provisions will apply:

1. Resulting districts that do not contain a current director will hold a special selection and the elected director will serve the greater of 1 year or until the next scheduled election.
2. Resulting districts that contain one current director – that director will serve until the next scheduled election.
3. Resulting districts that contain two or more current directors – the director with the most represented membership (previous members) will be the director until the next scheduled election.

ARTICLE XI. - FINANCIAL MATTERS

Section 1- The Secretary-Treasurer shall deposit all funds of this association in an accredited bank or banks and keep adequate records of collections and withdrawals. The funds shall be deposited in the name of the Association.

Section 2- The Secretary-Treasurer must approve the withdrawal of any or all funds from the Association's account.

Section 3- The Secretary-Treasurer shall refuse to pay any expense incurred by a person or committee until all required expense accounts are properly presented to and filed with the Secretary-Treasurer.

Section 4- The Secretary-Treasurer shall be bonded for an amount that would cover any loss.

Section 5- The President shall appoint a committee of three (3) members, who are not directors, each year to audit the books and report to the President.

ARTICLES XII. - DUTIES OF OFFICERS AND DIRECTORS

Section 1- The duties of the President, Vice-President, and Secretary-Treasurer shall be those usually devolved upon such officers, except as otherwise stipulated in

this document.

Section 2- The Board of Directors shall have power to transact all business of this association. Delegations of authority for this purpose may be made at the discretion of the Board of Directors.

Section 3- The Secretary-Treasurer shall conduct the official correspondence of the organization. The Secretary-Treasurer will give an accurate report, which will include beginning and ending balances of all accounts of TASCOE since the previous financial report. The report shall also include a descriptive summary of disbursements and collections on arriving at these balances. This type of report shall be given any time a majority of the TASCOE Directors meet to conduct official TASCOE business. The Secretary-Treasurer shall collect and disburse all monies. The Secretary-Treasurer shall perform such other duties as the Board of Directors may prescribe.

By majority vote of the Board of Directors at the annual meeting, the duties of the Secretary-Treasurer may be delegated to any regular member of the association. An individual delegated authority under this paragraph shall be known as the Executive Secretary for TASCOE. The Executive Secretary, once appointed, will serve as an ex-officio member of the association's Board of Directors and under the direct supervision of the Executive Officers.

Section 4- The President shall also serve as Chairman of the Board of Directors.

ARTICLE XIII. - AMENDMENTS

Section 1- This constitution and by-laws may be amended, revised, or repealed at any annual or special meeting of the Board of Directors by an affirmative vote of 2/3 (two-thirds) of the members present, provided however that a copy of the proposed amendment(s) shall have been sent out in writing to all of the directors no later than 30 days immediately preceding the meeting at which the proposed amendment(s) is voted on.

Section 2- All amendments or revisions so made shall go into effect immediately.

4-16-96

/s/ Jerry L. Harris

4-01-03

/s/ Jim Bob Solsbery

7-22-2016

/s/ LaCresha Dale

07-22-2021

/s/Julie Goetzman

05-07-2024

/s/ Veronica Crum

10/17/59

Art. III. Sec. 3

4/9/66

Art. IV., Sec. 1

10/15/60

Art. XI., Sec. 4 & 5

“

Art. VII. Sec. 2

10/27/62 Art. III., Sec. 3
 “ Art. IV., Sec. 1
 “ Art. XI., Sec. 2 & 3
 “ Art. XII., Sec. 3
 10/5/63 Art. II., Sec. 1 & 2
 10/9/64 Art. V., Sec. 2
 “ Art. VII., Sec. 1
 8/20/65 Art. 1., Sec. 2
 Item 3
 “ Art. 1., Sec. 2
 Item 4
 “ Art. III., Sec. 1
 “ Art. X., Sec. 1 & 3
 “ Art. XII., Sec. 1

4/15/67 Art. VI., Sec. 1 & 2
 “ Art. VIII., Sec. 1 & 2
 “ Art. X., Sec. 2 & 3
 4/20/68 Art. III., Sec. 4 & 5
 “ Art. IV., Sec. 2
 “ Art. V., Sec. 4
 “ Art. V., Sec. 3
 3/22/72 Art. III., Sec. 3
 3/30/73 Art. III., Sec. 2
 “ Art. IV., Sec. 1
 “ Art. XIII., Sec. 1
 10/4/74 Art. III., Sec. 2
 “ Art. IV., Sec. 1
 “ Art. X., Sec. 2
 3/18/75 Art. III., Sec. 2
 “ Art. IV., Sec. 1
 “ Art. X., Sec. 2
 3/21/78 Art. II., Sec. 2
 10/05/84 Art. IV., Sec. 2
 10/19/90 Art. II., Sec. 3, 4, 5
 “ Art. XII., Sec. 3
 7/30/92 Art. IV., Sec. 2
 4/16/96 Art. IV., Sec. 1, 3
 4/16/96 Art. X., Sec. 2, 4
 4/16/96 Art. XII., Sec. 3
 4/01/03 Art. IV., Sec. 2
 7/22/16 Art. I., Sec. 1
 “ Art. I., Sec. 2
 Item 1 & 3
 “ Art. IV., Sec. 2
 “ Art. IV., Sec. 3
 “ Art. VI., Sec. 2
 “ Art. XII., Sec. 3
 “ Art. XII., Sec. 1
 “ Art. XIII., Sec. 1
 07/22/21 Art. III., Sec. 4
 Art V, Sect 5
 05/07/24 Art. IV, Sec. 1
 Art. VI, Sec. 2

TASCOE BOARD POLICIES

The following are the general policies approved by the TASCOE Board of Directors. The policies will remain in effect and dictate the operation of TASCOE on the items covered until changed or amended by the Executive Committee or Board of Directors of TASCOE at the Annual meeting or any interim meeting.

1. Secretary-Treasurer Report
 - A. Report to contain TASCOE's Constitution and By-Laws, the TASCOE Travel Policies.
 - B. The report is to be distributed by email in advance of the annual meeting.
 - C. The Secretary-Treasurer will take extra copies of the report to the annual meeting for use if needed.
 - D. Monthly Summarization of Expenditures and Collections. The Secretary-Treasurer will submit as needed summarization of expenditures and collections to the executive committee.
2. TASCOE Supplies- The Secretary-Treasurer is to maintain all supplies as needed.
3. Distribution of Minutes- Secretary-Treasurer is to distribute copies of all executive committee meeting minutes to TASCOE Executive Committee and Board of Directors to enable them to keep abreast of TASCOE activities.
 - A. Minutes will be provided 30 days prior to Organizational meeting and/or conference calls.
 - B. Minutes will be provided to the Board of Directors within 30 days of approval of the minutes.
4. Financial Accounts- The Secretary-Treasurer is authorized to deposit excess funds (if any) in savings accounts, to purchase certificates of deposits, in such a manner as to obtain the most interest possible and yet so the funds will be available if needed.

The TASCOE President and/or Vice-President's signatures shall be recorded as alternate signatures with financial institutions where TASCOE funds are deposited. This will permit access to all accounts in the event the person responsible for the account is unable to sign for TASCOE.
5. Convention Chairperson- The TASCOE Secretary-Treasurer shall serve as Convention Chairperson for all TASCOE conventions with authority to act on behalf of TASCOE. The Executive Committee may appoint a TASCOE member to act as the Convention Coordinator. The Coordinator will assist in the arrangements for the convention under the direction of the Secretary-Treasurer.

6. Obsolete Records- The Secretary-Treasurer is authorized to dispose of all eligible records deemed necessary to destroy. Records are eligible for destruction after the fifth year following the year they are originated.
7. TASCOE Banner- The Secretary-Treasurer will have custody of the TASCOE banner and be responsible to have it at each TASCOE Convention.
8. Instructions to Secretary-Treasurer- Secretary-Treasurer is responsible for the following:
 - A. Prepare and distribute to the Executive Committee/Board of Directors/Committee Chairs a list of telephone numbers for officers and committee members known as the Leadership List.
 - B. Officially notify the Texas State SED, EO, and the State Committee Chairperson, Texas State FSA Office, of TASCOE Executive Committee with a list of members names, addresses and phone numbers.
9. TASCOE Board of Directors and Maintaining an Updated List
TASCOE' s Constitution and By-Laws state in Article III-Officers and Directors, Section 2 of the Constitution, the following:

“The Board of Directors shall consist of one Director or alternate Director in the absences of the Director, from each FSA District in the state.”

In view of the above, it is determined those persons serving as members of the TASCOE Board of Directors at the Annual Meeting are the official Board of Directors until the TASCOE Secretary-Treasurer is notified differently. The TASCOE Secretary-Treasurer is to inform the Board of Directors of this policy annually and request district election Committees to Promptly notify if changes occur. The Secretary-Treasurer is to maintain an up-to-date list of the TASCOE Board of Directors. The Secretary-Treasurer will issue a list of the TASCOE Board of Directors including addresses to the board membership in any way desired.

10. Advance of Expenses for TASCOE annual meeting State Board of Director's Meeting, Area Rallies, Etc. to Officers, Executive Committee Members, Committee Chairpersons and Board of Directors, Etc.
 - A. Advances should be requested in writing.
 - B. All claims for expenses are to be on a Personal TASCOE Expense Claim form provided by the Secretary-Treasurer. The claim should be completed and submitted within 30 days of the cost incurred or there will be a forfeiture of reimbursement.

11. Accident Insurance- When travelling at TASCOE's expense and filing travel claims, each individual is authorized to purchase an accident insurance policy in the amount of \$100,000 on an individual basis for each time travel by air is requested and authorized. Reimbursement to be requested on the claim for personal TASCOE Expense form when claim for travel expense (including other expense involved with the travel, hotels, meals, etc.) is submitted to the TASCOE Secretary-Treasurer for payment.

12. Other Employee Associations- The Executive Committee and others are to work closely with them for common goals. Everyone is cautioned to always be aware of TASCOE's Constitution and By-laws and the regulations and laws governing TASCOE's activities.

13. Legislative Committee

A. The report may be via copies of their letter to members of Congress along with the replies of by a brief written summary of their activities. Periodically, the Legislative Committee Chairperson is to submit a summary of the members' legislative activities to the TASCOE Executive Committee.

B. The above action will permit TASCOE to keep abreast of TASCOE members' legislative actions and further pursue pertinent information obtained by TASCOE members.

C. Everyone is reminded in their official FSA capacity, county employees cannot attempt to influence members of Congress in any manner to favor or oppose any legislation or appropriation. FSA employees acting as private citizens are free to express their viewpoints to members of Congress provided these activities do not take place during their regular tour of duty.

D. Members are encouraged and requested to keep TASCOE informed of their Congressional contacts whether made by letter or in person. Members are requested to keep TASCOE informed by periodically submitting a report of their Congressional activities to TASCOE's Legislative Committee Chairperson with copies to the State Officers.

14. Standing Committees of TASCOE. The standing Committees of TASCOE are:

Awards

Benefits and Emblems

County Office Advocacy Committee (COAC)

Door Prizes

Legislative
Membership
Publicity
Scholarship

15. TASCOE District Director Elections

A. Incumbent directors shall appoint a district election committee, DEC, consisting of three members. At least 2 should be Program Analysts and all 3 should be from different county offices. No member of this committee should be from a county office in which a candidate is on the ballot. Ballots should not be canvassed in the same county as a candidate. Elections may be completed using Survey Monkey or similar online voting systems.



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

TASCOE TRAVEL POLICY

1. PI&A

Award winners under the PI&A program for Distinguished Service and the scholarship recipients under the TASCOE Scholarship Program are to be paid a travel allowance computed according to the temporary duty travel provisions of FSA, as outlined in the FFAS Travel Desk Reference Guide, from their respective home to the site of the state convention and return providing they attend the convention.

2. The Executive Committee, Committee Chairperson or Co-Chairperson and special legislative consultants are to be paid costs related directly to TASCOE/NASCOE business, including necessary meetings.

3. Persons performing TASCOE Functions other Than Executive Committee and Committee Chairperson

Any person performing TASCOE functions on request of the TASCOE Executive Committee is to be paid all costs related directly to TASCOE.

Example: (a) person on the negotiating committee attending meetings.

(b) Special assignment to specific persons to perform a specific task such as visiting Washington on legislation, or serving on a TASCOE taskforce.

4. Editor – TASCOE Newsletter

When attending the TASCOE convention the editor of the TASCOE newsletter is to be paid a travel allowance computed according to the temporary travel provisions of FSA from their home to the convention site and return. A travel allowance will also be paid to other meetings, if the editor's attendance is specifically requested by the executive committee.

5. State Association Convention and/or State Association Board of Directors meetings and State FSA Conferences.

TASCOE Convention. TASCOE will pay 50% of the expenses of the area executive committee person (or alternate) and one national officer or one national committee chairperson making two NASCOE representatives, the maximum number who may attend the TASCOE convention with TASCOE reimbursement. The person or persons to be invited to attend the convention is the prerogative of the TASCOE Executive Committee.

Board of Directors Meetings. TASCOE will pay 50% of the expense of the NASCOE area executive committee person (or alternate) to attend a Board of Directors meeting. The issuance of an invitation to any board meeting is the prerogative of the TASCOE executive committee

State FSA Conference. TASCOE will pay 50% of the expense of one NASCOE official, who shall be a member of the Executive Committee, when attending a State FSA Conference. The NASCOE representative must be on the official conference program to warrant expense reimbursement.

6. Area Rallies

TASCOE will pay the expenses of the President, Vice-President, and Secretary/Treasurer when they attend a southwest area rally.

7. TAFEC Meetings

Subject to the discretion of the President, TASCOE will pay the expense of not more than three (3) members, all of whom must be members of the board, when attending state meetings of TAFEC.

8. Dual Compensation

No person is to receive dual compensation to attend any meeting or function. If a person is eligible to receive dual compensation, he/she will receive compensation which is most advantageous to TASCOE.

9. Advances

Advances may be made for any type reimbursable TASCOE expense. No second advance will be made if one is already outstanding except in extenuating circumstances.

10. Mileage Rate

Mileage rate for necessary automobile travel will be the same as paid by FSA to county FSA employees for official travel. If a person drives in lieu of flying (or traveling by train) for his/her own convenience, the mileage rate will only be paid, if constructed travel is computed and travel by automobile is less expensive than travel by commercial carrier.

11. Visits to Potential State Convention Hotels

The TASCOE president or his designee, who must be a member of the executive committee, may visit the hotel selected as convention headquarters when bidding for TASCOE convention to insure the hotel meets TASCOE requirements, providing the executive committee has determined the bid to be acceptable.

Upon visiting the hotel, the TASCOE official will arrange to meet with the bidding group to review plans, etc.

If a member of the board of directors has visited a potential convention hotel headquarters prior to bids for a convention and can certify the hotel meets TASCOE requirements, there will be no expenditures for a visit to the hotel as described above.

12. Emergency Situations

In the event expense is necessary for travel for any person for the benefit of TASCOE which is not authorized above, the president may authorize such travel expense. Any authorization granted by the president is subject to review by the executive committee and/or the board of directors.

13. Executive Committee Review

The executive committee will periodically review these policies. The executive committee empowered with authority to further restrict any policy above if necessary to promote the

welfare of the association or to insure expenditures do not jeopardize the operations of TASCOE. Any restriction imposed by the executive committee will be fully justified and subject to review and action by the board of directors. The executive committee is empowered with authority to liberalize any policy stated above.

The executive committee is empowered with authority to make administrative decisions to ensure the policies herein are implemented.

14. Effective Date March 19, 1991

15. Alternate Southwest Area Executive Committee-person

In an effort to encourage participation and representation from Texas, any SWA Alternate from Texas will be paid travel expenses necessary to execute the duties of that office that are not covered by NASCOE. Prior approval by the executive committee will be required for each trip. Expenses will be paid at the FSA county office travel rate.

Effective May 2000

16. Area and/or National Committee Chairpersons

TASCOE will pay the expenses of any Area and/or National Committee Chairperson attending a Southwest Area Rally. Travel will be reimbursed in accordance with the existing TASCOE travel policy in effect at the time.

Effective April 2003



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

Awards Committee Chairperson Duties

The TASCOE Awards Chairperson is responsible for TASCOE and NASCOE awards. They may delegate responsibilities as deemed necessary to fulfill the duties of the committee.

1. Awards Program Responsibilities:

- Submit Reports to the Secretary/Treasurer Prior to Business Meetings.
- Present Reports to Board of Directors.
- Writing articles for the TASCOE newsletter and preparing promotional material for the website/social media.
- The Awards Committee Chairperson shall be familiar with the rules and eligibility requirements of the Awards Program. They shall be aware of the timeline for submitting and of judging of Awards nominations and shall be responsible that the other members of the committee are aware of the importance of adhering closely to the timeline and understand award requirements.
- The Awards Chairperson shall timely send notices encouraging the promotion of the Awards Programs.
- The Chair shall keep the Judges informed of their duties and impress upon them the need for promptness in judging the nominations.
- The Awards Chairperson shall notify state winners and their nominators.
- The State Awards Chairperson shall forward State winners to Area timely.
- The Texas Awards Chairperson shall order awards through the TASCOE Secretary/Treasurer.
- The Chair shall collect Photos and bios of the winners to advertise at the state convention. Please, work with the TASCOE Secretary/Treasurer for supplies and printing.
- All Benefits Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the TASCOE/NASCOE President, Vice-President and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.

Updated 05/2024



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

Benefits Committee Chairperson Duties

The TASCOE Benefits Chairperson is to promote, preserve and make existing benefits accessible that were obtained by hard work and perseverance, while constantly seeking out new benefits that are affordable, appropriate, and appealing to membership. Setting goals and doing your best are critical to this position.

1. Benefits Program Responsibilities

- Constantly be on the lookout for benefit programs, products and services that would be available to NASCOE/TASCOE members, to help our membership look more appealing. You will work closely with the area and national chairs on Benefits. Promptly assist members with questions or concerns. Work closely with other TASCOE Committee Chairpersons. TASCOE and NASCOE's mission depends on committees working together and sharing ideas.
- Communicate frequently with the Area Benefits Chairpersons and ensure that information is properly distributed at the State Level. Involve committee members by delegating and assigning various tasks such as research, tracking or writing an article.
- Conduct all TASCOE Benefits Committee meetings during the TASCOE Convention. At this meeting, you are responsible for providing an agenda or any needed handouts as well as provide a report. These reports will be made readily available to the TASCOE Secretary/Treasurer prior to Business Meetings.
- Attend the TASCOE convention and any other TASCOE/NASCOE event, if requested by the President.
- On certain occasions, the Executive Committee may request your presence at other meetings. Most meetings will require a Benefits Committee report, written and verbal.
- Communicate & promote both TASCOE/NASCOE and government-wide benefit information to membership through TASCOE newsletters, the TASCOE website or other means of communication.
- All Benefits Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the TASCOE/NASCOE President, Vice-President and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.

Updated 05/2024



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

County Office Advocacy Committee Chairperson Duties

Mission Statement of the TASCOE County Office Advocacy Committee (COAC): To protect, enhance, and provide continual education for the farmer-elected committee and county office system for the betterment of TASCOE's membership, county office FSA employees, and the agricultural communities we serve while working independently, but cooperatively, with the National Association of Farmer-Elected Committees (NAFEC).

Duties of the County Office Advocacy Committee Chairperson include the following:

1. Provide to the Executive Committee an annual operating plan at the Organizational Meeting covering the following topics:

- Communications
- Number of communication bulletins to be sent to membership
- Summary report of interaction with FSA Management and congressional members Engagement
- Efforts to promote TASCOE & NASCOE membership
- Efforts to promote NAFEC membership recruitment (both COC and associate members)
- Efforts for continued education so that TASCOE leadership is vigilant and knowledgeable concerning COC/CO authorities

2. Provide the Executive Committee a report of performance annually at the State Convention that ensures previous year's successes and failures are analyzed.

3. Direct the committee to work cooperatively with NAFEC while maintaining TASCOE autonomy.

4. Work with TASCOE and NAFEC leadership and committees to encourage NAFEC membership and associate membership.

5. The COAC Committee Chairperson will lead by example and actively recruit their own COC members for NAFEC membership and leadership roles within NAFEC.

6. Support and participate with NAFEC in its annual membership drive by distributing and publicizing NAFEC brochures, media, and other promotional materials to all current and prospective members and associate members.

7. When requested, assist NAFEC in the development of NAFEC position papers, written testimony and related information that will be of benefit to both NAFEC and TASCOE.
8. Be aware of all benefits that are available to NAFEC members and share that information with members.
9. Write articles for the TASCOE Tales when asked or needed.
10. Work closely with the TASCOE Publicity Chairperson to use all available media to provide educational outreach regarding county committee/county office authorities.
11. Monitor FSA directives (notices, handbook amendments, and policies) for issues potentially impacting the farmer-elected committee and county office system. Issues and concerns shall be elevated and resolved through appropriate TASCOE and NAFEC channels immediately. When national, regional, or state issues arise, engage area/state chairs in a process which will achieve committee chair empowerment, engagement, education, and workload sharing.
12. Promote meaningful and effective county committee training for all FSA county committee members, FSA district directors, and FSA county executive directors by working with TASCOE officers, Executive Committee, and FSA national and state offices.
13. Promote the tenet that county committee/county office authorities and roles are core components of county operations trainee (CEDT), county office program analysts (PA) training and other administrative and management-oriented programs.
14. Organize and conduct meetings of the COAC. Also, participate TASCOE committee meetings at the national convention, legislative conferences and other national or area meetings. Along with coordinating events, take into consideration attendees who need to be invited or could be invited (e.g. NAFEC leadership and/or COC members from local area). Appoint member of the committee to take minutes of all meetings.
15. Timely prepare and submit committee reports and meeting minutes to the TASCOE officers and TASCOE board of directors.
16. Collaborate with the TASCOE Legislative Committee. Attend and assist with the annual legislative conferences as directed by TASCOE leadership. Fully utilize the COAC in this process. Cooperate with both the TASCOE and NAFEC legislative consultants in identifying key congressional and/or USDA contacts.
17. Keep a record of activities to pass on to successor national chairpersons to assist in a smooth transition and in succession planning.
18. Establish an electronic library of resource documents for county committee/county office authorities.
19. Ensure the county office system is promoted; and be aware of reductions in COC/county office authorities, in procedure or in practice. The national chairperson shall work with the TASCOE Officers and Executive Committee, as well as the area COAC chairpersons to identify, research, and resolve issues promptly.

20. Emphasize to all TASCOE leaders and members the critical importance of knowledge and vigilance of county office authorities. These authorities are the foundation of TASCOE's existence and future.

21. Establish an electronic library of resource documents for county committee/county office authorities.

22. Each October conduct a conference call training with the COAC chairperson and committee to review responsibilities handbook with the COAC chairperson and committee.

23. Ensure the county office system is promoted; and be aware of reductions in COC/county office authorities, in procedure or in practice. The national chairperson shall work with the TASCOE Officers and Executive Committee, as well as the area COAC chairpersons to identify, research, and resolve issues promptly.

24. Emphasize to all TASCOE leaders and members the critical importance of knowledge and vigilance of county office authorities. These authorities are the foundation of TASCOE's existence and future.

Updated 05/2024



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

Door Prize Committee Chairperson Duties

This Chair is responsible for promoting membership to gather, and to bring door prizes to convention, and will oversee all drawings at convention. This role requires the collection and disbursement of items to be used at convention and can seek assistance from a committee or other members to solicit donations of such items.

This is not a standing committee of NASCOE but is a standing committee in TASCOE. Door prizes responsibilities are handled by host states at annual conventions for NASCOE.

This position would also assist with the Scholarship Committee in sorting, marking, and handling the Scholarship items for the auction.

It is recommended that the Chair and the Committee also work with all Directors/Alternate Directors on assuring that each District provide door prize items from their respective Districts.

It has been suggested that this Chair and committee assist with the Goodie Bags for Registration and possibly the decorations for the annual state convention.

Updated 05/2024



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

TASCOE Legislative Committee

The job of Legislative Committee Chairperson is a position which generates a great deal of feedback and response from membership. While extremely rewarding, it will be challenging and frustrating as well. The Chairperson must recognize the different interests and opinions of each district and mold those concerns into a comprehensive policy for consideration by TASCOE and NASCOE leadership. It is important to fully utilize the committee to develop policy and delegate the work that must be accomplished. Further, success will come in small increments and the race must be recognized as a marathon and not as a sprint!

Duties of the Legislative Committee Chairperson include the following:

- Organize and conduct meetings of the state legislative committee. This would include the organizational meeting and committee meetings at the state convention. Conduct teleconferences with the committee as needed.
- Communicate and work with the NASCOE Legislative consultant and the Legislative Committee in developing policy and recommendations for action. Act as a liaison between Legislative consultant, NASCOE leadership, TASCOE leadership, the legislative committee and members.
- Write articles for the TASCOE newsletter.
- Participate and contribute to annual legislative conferences as directed by the TASCOE leadership. Fully utilize the legislative committee in this process.
- Travel in the state of Texas, Washington DC, and possibly other states to make contacts with congressional delegations for the purpose of furthering the legislative agenda. Travel could occur with little notice
- Oversee development of position papers, written testimony and related information for use by membership in furthering the goals of TASCOE and NASCOE.
- Prepare written reports for TASCOE officers and directors concerning committee actions/recommendations.
- Work through the states, area and national legislative committee chairs to develop a network of contacts for key legislators. Encourage members to contact congressional representatives and have a working relationship with them. Be knowledgeable of the proper procedure to make contacts with Congress and work with our consultant to train membership in this area.

Updated 05/2024



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

Membership Committee Chairperson Duties

The Membership Chairperson is responsible for providing leadership in the effort to promote and maintain high levels of membership in TASCOE. The Membership Chairperson will be responsible for identifying and resolving percentage of membership problems as they occur.

The duties and responsibilities of the Membership Committee Chairperson include the following:

1. Coordinating the effort to contact every non-member County Office Employee in the country about joining TASCOE.
2. Working with the TASCOE Treasurer to ensure they have the required information for submitting dues timely and to ensure that the quarterly membership reports are updated.
3. Work with the Executive Committee to identify non-members and assist with tools for outreach to these non-members inviting them to join TASCOE. The Membership Chairperson shall follow-up with the Executive Committee as needed.
4. Forward all received FSA-444s to the Texas State Office timely for processing. Ensure that all 444s forwarded to the State Office are being processed timely.
5. Attend monthly committee meetings with Area Committee. Invite TASCOE officers to attend these monthly meetings. Appoint member of committee to take notes for internal email distribution, if needed.
6. Writing articles for the TASCOE Tales newsletter, as well as, writing articles and regular updates for the TASCOE Website as needed.
7. Organizing and conducting the Membership Committee meetings, if needed. The Chairperson shall prepare and present the Membership Committee report detailing the activities of the Committee and any recommendations/resolutions to membership. Timely prepare and submit committee reports and meeting minutes to the Executive Committee, and Area Committee Chairpersons, as needed.
8. Keep all Membership Committee materials (Presidents Letters, PowerPoint presentations, training, brochures, flyers, etc.) updated and made available to all Directors as needed.
9. Review and provide subsequent year budget request to the TASCOE Treasurer by May 1st.
10. Develop and update an e-mail distribution list of all Texas Membership.
11. Maintain an inventory of all membership supplies for distribution to Directors, as well as, receiving, processing, and shipping all Membership supply orders in a timely manner (as needed).

12. Maintaining a listing of individuals who have received TASCOE/NASCOE Honorary Lifetime Memberships. He/she shall disperse the Lifetime Membership Certificates to the applicable members.

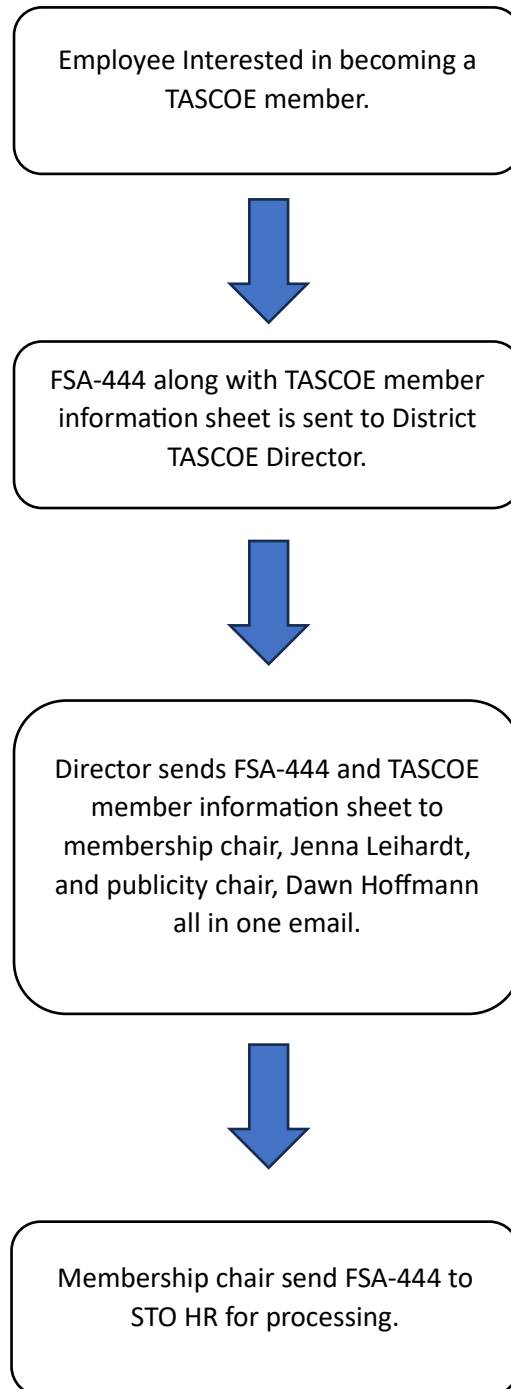
13. Communicating with and coordinating with the efforts of the Area Membership Chairpersons.

14. Shall provide prompt responses, normally within 48 hours, to inquiries of the Membership, Directors, Area Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.

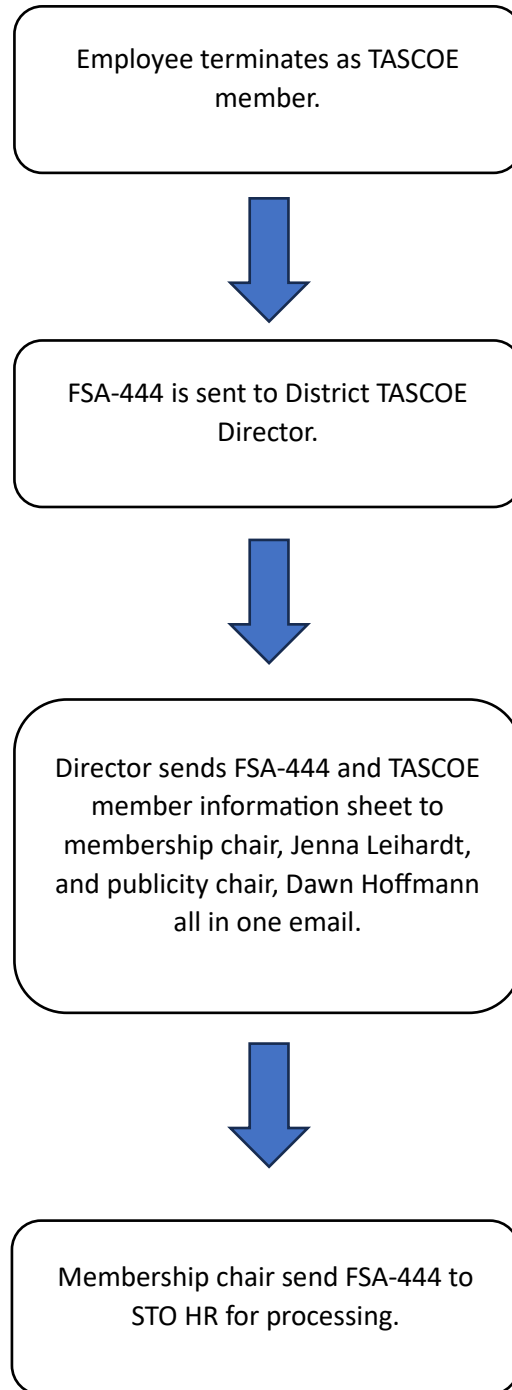
15. Keep a record of activities to pass on to successor TASCOE chairperson to assist in a smooth transition and in succession planning.

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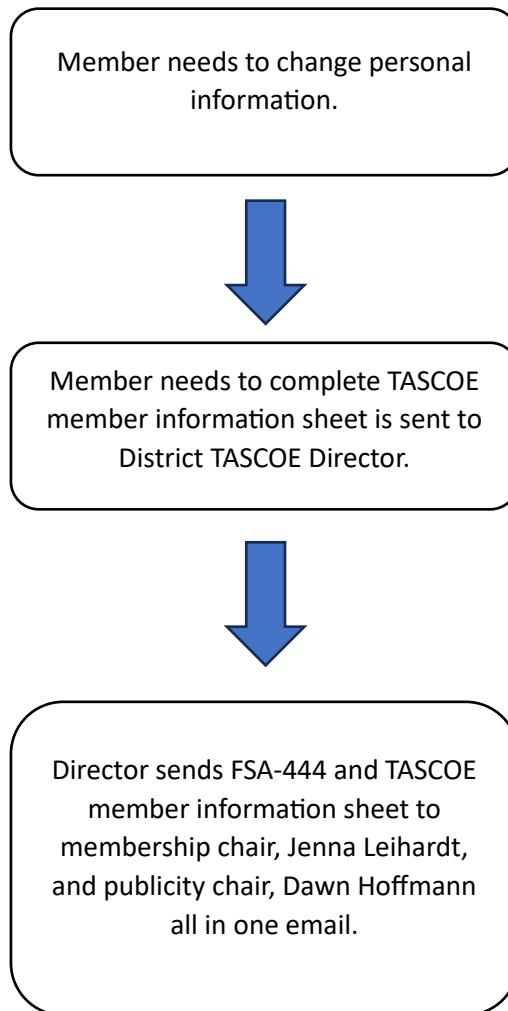
New Member - TASCOE Member Flow Chart



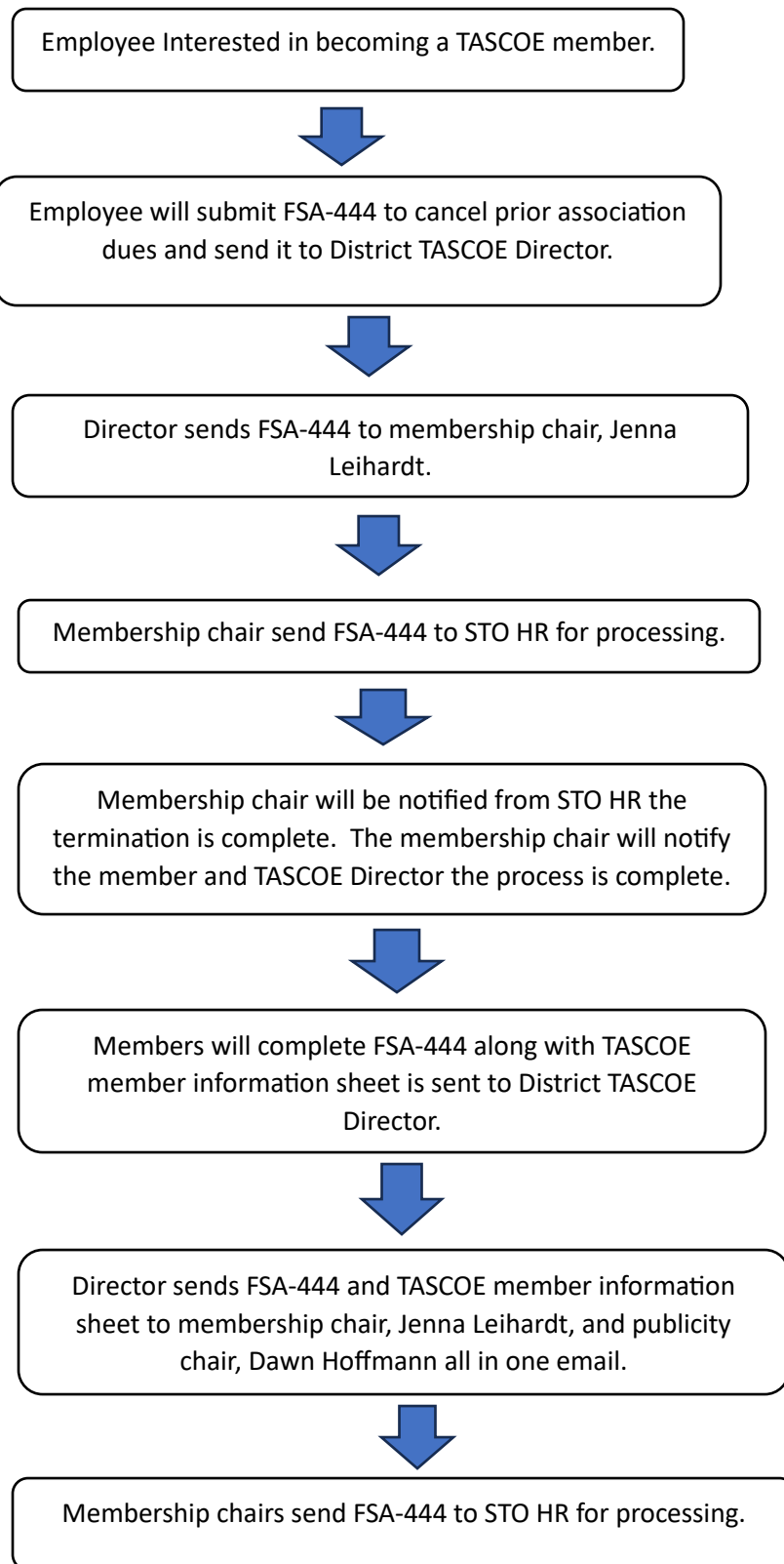
Termination of Member - TASCOE Member Flow Chart



Member Information Update - TASCOE Member Flow Chart



Member Transfers to Texas from Another State & Member in Prior State Association - TASCOE Member Flow Chart





TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

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Programs Committee Duties

1. The State Program Chair will at times review the issue/program submission with the submitter and decide whether consultation is needed with Area and/or National Chair(s). Those Chairs may consult with the NASCOE Board in making the decision to act immediately or review the submission during the negotiations process. In all cases, the Area/National Program Chair will contact the person who submitted the item with an acknowledgement of receipt of the item and will include the State Program Chair.
2. The State Program Chair can be asked to communicate and work with the Area Program Chairpersons to research issues. The Area/National Program Chair may delegate responsibility for conferring with the person who submitted the issue, and/or researching the item. The National Program Chair(s) will be responsible for contacting and conferring with the appropriate Program area in Washington DC for a response and resolution to the problem. Follow up to provide additional information and/or to obtain responses from WDC may be required of the National Program Committee Chair.
3. It will be the responsibility of the National Program Chair to respond to the NASCOE member with the response and/or resolution to the issue. All listings of items/responses/resolutions should be cleared through the NASCOE President before distribution and will be shared with the Officers, Area Executives and NASCOE Committee Chairs. A listing of items/responses/resolutions may be published in the NASCOE newsletter, NASCOE mailings, or NASCOE web site after clearance through the NASCOE President.
4. All Programs Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.

Updated 5/2024



TEXAS ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

Publicity Committee Chairperson Duties

The TASCOE Publicity Committee works to inform and engage TASCOE members through timely, accurate, and visually appealing communications. The Publicity Committee must be cognizant of the needs/desires of the membership when determining the content of the newsletter and other outreach platforms. The Publicity Committee Chairperson is responsible for providing leadership to TASCOE in achieving the mission of the committee. Technical skills in written and visual communications, including, desktop publishing, social media, photography, and video production, are beneficial for the TASCOE Publicity Chair to possess.

Duties of the Publicity Chairperson include:

1. Ensuring the production and maintenance of TASCOE's Communication Channels.
 - TASCOE Tales: Ensure the production, publication and distribution of four newsletters annually. This includes setting and enforcing the deadlines, gathering the news and graphics, layout and design.
 - TASCOE Facebook Page –The Publicity Chair will serve as the Administrator for the TASCOE News Facebook page.
 - Post photos/updates of TASCOE members at work during all TASCOE meetings & events.
 - Post greetings to TASCOE members for all Federal Holidays
 - Post other items at the request of the TASCOE Officers
 - Respond timely to questions or messages that come into the TASCOE News page, consulting with the appropriate officer, exec or committee chair, if needed.
 - TASCOE Social Media Platforms: Promote TASCOE events using official TASCOE Social Media Platforms
 - TASCOE emails: As directed by the TASCOE President, assemble and send TASCOE Tales emails. Duties may include editing, email formatting as well as using MailChimp or other email blast service to which TASCOE may subscribe to transmit the email to TASCOE membership.
 - TASCOE Communications Database: Maintain the TASCOE Communications database, adding new members, updating existing records and deleting persons who are no longer members.
- Activities include:
 - Check for duplicate records, deleting duplicates or records with incorrect addresses
 - Update the database with any changes
 - Before sending a NASCOE News Flash, update the mailing list of the email blast software with the current database.
2. Coordination with NAFEC and TXRASCOE/RASCOE on Articles for the Newsletter and Website. The Publicity Chair shall coordinate with TXRASCOE/RASCOE officers, at least annually, to ensure that up-to-date information is displayed on the NASCOE website.

3. Support the County Committee System. All Publicity Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice.

Webmaster Duties

The TASCOE Webmaster is responsible for creating, designing, optimizing and updating web pages, and maintaining the TASCOE website. The work for this position shall be done on the webmaster's personal equipment. Government Equipment shall not be used for creating or maintaining the NTSCOE website.

Skills necessary: Technical skills in written and visual communications, including web design, desktop publishing, social media, photography, and video production, are beneficial for the TASCOE webmaster to possess. Webpage design experience and training using WordPress is necessary. Experience using Flash, Adobe Photoshop, Adobe Acrobat, and others will be beneficial. Webmaster should keep current with major web technologies, in order to provide the best content and functionality of the Website.

The Webmaster Chairperson duties and responsibilities include:

1. Create and update the TASCOE website and sub-pages that may include forms, menus, tables, frames, graphics (such as buttons and menus), and other elements. Create and maintain other web elements as directed by the Officers and Area Executives.
2. Work closely with TASCOE officers and Committee persons to ensure web content is current and accurate.
3. Maintain the website structure and organization including backing up the website, deleting unused files and organizing directories. Maintain data on server to facilitate the utilization of other tools as needed.
4. Scan, optimize, and upload photographs, convert documents to PDF files, and upload to the appropriate place in the web.
5. Weekly maintenance, to include updating the site to delete outdated content and add current information, as directed by email and phone, looking for and fixing errors, looking for and repairing broken links, making certain that all pages are correctly formatted, and all other upkeep as needed.
6. Work closely with other agencies, internal and external customers and organizations regarding all aspects of the website. Provide regular reports on Web activity to the Officers.
7. Webmaster may be required to communicate technical information through non-technical verbal and written interactions.
8. Maintains the nascoe.org domain name, and the hosting account on the server, billing TASCOE for any expenditures involved. Expenditures which exceed normal hosting and domain expenditures must be approved by the Executive Committee in advance.
9. Confidentiality is important to this position. The Webmaster will need the ability and judgment to identify what is appropriate for the web, and verify that submissions have been approved through official channels, i.e. the TASCOE President or other Officers.
10. This position reports to the Publicity Chairperson. If the Publicity Chairperson serves as the webmaster, then supervision will be provided by the TASCOE Officer Team.

11. All Webmaster Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice.

Updated 5/2024

Suggested Nomination and Election Procedure for TASCOE Director and Alternate Director

Basic Rules for Developing State of Nominees

1. Nomination by petition shall be the principal method for developing slate of nominees for District Director and Alternate Director. Petitions can be sent by email.
2. The period for nomination by petition shall begin 30 day before election date and shall end fifteen days before election date. (Suggested election date be same date during period September 1 thru September 15)
3. The opportunity to nominate by petition shall be extensively advertised both before and during the petition period. A petition should be certified by at least two (2) eligible voters.
4. The required minimum number of eligible nominees shall be two (2).
5. If the required minimum number of eligible nominees or more, are nominated by valid petition, no further nominations will be made.
6. All eligible nominees nominated by valid petition shall be included on the slate for Director and Alternate Director.
7. If less than the required minimum number of valid nominations are made by petition, the District Election Committee (DEC) shall nominate ONLY the additional number of nominees needed to complete a minimum slate.

Approval and Processing on Nominations by Petition

1. The DEC shall review all petitions and determinate validity of each.
2. If two or more valid petitions are received by the DEC, the Slate of Nominees will be prepared on the basis of such petitions.

Preparation of Ballot and Envelope

1. List all nominees alphabetically by surname.
2. For petition nominees, enter the name as it is shown on the petition.
3. Provide blank lines for "write-in" votes (such lines should be limited to two)
4. Address an envelope to each TASCOE regular member within the District. Enclose a ballot and a self-addressed stamped envelope for returning marked ballot to the Chairperson of the DEC. If you wish to use "Survey Monkey", this process will be allowed to save on postage.

SUMMARY

The District Election Committee (DEC) may be appointed by the incumbent District Director. Three members should be a sufficient number on this committee, two of which should be Program Technicians. No two members of this committee should come from the same county. No member of this committee should be from an office in which a

candidate is on the ballot. If necessary, it is allowable for the DEC to be outside district lines. The main idea is to protect the integrity of the election.

The DEC Chairperson may appoint two Program Technicians to tabulate the ballots and report the results to the Secretary-Treasurer of TASCOE. District election results may be reported in TASCOE TALES.

EXAMPLE

TASCOE Director Election

Ballot

Please vote for one candidate by making the box to the left of the candidate of your choice including any "write-in." Use the enclosed envelope and return the ballot back to:

Name of DEC Chairperson
Address
City, State, Zip

Ballot must be returned by: Established Date

☐ Jane Doe

☐ John Smith

☐ _____

☐ _____

EXAMPLE

**Nominating Petition
TASCOE Director**

FSA District # _____

Nominating period _____ thru _____, 2012

Name of Nominee

Date Submitted

Address of Nominee

The undersigned hereby nominate the above named TASCOE member to be a candidate in the District TASCOE Director election. We certify that the nominee is willing to serve if elected.

Signatures: 1. _____
Two eligible voters
in the district. 2. _____

INSTRUCTIONS FOR PETITIONER:

All blank items must be legibly completed
Show nominee's name as it is to be shown on the ballot.
The nominee must be:

Willing to serve if elected.
A current dues paying member of TASCOE other than as an Associate member.

The petition must be:

Signed by at least two current regular TASCOE members in the district.
Delivered to the District Election Committee Chairperson no later than _____.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote