

## 18. Adjacent Regions Concurrences

### 18.1. Region 18

Page 1 of 6

#### Frankhouser, Douglas - HAS

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**From:** Bill Vincent [billvincent@lafayettegov.net]  
**Sent:** Thursday, August 09, 2007 10:38 AM  
**To:** Douglas.Frankhouser@cityofhouston.net  
**Subject:** FW: Region 51 700 MHz Plan

Doug Frankhouser, Chair  
Region 51

Dear Mr. Frankhouser:

Region 18 is in receipt of your proposed 700 MHz Region Plan as modified with the adjacent region coordination language as agreed to in the emails below.

You may use this email as the official written concurrence of Region 18 to your proposed 700 MHz Regional Plan.

Sincerely,

William Vincent, Chair  
Region 18  
(337-291-5060)  
[woc@lafayettegov.net](mailto:woc@lafayettegov.net)

-----Original Message-----

**From:** Bill Vincent [mailto:billvincent@worldnet.att.net]  
**Sent:** Thursday, August 09, 2007 10:28 AM  
**To:** Bill Vincent  
**Subject:** Fw: Region 51 700 MHz Plan

----- Original Message -----

**From:** Frankhouser, Douglas - HAS  
**To:** [Bill.Vincent](mailto:Bill.Vincent)  
**Sent:** Monday, August 06, 2007 4:32 PM  
**Subject:** RE: Region 51 700 MHz Plan

Bill:

Per your email of concurrence, I added that paragraph to the plan. I sent an email July 19th (to all the chairs adjacent to R51) indicating that the paragraph had been added and the new version of the document uploaded to the R51 website, and that I would update the CAPRAD website shortly after that (which was done a few days later). Not sure what happened if you didn't get that email. If you need anything else please advise.

Thanks!

*Doug*

8/9/2007

**Frankhouser, Douglas - HAS**

**From:** Bill Vincent [billvincent@lafayettegov.net]  
**Sent:** Monday, January 21, 2008 9:39 AM  
**To:** 'Frankhouser, Douglas - HAS'; Mayworm, Ronald G; j.scrivner@dallascityhall.com; rmorales@sanantonio.gov; Lafayette EOC  
**Subject:** RE: Region 51 700 MHz Plan

Doug,

Region 18 concurs with these Region 51 frequency packing tables.

William R. Vincent, Sr., Chair  
Region 18 (Louisiana) 700 MHz. Planning Committee

-----Original Message-----

**From:** Frankhouser, Douglas - HAS [mailto:Douglas.Frankhouser@cityofhouston.net]  
**Sent:** Friday, January 18, 2008 11:03 AM  
**To:** Mayworm, Ronald G; j.scrivner@dallascityhall.com; rmorales@sanantonio.gov; Lafayette EOC  
**Subject:** Region 51 700 MHz Plan

Gents:

As per our previous emails, the Region 51 700 MHz has been revised to meet the changes issued by the FCC second order. The frequency packing tables were sent by previous email earlier this week. The Region 51 website is:  
<http://www.region51.hctx.net>.  
I will also ship a hardcopy today.

As part of our conversations during the recent CAPRAD conference calls, we'd like to have our frequency packing considered when they do the CAPRAD packing. For that to be considered, I need each of your concurrences as soon as possible.

We would greatly appreciate it if we could have your re-concurrences no later than Friday, February 15th, 2008.

Thanks!

*Doug Frankhouser*

*Chair, Region 51*

*Manager, Data & Wireless Systems  
Houston Airport System  
Public Safety & Technology Division  
16930 John F Kennedy Blvd  
Houston, TX 77032  
Office: 281.233.1344*

1/30/2008

## 18.2. Region 40

May 18, 2007

Mr. Doug Frankhouser, Chair Region 51  
Manager, Data & Wireless Systems  
Houston Airport System  
Public Safety & Technology Division  
16930 John F. Kennedy Blvd.  
Houston, TX 77032

Dear Mr. Frankhouser,

Region 40 has received your proposed 700 MHz plan and submitted it to the committee for review and comment on May 4, 2007. The Region 40 committee subsequently formally approved Region 51's plan.

Let this letter serve as the official written concurrence of Region 40 to your proposed 700 MHz Regional Plan.

Sincerely,



J. Daniel Scrivner, PE  
Chairman Region 40

City of Dallas – CIS Department  
3131 Dawson St.  
Dallas, TX 75226  
214-670-7995  
j.scrivner@dallascityhall.com

Mr. Douglas Frankhouser  
Houston Airport System  
Public Safety and Technology  
16930 John F. Kennedy Blvd  
Houston, Tx. 77032

Dear Mr. Frankhouser: The purpose of this notification is to inform you that Region 40 has reviewed Region 51's 700 MHz Plan, and that we concur with the revised 700 MHz Plan. Fred Keithley, Director of Community Services and Public Safety Communications, and Region 40 Coordinator

**Fred Keithley**

Director, Department of Community Services and  
Public Safety Communications  
North Central Texas Council of Governments  
P.O. Box 5888  
Arlington, TX 76005-5888  
Phone: 817-695-9171  
FAX: 817-695-9164  
E-mail: [fkeithley@nctcog.org](mailto:fkeithley@nctcog.org)  
Website: [www.nctcog.org](http://www.nctcog.org)

## 18.3. Region 49



**Region 49**  
700 MHz Regional Planning Committee  
[www.region49.org](http://www.region49.org)

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August 14, 2007

Doug Frankhouser, Chair, Region 51 (Texas – East)  
Manager, Data & Wireless Systems  
Houston Airport System  
Public Safety & Technology Division  
16930 John F. Kennedy Blvd.  
Houston, TX 77032

Dear Mr. Frankhouser,

Region 49 (Central Texas) has received a copy of your proposed 700 MHz Regional Plan, submitted to this committee on May 1, 2007, and revised on June 18, 2007. Region 49 committee members have been asked to review your plan, and no objections have been received from any of our region's members.

Therefore, this letter serves as the official, written concurrence of Region 49 to your proposed 700 MHz Region 51 Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald G. Mayworm".

Ronald G. Mayworm  
Chairman

Ron Mayworm, Chairman  
PO Box 1585  
Bryan TX 77805  
(979) 209-5475  
(979) 209-5489 [FAX]  
[ron@ktsignals.com](mailto:ron@ktsignals.com)

Charles Brotherton, Secretary  
209 W. 9<sup>th</sup> Street, Suite 270  
Austin TX 78767  
(512) 854-4895  
(512) 854-4786 [FAX]  
[Charles.brotherton@co.travis.tx.us](mailto:Charles.brotherton@co.travis.tx.us)

**Frankhouser, Douglas - HAS**

**From:** Mayworm, Ronald G [rmayworm@bryantx.gov]  
**Sent:** Tuesday, January 29, 2008 11:37 AM  
**To:** Frankhouser, Douglas - HAS  
**Cc:** Charles Brotherton  
**Subject:** Region 49 Concurrence

Doug,

Region 49 concurs with the Region 51 700 MHz plan and frequency sort as reflected in revision 2, dated January, 2008.

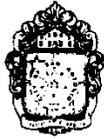
Thank you for the opportunity to review your plan, and good luck with obtaining FCC approval.

**Ron Mayworm**

Radio System Engineer  
City of Bryan  
P. O. Box 1000  
Bryan, TX 77805  
(979) 209-5475  
[rmayworm@bryantx.gov](mailto:rmayworm@bryantx.gov)

1/30/2008

## 18.4. Region 53



# CITY OF SAN ANTONIO

P O BOX 839966  
SAN ANTONIO, TEXAS 78283-3966

August 21, 2007

Doug Frankhouser, Chair Region 51  
Manager, Data & Wireless Systems  
Houston Airport Systems  
Public Safety & Technology Division  
16930 John F. Kennedy Blvd  
Houston, TX 77032

Mr. Frankhouser,

Region 53 is in receipt of your proposed 700 MHz Regional Plan, submitted to this Committee. The Regional Chair and Vice Chair discussed your plan and saw no apparent conflict with our bordering areas at present time. If such conflict were to occur we request that the regional chairs find resolution accordingly.

This letter serves as the official, written concurrence of Region 53 to your proposed 700 MHz Regional Plan.

Regards,

A handwritten signature in black ink, appearing to read "Richard Morales, Jr.".

Richard Morales, Jr., Chair Region 53 (700 MHz)  
Manager, Radio Systems  
City of San Antonio  
3440 E. Houston Street  
San Antonio, Texas 78219

"AN EQUAL OPPORTUNITY EMPLOYER"

**Frankhouser, Douglas - HAS**

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**From:** Richard Morales (ITSD) [Richard.Morales@sanantonio.gov]  
**Sent:** Friday, February 01, 2008 2:15 PM  
**To:** Frankhouser, Douglas - HAS  
**Subject:** RE: Region 51 700 MHz Plan

I concur.....

Region 53

*Richard Morales, Jr.  
Manager, Radio Systems  
Communications Division (ITSD)  
City of San Antonio, Texas  
(210) 207-7022 or cell (210) 215-7022  
Richard.Morales@Sanantonio.Gov*

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**From:** Frankhouser, Douglas - HAS [mailto:Douglas.Frankhouser@cityofhouston.net]  
**Sent:** Monday, January 28, 2008 2:49 PM  
**To:** Mayworm, Ronald G; j.scrivner@dallascityhall.com; Richard Morales (ITSD)  
**Subject:** RE: Region 51 700 MHz Plan

Gents:

I trust that you've received the hardcopy of the revised R51 700 plan. I have received re-concurrence from Region 18. If possible, I would appreciate hearing from you by Thursday (1/31) so that I can let Karla Jurens at TX Sheriff's Association that we have re-concurrence from our surrounding regions for our packing plan.

Thanks!

*Doug Frankhouser*

*Chair, Region 51*

*Manager, Data & Wireless Systems  
Houston Airport System  
Public Safety & Technology Division  
16930 John F Kennedy Blvd  
Houston, TX 77032*

2/1/2008

## 19. DTV Protection and Incumbency

| County                           | Channel | Call Sign               | Location   | Latitude NAD83 | Longitude NAD83 |
|----------------------------------|---------|-------------------------|------------|----------------|-----------------|
| <a href="#">Fort Bend County</a> | 67      | <a href="#">KFTH-TV</a> | Alvin      | 29°34'15"N     | 95°30'37"W      |
| <a href="#">Harris County</a>    | 67      | <a href="#">KFTH-TV</a> | Alvin      | 29°34'15"N     | 95°30'37"W      |
| <a href="#">Houston County</a>   | 63      | <a href="#">NEW</a>     | Crockett   | 31°14'39.6"    | 95°19'53.8"W    |
|                                  | 63      | <a href="#">NEW</a>     | Midland    | 32°5'51"N      | 102°17'23"W     |
|                                  | 65      | <a href="#">K65HK</a>   | Crockett   | 31°14'39.6"    | 95°19'53.8"W    |
|                                  | 69      | <a href="#">K69IN</a>   | Crockett   | 31°14'39.6"    | 95°19'53.8"W    |
|                                  | 69      | <a href="#">KVDO-LP</a> | Clear Lake | 29°35'36"N     | 95°3'13"W       |
| <a href="#">Jasper County</a>    | 62      | <a href="#">NEW</a>     | Cantil     | 35°20'36"N     | 118°1'54"W      |
|                                  | 62      | <a href="#">NEW</a>     | Hemphill   | 31°21'45"N     | 93°53'45"W      |
|                                  | 62      | <a href="#">NEW</a>     | Jasper     | 30°59'48"N     | 93°58'55"W      |
|                                  | 62      | <a href="#">NEW</a>     | Odessa     | 31°47'40"N     | 102°35'15"W     |
|                                  | 62      | <a href="#">NEW</a>     | Vidor      | 30°6'50"N      | 94°1'44"W       |
|                                  | 66      | <a href="#">KVHP-LP</a> | Jasper     | 30°58'32"N     | 93°59'25"W      |
| <a href="#">Jefferson County</a> | 69      | <a href="#">K69IY</a>   | Beaumont   | 30°0'6"N       | 94°5'37"W       |
| <a href="#">Orange County</a>    | 62      | <a href="#">NEW</a>     | Cantil     | 35°20'36"N     | 118°1'54"W      |
|                                  | 62      | <a href="#">NEW</a>     | Hemphill   | 31°21'45"N     | 93°53'45"W      |
|                                  | 62      | <a href="#">NEW</a>     | Jasper     | 30°59'48"N     | 93°58'55"W      |
|                                  | 62      | <a href="#">NEW</a>     | Odessa     | 31°47'40"N     | 102°35'15"W     |
|                                  | 62      | <a href="#">NEW</a>     | Vidor      | 30°6'50"N      | 94°1'44"W       |
|                                  | 64      | <a href="#">KUIL-LP</a> | Beaumont   | 30°0'6"N       | 94°5'37"W       |
|                                  | 66      | <a href="#">K66GD</a>   | Vidor      | 30°6'50"N      | 94°1'44"W       |
|                                  | 68      | <a href="#">NEW</a>     | Beaumont   | 30°6'51"N      | 94°1'20"W       |
|                                  | 69      | <a href="#">K69IY</a>   | Beaumont   | 30°0'5.7"N     | 94°5'36.9"W     |
|                                  | 69      | <a href="#">NEW</a>     | Midland    | 32°5'51"N      | 102°17'23"W     |
| <a href="#">Sabine County</a>    | 62      | <a href="#">NEW</a>     | Cantil     | 35°20'36"N     | 118°1'54"W      |
|                                  | 62      | <a href="#">NEW</a>     | Hemphill   | 31°21'45"N     | 93°53'45"W      |

|                               |    |                       |          |             |              |
|-------------------------------|----|-----------------------|----------|-------------|--------------|
|                               | 62 | <a href="#">NEW</a>   | Jasper   | 30°59'48"N  | 93°58'55"W   |
|                               | 62 | <a href="#">NEW</a>   | Odessa   | 31°47'40"N  | 102°35'15"W  |
|                               | 62 | <a href="#">NEW</a>   | Vidor    | 30°6'50"N   | 94°1'44"W    |
| <a href="#">Walker County</a> | 65 | <a href="#">K65HK</a> | Crockett | 30°48'42.3~ | 95°42'14.2"W |

## 19.1. FCC Rules 90.545 TV/DTV Interference Protection Criteria.

Public safety base, control, and mobile transmitters in the 764-776 MHz and 794-806 MHz frequency bands must be operated only in accordance with the rules in this section, to reduce the potential for interference to public reception of the signals of existing TV and DTV broadcast stations transmitting on TV Channels 62, 63, 64, 65, 67, 68 or 69. (a) D/U ratios. Licensees of public safety stations must choose site locations that are a sufficient distance from co-channel and adjacent channel TV and DTV stations, and/or must use reduced transmitting power or transmitting antenna height such that the following minimum desired signal to undesired signal ratios (D/U ratios) are met:

(1) The minimum D/U ratio for co-channel stations is 40 dB at the hypothetical Grade B contour (64 dB [micro] V/m) (88.5 kilometers or 55.0 miles) of the TV station or 17 dB at the equivalent Grade B contour (41 dB [micro] V/m) (88.5 kilometers or 55.0 miles) of the DTV station.

(2) The minimum D/U ratio for adjacent channel stations is 0 dB at the hypothetical Grade B contour (64 dB [micro] V/m) (88.5 kilometers or 55.0 miles) of the TV station or -23 dB at the equivalent Grade B contour (41 dB [micro] V/m) (88.5 kilometers or 55.0 miles) of the DTV station.

(b) Maximum ERP and HAAT. The maximum effective radiated power (ERP) and the antenna height above average terrain (HAAT) of the proposed land mobile base station, the associated control station, and the mobile transmitters shall be determined using the methods described in this section.

(1) Each base station is limited to a maximum ERP of 1000 watts.

(2) Each control station is limited to a maximum ERP of 200 watts and a maximum HAAT of 61 m. (200 ft).

(3) Each mobile station is limited to a maximum ERP of 30 watts and a maximum antenna height of 6.1 m. (20 ft.).

(4) Each portable (handheld) transmitter is limited to a maximum ERP of 3 watts.

(5) All transmitters are subject to the power reductions given in

Figure B of Sec. 90.309 of this chapter, for antenna heights higher than 152 meters (500 ft).

(c) Methods. The methods used to calculate TV contours and antenna heights above average terrain are given in Sec. Sec. 73.683 and 73.684 of this chapter. Tables to determine the necessary minimum distance from the public safety station to the TV/DTV station, assuming that the TV/DTV station has a hypothetical or equivalent Grade B contour of 88.5 kilometers (55.0 miles), are located in Sec. 90.309 and labeled as Tables B, D, and E. Values between those given in the tables may be determined by linear interpolation. The locations of existing and proposed TV/DTV stations during the transition period are given in Part 73 of this chapter and in the final proceedings of MM Docket No. 87-268.

The DTV allotments are:

| State        | City         | NTSC TV Channel | DTV Channel | ERP (kW) | HAAT (m) |
|--------------|--------------|-----------------|-------------|----------|----------|
| California   | Stockton     | 61              | 62          | 63.5     | 874      |
| California   | Los Angeles  | 11              | 65          | 688.7    | 896      |
| California   | Riverside    | 62              | 68          | 180.1    | 723      |
| California   | Concord      | 42              | 63          | 61.0     | 856      |
| Pennsylvania | Allentown    | 39              | 62          | 50.0     | 302      |
| Pennsylvania | Philadelphia | 6               | 64          | 1000.0   | 332      |
| Pennsylvania | Philadelphia | 10              | 67          | 791.8    | 354      |
| Puerto Rico  | Aguada       | 50              | 62          | 50.0     | 343      |
| Puerto Rico  | Mayaguez     | 16              | 63          | 50.0     | 347      |
| Puerto Rico  | Naranjito    | 64              | 65          | 50.0     | 142      |
| Puerto Rico  | Aguadilla    | 12              | 69          | 691.8    | 665      |

The transition period is scheduled to end on December 31, 2006. After that time, unless otherwise directed by the Commission, public safety stations will no longer be required to protect reception of co-channel or adjacent channel TV/DTV stations.

(1) Licensees of stations operating within the ERP and HAAT limits of paragraph (b) must select one of three methods to meet the TV/DTV protection requirements, subject to Commission approval:

(i) utilize the geographic separation specified in the tables referenced below;

(ii) Submit an engineering study justifying the proposed separations based on the parameters of the land mobile station and the parameters, including authorized and/or applied for facilities, of the TV/DTV station(s) it is trying to protect; or,

(iii) obtain written concurrence from the applicable TV/DTV station(s). If this method is chosen, a copy of the agreement must be submitted with the application.

(2) The following is the method for geographic separations.

(i) Base stations having an antenna height (HAAT) less than 152 m. (500 ft.) shall afford protection to co-channel and adjacent channel TV/DTV stations in accordance with the values specified in Table B (co-channel frequencies based on 40 dB protection)

and Table E (adjacent channel frequencies based on 0 dB protection) in Sec. 90.309 of this part. For base stations having an antenna height (HAAT) between 152-914 meters (500-3,000 ft.) the effective radiated power must be reduced below 1 kilowatt in accordance with the values shown in the power reduction graph in Figure B in Sec. 90.309 of this part. For heights of more than 152 m. (500 ft.) above average terrain, the distance to the radio path horizon will be calculated assuming smooth earth. If the distance so determined equals or exceeds the distance to the hypothetical or equivalent Grade B contour of a co-channel TV/DTV station (i.e., it exceeds the distance from the appropriate Table in Sec. 90.309 to the relevant TV/DTV station) an authorization will not be granted unless it can be shown in an engineering study (method 2) that actual terrain considerations are such as to provide the desired protection at the actual Grade B contour (64 dB[micro]V/m for TV and 41 dB[micro]V/m for DTV stations), or that the effective radiated power will be further reduced so that, assuming free space attenuation, the desired protection at the actual Grade B contour (64 dB[micro]V/m for TV and 41 dB[micro]V/m coverage contour for DTV stations) will be achieved. Directions for calculating powers, heights, and reduction curves are listed in Sec. 90.309 for land mobile stations. Directions for calculating coverage contours are listed in Sec. Sec. 73.683-685 for TV stations and in Sec. 73.625 for DTV stations.

(ii) Control and mobile stations (including portables) are limited in height and power and therefore shall afford protection to co-channel and adjacent channel TV/DTV stations in accordance with the values specified in Table D (co-channel frequencies based on 40 dB protection) in Sec. 90.309 of this part and a minimum distance of 8 kilometers (5 miles) from all adjacent channel TV/DTV station hypothetical or equivalent Grade B contours (adjacent channel frequencies based on 0 dB protection for TV stations and--23 dB for DTV stations). Since control and mobile stations may affect different TV/DTV stations than the associated base station, particular care must be taken by applicants to ensure that all the appropriate TV/DTV stations are considered (e.g., a base station may be operating on TV Channel 64 and the mobiles on TV Channel 69, in which case TV Channels 63, 64, 65, 68, and 69 must be protected). Since mobiles and portables are able to move and communicate with each other, licensees or coordinators must determine the areas where the mobiles can and cannot roam in order to protect the TV/DTV stations, and advise the mobile operators of these areas and their restrictions.

(iii) In order to protect certain TV/DTV stations and to ensure protection from these stations which may have extremely large contours due to unusual height situations, an additional distance factor must be used by all public safety base, control and mobile stations. For all co-channel and adjacent channel TV/DTV stations which have an HAAT between 350 and 600 meters, public safety stations must add the following DISTANCE FACTOR to the value obtained from the referenced Tables in Sec. 90.309 and to the distance for control and mobile stations on adjacent TV/DTV channels (96.5 km).

DISTANCE FACTOR = (TV/DTV HAAT-350) / 14 in kilometers, where HAAT is the TV or DTV station antenna height above average terrain obtained from its authorized or proposed facilities, whichever is greater.

(iv) For all co-channel and adjacent channel TV/DTV stations which have an antenna height above average terrain greater than 600 meters, public safety stations must add 18 kilometers as the DISTANCE FACTOR to the value obtained from the referenced Tables in Sec. 90.309 and to the distance for control and mobile stations on adjacent TV/DTV channels (96.5 km).

Note to Sec. 90.545: The 88.5 km (55.0 mi) Grade B service contour (64 dB[micro]V/m) is based on a hypothetical TV station operating at an effective radiated power of one megawatt, a transmitting antenna height above average terrain of 610 meters (2000 feet) and the Commission's R-6602 F(50,50) curves. See Sec. 73.699 of this chapter. Maximum facilities for TV stations operating in the UHF band are 5 megawatts effective radiated power at an antenna HAAT of 610 meters (2,000 feet).

See Sec. 73.614 of this chapter. The equivalent contour for DTV stations is based on a 41 dB [micro] V/m signal strength and the distance to the F(50,90) curve. See Sec. 73.625 of this chapter.

**S i m p l e**  
**P a r l i a m e n t a r y**  
**P r o c e d u r e**  
***Guidelines for Better Business Meetings***

*Martha Nall, Leadership Development Specialist*

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Have you ever been to an out-of-control meeting? A meeting where two or three items were discussed at once? A meeting where you never had a chance to express your views? A meeting where a vote was never taken and, in the end, the president made the final decision? Chances are you and several other members left the meeting feeling as if nothing was accomplished.

Meetings don't have to be that way. An orderly, well conducted meeting, on a community, county, area, or state basis, should be the goal of every officer and member. In order for a presiding officer to conduct a good business meeting, the entire membership should be informed of parliamentary procedure. Parliamentary procedure helps the officers and members follow a logical order in conducting a meeting.

Each member should consider the five principles of parliamentary law:

- Courtesy and justice to all.
- Consider only one thing at a time.
- The majority rules.
- The minority must be heard.
- The purpose is to facilitate action.

## 20.1. Parliamentary Courtesies

Courtesies are expected of all members.

1. Stand when addressing the president, as in making a motion, discussing a question before the house, or making a committee report.
2. Address the president as "Madam Chairman" or "Madam President."
3. Sit down promptly when finished talking.
4. Do not speak during the business meeting except when addressing the chair and then only after having been properly recognized.
5. Never talk or whisper to another member during the meeting.
6. Never stand to get recognition from the president when another member has the floor.
7. Confine discussion to the question before the group.
8. Refer to an officer by her official title, to members by "the member who spoke last" or otherwise designate members, but not by their names.
9. Willingly accept the decision of the majority.

10. Be punctual for club meetings.

## 20.2. Reminders for the Presiding Officer

1. Correct procedure should always be your goal.
2. If dealing with motions or amendments, always state the exact wording. Ask the secretary to read it if you forget how it was phrased.
3. Discussion is not in order until the motion has been stated by the chair.
4. The chair does not enter discussion while presiding. As a member of the assembly, the chair is entitled to his or her vote.
5. Always indicate clearly how a vote is to be taken. Never call for “the usual sign.”
6. Always call for the negative vote, saying, “Those opposed say ‘no.’”
7. Adoption of an amendment does not mean adoption of the main motion. Remember to state the main motion as amended.
8. It is better to say: “The motion is out of order” than “The member is out of order.”

## 20.3. Order of Business

An order of business or agenda is simply a plan for conducting the business of the group in a logical, organized manner. An agenda helps a meeting go smoother and faster, and lessens the possibility of items of business being overlooked or forgotten. Every meeting should have an agenda. A typical agenda or order of business is discussed below.

## 20.4. Agenda

1. *Call to Order.* The president calls the meeting to order after he has determined a quorum is present. The president says, “The meeting will come to order.”
2. *Opening Ceremonies.* Religious, patriotic, or other opening ceremonies prescribed by the organization, including a roll call if customary, are held at this time. Religious ceremonies, such as an invocation, precede other activities. The roll call should be the last part of the opening ceremonies.  
*Note:* Program may be inserted here (See #9).
3. *Reading of the Minutes.* The chair asks the secretary to read the minutes. Following the reading the chair asks, “Are there any corrections to the minutes?”

The chair responds, “The minutes are approved as read,” or “as corrected.”

4. *Reports of Officers and Standing Committees.* The chair recognizes officers who have reports. The secretary is asked to read correspondence. The treasurer is asked to give the treasurer’s report. Any other elected officers who may have reports are called upon. If the chair is uncertain about a report, the chair may ask, “Does the historian have a report?”

Standing committees are called on for reports in the order they are listed in the by-laws. Motions arising out of these reports should be handled immediately.

5. *Reports of Special Committees.* Any special committees who are to report should be called on in the order in which they were appointed.

6. *Unfinished Business.* When the minutes show that the decision on some item of business was postponed to the present meeting or that a question from a previous meeting is pending, it should be listed on the agenda under unfinished business. The chair should not ask, “Is there any unfinished business?” but simply proceed through the items listed. An idea discussed informally at the previous meeting and agreed to be brought up at the next meeting should be included under new business.

7. *New Business.* After unfinished business is taken care of the chair asks, “Is there any new business?” At this point members may introduce new items of business. As long as members are claiming the floor to introduce business, the chair may not deprive them of their rights by hurrying through the proceedings.

8. *Announcements.* When all new business has been handled and no member wishes to bring further items to the group for consideration, the chair proceeds to announcements. However, urgent announcements may be made by the chair at any point during the meeting.

9. *Program.* The program is usually presented before the meeting is adjourned since the group may want to take action as a result of the information provided. It is acceptable to have the program at the beginning of the meeting. To move the program to an unscheduled portion of the agenda, the chair simply says, “If there are no objections, we will have our program at this time.”

## **20.5.How to Present and Dispose of a Motion**

A motion is the method by which business is brought before an assembly. Motions may grow out of reports or other communication. Often a committee report, letter, or memorandum will introduce information the assembly wishes to take action on. The procedure used in handling a motion is described by the following series of steps.

### **Step 1: Obtaining the Floor**

Before a motion can be made, the member of the assembly first must obtain the floor; that is, the member must be recognized by the chair as having the exclusive right to

be heard. The chair must recognize any member who seeks to obtain the floor and is entitled to it. To be recognized, the member rises when no one else has the floor and addresses the presiding officer by the proper title, such as Mr. President, Madam President, or Madam Chairman. The chair normally recognizes the member by announcing the person's name or title or by saying, "The chair recognizes the member to my right." In a small group or where it is obvious only one person is seeking the floor, the chair may recognize that person by nodding to him. Once the member is recognized and has the floor, no one else may interrupt.

## **Step 2: Making a Motion**

A member makes a motion by simply stating, "I move that ...." As soon as the member has stated the motion he is seated. The member will have the right to speak first in debate, if he wishes, after the chair has stated the question. If the motion has not been heard it can be repeated by the maker, the chair, or the secretary. (Motion classifications are discussed later.)

## **Step 3: Seconding a Motion**

After a motion has been made another member seconds the motion by saying "I second the motion," or "Second." The member seconding a motion does not have to rise or obtain the floor. A second to a motion indicates that another member wishes the question to be considered by the assembly; it does not necessarily mean that he is in favor of the motion. If no one seconds a motion immediately upon its being made, the chair normally asks, "Is there a second to the motion?"

Once the motion is seconded the chair understands that there are at least two members of the assembly who wish to consider this question and he states the question, thus placing it before the assembly. The motion now belongs to the group and the maker may no longer withdraw the motion without the assembly's consent. If there is no second, the motion is not before the assembly and the chair moves on to the next item of business. Motions made by direction of a board or committee do not need a second since they are made by a majority vote within the committee and are desired by more than one member of the group.

## **Step 4: Debating the Motion**

Immediately after the chair states the motion he should ask, "Is there any discussion?" or "Are you ready for the question?" The person making the motion has the right to speak first and should be allowed to do so. The maker of the motion is not required to speak. However, if he chooses to do so he must speak in favor of the motion. During the discussion each member has the right to speak twice on the same question. No members may speak the second time as long as another member who has not spoken on the question desires the floor. Speakers must limit their remarks to the pending question. They should address the chair, speak in a courteous tone, avoid personalities, and under no circumstances attack or question the motives of another person. The

question, not the person, is the subject of debate. The presiding officer cannot close debate as long as any member wishes to discuss the question.

### **Step 5: Putting the Question (calling for a vote)**

When it appears that debate has ended, the presiding officer asks, “Are you ready for the question?” or “Is there further discussion?” If no one rises to obtain the floor the chair again states the motion and calls for the vote. “As many as are in favor, say ‘aye’, those opposed, ‘no.’” The vote is usually taken by voice vote, but may be a standing vote or by show of hands. The chair always asks for the negative vote, even when the affirmative appears unanimous. The maker of the motion is not allowed to speak against the motion but may vote against it.

### **Step 6: Announcing the Results**

The chair announces the result of the vote immediately, including:

- 1) Which side has won: Example: “The ayes have it.”
- 2) The result of the voting: Example: “The motion carries.”
- 3) The action that must result: Example: “The club will ....”

## 20.6. Classification of Motions

Motions are classified into four types depending upon their purpose.

1. Main motions are used to introduce a main item or question of business to the group. Only one main motion may be before the group at a time. It must be disposed of before another item may be considered. There are other procedural motions which may be considered, but only one main motion may be considered at a time.

2. Subsidiary motions will modify, defer, remove, or dispose of the main motion. Subsidiary motions take precedence over main motions; they must be handled first. They include motions to:

- lay an item of business on the table,
- close debate,
- limit or extend debate,
- postpone to a fixed time,
- refer to committee, and
- amend or postpone indefinitely.

3. Privilege motions relate to order and the rights and welfare of the members. They rank higher than subsidiary motions or main motions. They include motions to:

- call for the orders of the day,
- adjourn,
- recess,
- raise a question of privilege, and
- set the time to adjourn.

4. Incidental motions relate to procedures. Incidental motions have no rank and are considered before the motions from which they stem. Incidental motions include those that:

- appeal a ruling of the chair,
- suspend the rules,
- rise to a point of order,
- withdraw motions,
- reconsider,
- rescind, and
- take from the table.

## 20.7.Minutes

The minutes of the organization become the permanent record of the group's actions. The minutes are a record of facts, not opinion. They are a record of what happened and not the thoughts or feelings of members or officers. The secretary is responsible for recording and keeping the minutes of all meetings. They should be written clearly, in a manner that leaves no room to question actions taken by the assembly. An absent member should be able to read the minutes and have a clear understanding of the business transacted at the meeting. All names should be clearly recorded, such as Nancy Jones not Ms. Jones.

The following guidelines for writing minutes suggest a format which will aid the secretary in preparing the minutes of each meeting.

### Guidelines for Writing Minutes

1. Include in the first paragraph:

- the kind of meeting (regular, special, annual, etc.),
- the name of the group,
- the date, time, and place of the meeting,
- whether or not the president and secretary were present and, in their absence, the name of their substitute(s), and
- the disposition of the minutes of the last meeting.

#### Example

The regular meeting of the Summerville Extension Homemakers' club was held on September 3, 1985, at 7:00 p.m. at the home of Jane Smith, 444 Main Street, Summerville, KY. The president being the chair and the secretary being present, Mary Jones presented the devotion for the evening. Following the roll call of members, the minutes of the last meeting were approved as read.

2. The body should include a separate paragraph for each subject matter and should show:

A. All main motions or motions to bring a main question before the assembly, the exception being motions which were withdrawn. When recording a motion, include:

- the exact wording of the motion as adopted or otherwise disposed of, the disposition of the motion, including temporary disposition, and any primary or secondary amendments and all adhering secondary amendments that were pending, and
- usually, the name of the person making the motion in all important motions

B. All points of order and appeals, whether sustained or lost, and reasons given by the chair for the ruling.

**Example**

The treasurer reported a disbursement of \$15.75 to the Summerville Florist for the annual meeting centerpiece, leaving a balance of \$168.15 as of September 2, 1985.

The scholarship committee report was received and placed on file.

The special committee that was appointed to investigate the possibility of the club contributing to the “Community Pantry” reported. Joan Thomason, the chairman, moved that each club member bring canned or packaged food items to the October, November, and December meetings to be contributed to the community project. After debate, the motion was adopted.

Lori Brown moved that the club pay the \$5.00 registration fee and the luncheon costs for both the club president and vice president who will be attending the State Homemakers’ Leadership Workshop in Lexington, KY, November 10-12. The motion was seconded and carried.

The president announced the next meeting would be October 5 at Liz Trotter’s home, 615 Appleton Way at 7:00 p.m.

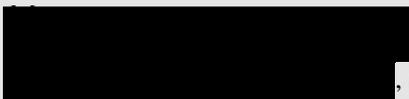
The president introduced the program, “Weight Reduction with a Balanced Diet” presented by June Chaney and Barbara Dillon.

3. Closing

- A. The last paragraph of the minutes should contain the hour of adjournment.
- B. The minutes should be signed by the secretary or the person who took the minutes.

The meeting adjourned at 9:30 p.m.

**Example**

, Secretary

## **20.8. Treasurer's Report**

At each meeting of the organization, the chair may ask for a report from the treasurer. This report may be a statement of the balance on hand or the balance minus outstanding obligations. This report requires no action by the group.

However, the treasurer is required to make a full financial statement once a year and in some cases more often. An annual report always should be audited. If an annual report has not been audited prior to the meeting, the chair will say, "The financial report will be referred to the auditing committee."

When the amount of money is quite large, it is advisable to use independent accountants. This can be expensive and should be budgeted. In many organizations the financial statements are audited by two or more of its members. This committee is usually appointed in advance of the annual meeting and the financial statement is prepared early to assist the committee in completing their work.

When the auditor's report consists of an endorsement of the treasurer's financial report by stating that it has been found to be correct, the treasurer can simply read this statement at the end of the report. If needed, the chairman of the auditing committee can present a detailed report at this time. The chair then asks the members if they want to adopt the auditor's report. The adoption of this report simply relieves the treasurer of responsibility for the period covered in the report, except in case of fraud.

If the auditor finds the treasurer's books incorrect, the assembly may approve the auditor's report and consider the incorrect handling of funds as an item under new business. Or, the assembly may choose not to approve the auditor's report and may ask for a new auditor.

The form and content of the financial report will depend on the size of the organization, frequency of reporting, the nature of the activities, etc. The financial report is made to provide information to the members. A report of details and separate payments that make it difficult to understand should be avoided.

## **20.9. Elections of Officers**

The bylaws of the group usually specify the procedure for the election of officers of the organization. However, if this is not the case for your group, the following procedures may be used.

### **Nominations**

Nominations can be secured in several ways. The two most common are nominations from the floor and nominations by committee.

## **Procedure for floor nominations**

For nominations from the floor, the chair declares the floor open for nominations and any member may nominate another member. The chair does not have to recognize the member for a nomination to be made. The member simply stands and says, "Madam Chairman, I nominate Susie Martin." No second is required for a nomination. Unless an objection is made, a member may nominate more than one person for an office, as long as there are not other members wishing to nominate someone. The same person can be nominated for more than one office. If elected to more than one office, the member may choose the office he prefers. If the member is absent the group will decide by vote and then elect a person to fill the other office.

**Chair/President:** *"Nominations are now in order for the office of president."*

**Member:** *"I nominate Ms. A."*

**Chair/President:** *"Ms. A is nominated. Are there any further nominations for the office of president?"*

The chair proceeds in this manner through all offices in the order the offices are listed in the by-laws, until nominations have been made for each office

## **Procedure for committee nominations**

If a nominating committee is used, it should be elected by the members of the organization or the executive board. The president should not appoint this committee, nor be an ex-officio member of the committee. In most organizations the bylaws will provide guidelines for an election using a nominating committee. Any member of a nominating committee also may become a nominee for an office. Normally members of the committee will contact each person they wish to nominate to ensure that the candidate will accept the position if elected.

The reporting procedure to be used by the nominating committee is usually specified in the bylaws. Often it is prior to the meeting where the election is to take place. It always should be formally presented at a regular meeting even if the membership has had prior notification.

**Chair/President:** *"Will the chairman present the report of the nominating committee."*

**Chairman of nominating committee:** *"Madam President, the nominating committee submits the following nominations: For president, Mrs. A; for vice president, Mrs. B; and for secretary-treasurer, Mrs. C." (continue for all vacancies)*

**Chair/President:** *"Mrs. A has been nominated for president. Are there any further nominations for president?"*

(If there is a nomination from the floor the chair repeats the name of the nominee.

*“Mrs. D has been nominated for president. Are there any further nominations?”*

**Chair/President:** *“Mrs. B has been nominated for vice president.” Are there any further nominations for vice president?”*

(The chair proceeds in this manner through all offices.)

*“Are there any further nominations for any of the offices? [pause] Hearing none, the chair declares the nominations closed.”*

## Voting

As with nominations, most organizations will have a prescribed method, or an established custom, in the bylaws for voting. Election by ballot generally is used by organizations; however, the viva voce also is appropriate when the election is largely uncontested and when the bylaws do not require a ballot vote.

### Election by Ballot

If no voting takes place before all nominations are closed, one ballot may be used. When nominations are known prior to the meeting, ballots may be prepared in advance. Space should be left on the ballot for writing in additional nominations for each office.

The chair appoints tellers to distribute, collect, and count the ballots. The number of tellers varies depending on the size of the voting assembly. It is the tellers' responsibility to see that no member casts more than one ballot. This voting procedure also should be fixed by rule or custom. When everyone seems to have voted, the chair asks, “Have all voted who wish to do so?” If there is no response, the chair says, “If no one else wishes to vote, [pause], the chair declares the polls closed.” The tellers collect the ballots and begin counting the votes, usually in another room.

In recording the ballots, tellers should be instructed to:

- not include blank ballots or blanks on a ballot in determining the total number of votes cast,
- accept ballots which may contain small technical errors such as a misspelled name,
- declare illegal two or more ballots folded together,
- declare illegal sections of ballots where the member votes for more than one candidate for an office and no clear choice can be determined, and
- declare illegal unintelligible ballots. If the number of unintelligible ballots will affect the outcome of the election, the chair of the tellers should report this to the chair who will ask the assembly to decide how these ballots should be recorded.

All illegal ballots should be counted in determining the total number of votes cast for figuring the majority. However, no candidate benefits with a vote from an illegal ballot. (The same applies to motions.)

Following the counting, the chairman of the tellers prepares a report which contains:

- the number of votes cast,
- the number required for a majority,
- the number received by each nominee, and
- the number of illegal votes.

The chairman of the tellers addresses the chair, reads the report, and hands it to the chair. The chair reviews the written report and declares the winners. If one or more of the candidates does not receive a majority of votes, the chair/president announces, “No election,” and directs that new ballots be distributed for the office where no candidate was elected. The procedure is repeated until one candidate is elected. No name is removed from the ballot unless so directed in the bylaws.

### **Election by Viva Voce**

This method is generally used where the bylaws do not require voting by ballot and a candidate is unopposed. However, it also may be used when there is more than one candidate for an office by using the following procedure:

**Chair/President:** *“Those in favor of Mrs. A for president, say ‘aye.’ Those opposed ‘no.’”*

If a majority vote for Mrs. A... *“The ayes have it and Mrs. A is elected president.”*

If the no’s have a majority...

*“The no’s have it and Mrs. A is not elected president. Those in favor of Mrs. B [the next nominee] say ‘aye.’ Those opposed ‘no.’”*

When a candidate receives a majority she is declared the winner and no other candidates are voted on. The chair moves on to the next office for which an election is being held.

When using this procedure, the members wishing to vote for a later candidate must vote against those preceding him or her. This is considered to give an unfair advantage to those voted on earlier in the procedure.

## **20.10. Conclusions**

Every member of the organization should know the basic rules of parliamentary procedure. The presiding officer will find it helpful to learn more rules than are used. Practice will ensure smooth meetings and fairness to all. The use of parliamentary procedure in all meetings will help the group transact business efficiently, protect the

group from leaders who dictate policies, and protect the rights of each individual in the group.

Remember, if you are overly strict with rules and procedures, members may be afraid to speak up. Parliamentary rules, like all other rules, should be applied with common sense

## 20.11. Parliamentary Terms to Know

Before parliamentary procedure can be effective, members must be familiar with frequently used terms.

**Adjourn** - to end a meeting

**Amend** - changing a main motion by striking out, inserting, adding to, or substituting

**Chair** - the presiding officer; “addressing the chair” means speaking to the president or chairman

**Debate** - the parliamentary name given to the discussion of a motion

**Division of the House** - voting by standing and counting

**Ex Officio** - by virtue of the office; a member of the committee by virtue of being president may vote unless specified otherwise in bylaws

**Floor** - the privilege of speaking before the assembly

**Majority** - one more than half of the number voting; if 10 ballots are counted, six would be a majority.

**Minutes** - official record of business transacted in a meeting

**Motion** - a formal proposal for action by the group

**Question** - the item of business before the assembly for vote

**Quorum** - the number or proportion of members required to be present for business to be transacted.

**Resolution** - a form of main motion which may or may not have a preamble describing the reasons for the proposal

**Second** - motions are seconded by a member of the assembly; an action which indicates interest of at least a second member in bringing the question before the group

**Table** - a motion “to table” allows the assembly to put aside the pending question temporarily when something more urgent has arisen

**Viva Voce** - (v§-va-vÇ-c') by word of mouth, spoken, oral

## 20.12. Copyright Notice

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