Board of Directors

Orientation Manual*

* Compiled 2016 by J. Anthony Cavell
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National Society of Professional Surveyors, Inc.

Membership is open to all professional surveyors and to persons trained, registered, or interested in the profession of surveying and mapping.

NSPS strives to establish and further common interests, objectives, and political effort that would help bind the surveying profession into a unified body in the United States.

NSPS aims to:

- Advance the sciences and disciplines within the profession;
- Enhance the image of the surveying profession in the eyes of the public; build self-esteem and professionalism;
- Encourage cooperation between the public and private practices;
- Establish channels of communication with other societies and assist in the exchange of information on laws, education, professional practice, and other concerns; promote the profession through an active public relations program;
- Advance the protection of public welfare relative to surveying and mapping issues.
- Encourage high standards of ethical and professional behavior;
- Promote public faith and confidence in the profession;
- Support new practical methods of surveying; promoting good business practice;
- Monitor national and state laws and regulations;
- Encourage improved higher education curricula for surveyors;
- Honor persons for service to the public, the surveying profession, and the NSPS Foundation Inc.;

The National Society of Professional Surveyors Inc. is governed by a Board of Directors. The NSPS Board of Directors meets twice per year. NSPS has working agreements with state surveying organizations, which are represented on the NSPS Board of Directors, and with the NSPS Foundation, Inc.

By-laws & Articles of the National Society of Professional Surveyors, Inc.
The most current published edition of the by-laws may be found at [http://www.nsps.us.com/?page=Bylaws](http://www.nsps.us.com/?page=Bylaws).

The NSPS Articles of Confederation may be found at [http://www.nsps.us.com/?page=ArticlesofIncorp](http://www.nsps.us.com/?page=ArticlesofIncorp).

NSPS Strategic Plan

Goal 1: Enhance and improve the professional image of surveyors

Objective A: Update the definition of surveying to reflect utilization of new technologies, data, and applications

- Promote adoption of the NCEES model law by state legislatures
- Advocate the surveying profession as a foundation to broader engineering, geospatial, geographic information systems (GIS) and other growing activities beyond boundary-related services and data
- Leverage new and emerging markets, such as geocaching, positioning technology, building information modeling (BIM), GIS, precision measurement, land administration, scanning, asset management, etc. to improve the economic well-being of surveyors and to increase their market share
- Assure current, accurate, and progressive government classifications of surveyors
Objective B: Support education programs to develop the next generation workforce

- Promote 4-year surveying degree laws in all 50 states
- Advocate for more 4-year degree programs in surveying and related geospatial disciplines and include involvement of educators and learning institutions
- Promote surveying as a modern and historic profession to students at K-12 level
- Secure grant funding to improve and enhance Trig-Star
- Develop student directed educational program to encompass History, Geography, and other like disciplines

Objective C: Implement a program of continuing education that meets member needs

- New Markets, Technologies & Applications
- Business Management

Goal 2: Expand and strengthen government affairs efforts

Objective A: Promote legislation and government programs that maximize the utilization of surveying and geospatial data, services, and technology to solve global, national, state, and local problems

- Seek legislation to increase utilization of surveying in government programs
- Support budget and appropriations of government agencies that utilize surveying data and services
- Work for enactment of the Federal Land Asset Inventory Reform (FLAIR) Act, the Digital Coast Act, the Map It Once, Use It Many Times Act, and other similar legislation
- Support the 3-dimensional elevation program (3DEP) and other "...for the Nation" surveying and geospatial data programs
- Advocate for a reorganization of Federal surveying and mapping activities to better coordinate and utilize geospatial technologies

Objective B: Advocate for legislation, regulations and government policies that promote and enforce use of the qualifications based selection (QBS) process for selection of firms for surveying services

- Keep members, legislators, government officials, end users educated on the benefits of QBS
- Provide assistance to members on enforcement of existing QBS laws and regulations
- Establish a process by which state licensing boards assist with enforcement of existing QBS laws and regulations
- Take appropriate legislative, administrative or legal action to assure proper enforcement of QBS
- Work with other like-minded organizations and activities to promote QBS
- Implement a public relations strategy to coordinate media articles, presentations and other collateral materials and activities to promote QBS
- Develop education and training materials for public agency personnel to further the understanding and utilization of the QBS process
- Seek Federal and State legislation to implement, clarify and expand the reach of QBS for surveying and mapping services
- Work with COFPAES to draft legislation for introduction in Congress to update the Brooks Act, including the definition of services covered, as well as subcontracts and grants
- Work with state affiliates and other organizations to promote mini-Brooks Act legislation in the state legislatures
- Educate government personnel on estimating and negotiating contracts in the QBS process
Objective C: Create a direct communication between NSPS national government affairs and the state affiliates

- Provide a direct link on the NSPS web site to surveying laws in all 50 states, including licensing, QBS, right of entry, “mechanics liens”, liability limitation, etc.
- Facilitate information and experience-sharing on state legislation among and between state affiliates

Objective D: Foster greater individual member and state affiliate participation in national government affairs efforts

- Create a Political and Legislative Alert Team (PLAT) to identify NSPS members who have relationships with their Congressmen and Senators and mobilize such members on legislative action
- Build a more effective “Hill Day” in Washington, DC, tied to other activities to give members more value and justification for participation
- Set 2-year (election cycle) goals for PAC fundraising and implement programs and activities to raise the amount in the goal
- Work with other geospatial and engineering organization PACs to leverage contributions to candidates

Goal 3: Grow and strengthen NSPS as a national professional society and improve its value to the members

Objective A: Establish NSPS as the voice of the profession

- Expand public relations and communications with outside audiences
- Strengthen government relations program
- Enhance NSPS role in ABET, NCEES, FIG and other organizations
- Establish liaisons and communications with allied and client organizations
- Conduct studies to quantify the value of surveying to other business, industries and professions, the U.S. economy, and the quality of life of all Americans
- Assure NSPS representation on relevant Federal and state government policy, advisory, and coordination committees

Objective B: Represent the majority of professional surveyors in the United States through growth of NSPS

- Actively seek all qualified surveyors for membership
- Become a forum for grass roots surveyors, particularly as small business owners
- Strengthen, expand and promote membership programs, such as insurance, education, etc.

Objective C: Create a venue and forum for special interest groups of surveyors within NSPS

- Provide a forum for surveyors in government, private practice, and academic instruction, respectively
- Assist members in private practice with business management improvement
- Embrace individuals in the broader surveying and geospatial community who practice in related disciplines, including those not in activities requiring a license
- Establish a program to attract and engage equipment manufacturers as sustaining members

Objective D: Promote certification programs (CST, Hydrographic, Floodplain Surveyor, CFedS)

- Enroll more individuals in existing certification programs
- Identify areas where there is a need for new and additional certification programs
- Seek recognition of certified individuals on applicable surveying services contracts
Goal 4: Enhance NSPS communications activities to more effectively engage members and Affiliates

Objective A: Improve existing communications vehicles and establish new media and means of communications among members
- Redesign the website and improve direct email program
- Create stronger communications channels with state and local organizations
- Facilitate communication and interaction with and among state organization executive directors
- Provide social media training for state executive directors, governors and members at large
- Create a website committee

Objective B: Increase the use of new and traditional media to disseminate news and information about NSPS to the public
- Increase the frequency of news releases
- Strengthen relationships with publications
- Implement use of video, webinars, tele-town halls, and other media
Procedures

NSPS Policies
We need a link to and/or an outline of the headings for policies

Parliamentary Procedures at a Glance

*Summary Version of Robert's Rules of Order*

Note: NSPS has always referred to Robert's Rules for arbitration of procedures not specifically covered in the NSPS By-laws, or Articles. Recently the society formally adopted Robert's Rules for such a purpose and with this in mind it is prudent to take steps that all who may participate in NSPS meetings are given at least a useful summary of the rules of order. This document serves that purpose. The *Summary Version of Robert's Rules of Order* was edited by J. Anthony Cavell, vice president in 2014.

**ROBERT'S RULES OF ORDER FOR FAIR & ORDERLY MEETINGS & CONVENTIONS**

*Summary Version*†

*Robert's Rules of Order for Fair and Orderly Meetings & Conventions* provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and using the same terms.

The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair deliberation of the issues involved.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action! *Robert's Rules* provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should either application or ignorance of the rules be allowed to intimidate or limit full participation.

The assembly rules – it has the final say on everything! Silence means consent!

**Procedure**

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman (President, Mayor, &c., as appropriate). Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chairman before speaking!
- Debate cannot begin until the Chairman has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the Chairman calls for the vote!
- Before the Chairman asks for a vote (the question) members may suggest modification of the motion; the Mover can modify as he pleases, or even withdraw the motion without consent of the Seconder; if Mover modifies, the Seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chairman! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

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- All remarks must be directed to the Chairman. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege**: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry**: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information**: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda)**: A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order**: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion**: Brings new business (the next item on the agenda) before the assembly
- **Divide the Question**: Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph**: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend**: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion**: Applies only after question is stated; Mover can accept an amendment without obtaining the floor
- **Commit/Refer/Recommit to Committee**: State the committee to receive the question or resolution. If no committee exists, include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate**: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate**: Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time**: State the time the motion or agenda item will be resumed
- **Object to Consideration**: Objection must be stated before discussion or another motion is stated
- **Lay on the Table**: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table**: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider**: Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely**: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question**: Closes debate if successful – is actually a motion to "Close Debate".
- **Informal Consideration:** Move that the assembly go into *"Committee of the Whole"* - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal. Very similar, in effect, to NSPS’ Board of Governors.

- **Appeal Decision of the Chairman:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified
Committees

1. President
   1.1. -- Executive Committee (Current President is chairman)
   1.2. -- NSPS/ACSM Fellows (Chairman selected by Fellows group)
2. Admissions - (Standing Committee) (Should move to Membership)
3. Budget and Finance - (Standing Committee)
4. Bylaws and Resolutions - (Standing Committee)
   4.1. -- Subcommittee for Policy Review (Standing Committee)
5. Certification
   5.1. -- Subcommittee for Certified Federal Surveyor
   5.2. -- Subcommittee for Certified Floodplain Surveyor
   5.3. -- Subcommittee for Certified Geodetic Surveyor
   5.4. -- Subcommittee for Certified Hydrographic Surveyor
   5.5. -- Subcommittee for Certified Survey Technician
6. Education
   6.1. -- Subcommittee for Accreditation Board of Engineering and Technology (ABET)
   6.2. -- Subcommittee for Student Competitions
   6.3. -- Subcommittee for Student Scholarships
7. External Affairs (liaisons to Separate entities)
   7.1. -- Subcommittee for American Association for Geodetic Surveying (AAGS)
   7.2. -- Subcommittee for American Bar Association (ABA)
   7.3. -- Subcommittee for American Consulting Engineers Council (ACEC)
   7.4. -- Subcommittee for Association of Petroleum Surveying & Geomatics (APSG)
   7.5. -- Subcommittee for American Society of Photogrammetry and Remote Sensing (ASPRS)
   7.6. -- Subcommittee for Bureau of Land Management (BLM)
   7.7. -- Subcommittee for Cartography and Geographic Information Society (CAGIS)
   7.8. -- Subcommittee for County Surveyor Forum
   7.9. -- Subcommittee for Federal Emergency Management Agency (FEMA)
   7.10. -- Subcommittee for Fédération Internationale des Géomètres (FIG)
   7.11. -- Subcommittee for Geographic and Land Information Society (GLIS)
   7.12. -- Subcommittee for International Right-of-Way Association (IRWA)
   7.13. -- Subcommittee for National Geodetic Survey (NGS)
   7.14. -- Subcommittee for Professional Surveyors Canada (PSC)
   7.15. -- Subcommittee for Society for Mining Metallurgy & Exploration (SMME)
   7.16. -- Subcommittee for Surveyors Historical Society (SHS)
8. Government Affairs - (Standing Committee)
   8.1. -- Subcommittee for Railroad Right-of-Way and Monumentation (RR-ROW&M)
   8.2. -- Subcommittee for State and Local Government
9. Membership - (Standing Committee)
   9.1. -- Subcommittee for Awards
   9.2. -- Subcommittee for Benefits
   9.3. -- Subcommittee for Development
   9.4. -- Subcommittee for Retention
10. Nominations and Elections - (Standing Committee) (usually Past President)
    10.1. -- Subcommittee for Election Tellers
11. NSPS Foundation (liaison to Separate entity)
12. NSPS Political Action (PAC) (liaison to Separate entity)
13. Past Presidents Council (Current Past President)
   13.1. -- Subcommittee for Strategic Planning
14. Professional Practice
   14.1. -- Subcommittee for Government Practice
   14.2. -- Subcommittee for National Council of Examiners for Engineering and Surveying (NCEES)
   14.3. -- Subcommittee for NCEES Participating Organizations Liaison Council (POLC)
   14.4. -- Subcommittee for Private Practice
15. Professional Standards
   15.1. -- Subcommittee for American Land Title Association (ALTA/NSPS)
16. Public Relations
   16.1. -- Subcommittee for Trig-Star
   16.2. -- Subcommittee for Youth Outreach
17. Young Surveyors Network
   17.1. -- Young Surveyors Network Liaison (might move to External Affairs)

The committee list including chairmen may be found at http://www.nsps.us.com/default.asp?page=CopyofNSPS_commit.

Operations Manual for Standing and Special Committees
An organization is legally responsible for actions taken by any of its members when:

The member speaks for the organization, and the member speaks within the scope of his apparent authority.

   “… principals are liable when their agents act with apparent authority and commit torts analogous to the antitrust violation presented by this case.”

   “… principal is liable for an agent’s misrepresentations that cause pecuniary loss to a third party, when the agent acts within the scope of his apparent authority.”

   “… principal is responsible if an agent acting with apparent authority tortiously injures the business relations of a third person.”

   “… In other words, ‘one who appears to have authority to make statements for the principal gives to his statements the weight of the principal’s reputation,’” (ASME v. Hydrolevel, 1982)

The NSPS Operations Manual for Standing and Special Committees covers in some detail the operation of committees. It is available as a separate document. It is included in the packet of documents for NSPS Director Orientation. The Table of Contents includes:

I. Organization and Administration of NSPS Committees
   a. Authorities, Make-up, & Guidelines
II. Making A Committee Work
   a. Activities, Tasks, & Reports
III. Structure and Operation of NSPS Committees
   a. Standing & Special Committees, Liaisons, & Delegates

Supplement to the Operations Manual for Standing and Special Committees
Supplements to the Manual may be drawn up from time to time, usually annually, to provide the names and addresses of committee chairmen and other details that may vary from year to year. The website is the logical place for the publication of supplements in the future.
Duties

Duties of the members of the Board of Directors of NSPS

“The Directors shall assist the officers of NSPS in the management of the affairs of NSPS and furnish counsel to and participate in all the official actions of the Board of Directors. It shall be the duty of the Directors to bring action items directly from their representative membership to the Board of Directors for action and to attend State Affiliate meetings. They shall, at the Annual Meeting, select members of the Board of Directors to serve on the Executive Committee. The selection process shall be determined and approved, from time to time, by a majority vote of the Board of Directors at a regular meeting and made part of NSPS Policy.”

As a result of the successful Joint Membership Program the number of members has grown significantly and so has the size of the Board of Directors. Additionally, the former Board of Governors is dissolved, all of which makes the work of committees crucial to the proper operation of the whole. Directors are expected to participate as members of one or more committees. A director should inform the President of an interest to serve on a committee and be open to a request to serve. A director should also stay alert for others who may be able to contribute to NSPS through committee work. Such a person would likely be an NSPS member, but in more than a few instances someone from outside the NSPS membership may be an excellent nomination.

Duties of the President of NSPS

The President is the chief executive officer of NSPS, subject to the overall guidance and supervision of the Board of Directors.

The President shall preside at all meetings of the membership, act as Chairman of the Board of Directors, and the Executive Committee, and is empowered to call meetings.

The President appoints the chairs of all committees and of all special committees and task forces.

The President is an ex-officio member of all committees.

Duties of the President-elect of NSPS

The President-Elect assumes all the duties and responsibilities of the President in the absence of the President.

The President-Elect is responsible for timely reports to the Board of Directors.

The President-Elect acts as liaison on behalf of the President to all committees.

Duties of the Vice President of NSPS

The Vice President assumes all the duties and responsibilities of the President-Elect in the absence of the President-Elect.

The Vice President is responsible for coordination of committee activities and for timely reports to the Board of Directors of all committees.

Duties of the Secretary of NSPS

The Secretary fulfills the duties including, but not be limited to:

- Compilation and prompt distribution of minutes of all meetings of the membership, the Board of Directors, and the Executive Committee;
• Maintaining proper mailing lists for NSPS, including officers, directors, committee chairs and Affiliate Delegates, and
• The distribution thereof to all concerned; acquisition and prompt distribution of stationary to the various NSPS personnel following the Annual Meeting;
• Seeing that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
• Be custodian of the corporate records and of the seal of NSPS (if any);

Duties of the Treasurer of NSPS
The Treasurer fulfills the duties including, but not be limited to:

• Assistance in the preparation of a detailed annual budget for presentation to the Board of Directors;
• Having charge and custody of and be responsible for all funds and securities of NSPS;
• Receiving and giving receipts for moneys due and payable to NSPS from any source whatsoever; and
• Depositing all such moneys in the name of NSPS
• Responsible for the preparation of all checks and disbursements of NSPS funds;

Duties of the Past President of NSPS
The Immediate Past President lends the advantages of his or her experience to the successful achievement of all NSPS objectives and shall perform such duties as may be prescribed by the President or the Board of Directors from time to time.
Meetings & Forms

The Agenda -
The more serious an issue is, the more the reason to insist that the issue be included on the agenda, and that the agenda includes explicit starting time for each major section. (The easiest way to defeat an issue is to take so much meeting time that the issue never comes up. If the agenda specifies times for the major sections, you can always assure that your issue will be addressed before the meeting is adjourned.)

An agenda according to Robert's, Rules with commentary.

1. **Reading and approval of the minutes.** The Form of the Minutes are as follows:

   *At a [regular] meeting of the NSPS, held in [their hall], on [Thursday evening, March 19, 2014], the president in the chair, and Mr. [N] acting as secretary, the minutes of the previous meeting were read and approved.*

   *The Committee on [Applications] reported [the names of Messrs. C and D as applicants for membership], and on motion of [Mr. F they were admitted as members].*

   *The committee on [....] reported through Mr. [G] a series of resolutions, which were thoroughly discussed and amended, and finally adopted, as follows:*  

   **Resolved, That..................................................**

   *On motion of Mr. [L] the society adjourned at [10 P.M.]*

   *[R........ N........], Secretary.*

2. **Reports of Officers,** (This includes correspondence, president’s, secretary’s, treasurer’s report, &c. Treasurer’s report is never adopted or voted upon unless it has been audited. However, a budget is.)

3. **Reports of Boards** (The ExComm fits this category)

4. **Reports of Standing & Special Committees.** (Usually Standing committees precede special committees but NSPS reports often follow the NSPS committee numbering. Each report might conclude with a motion which the assembly must address.) The Form of a Report follows:

   *(Name of Committee)*

   **2014 Annual Report to the Board**

   *Prepared by:*

   *(Committee Chairman)*

   **Abstract:** *(Provide a brief statement about the work of the committee. It can be just a sentence or two about when the committee met and what was discussed and accomplished.)*

   **Charges:** *(Repeat each charge and summarize the actions taken by the committee to address the charge. List any recommendations for action necessary by NSPS in order to complete charges. If no action is taken, say so and give the rationale.)*
**Recommendations:** *(List any recommendations for action that were not covered in the charges above. List recommended initiatives for the coming year.)*

**Motions to Be Considered by The Board of Directors:** *(Attach the appropriate motion form, with rationale and financial impact to your report.)*

**Committee Members:** *(List the names of all active committee members and board liaison. Recommend future leaders for the committee.)*

(\textit{Signature})

5. **Special Orders.** (Any motion which was adopted as a Special Order mandating that the motion will be dealt with before the meeting is adjourned.)

6. **Unfinished Business and General Orders.** (Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section.)

7. **New Business.** (It is best to anticipate issues the membership may present, or else be embarrassed by the complications. Also, at this time announcements, educational programs, and speakers are introduced.) The form of a motion may be found in a section below.

8. **Adjournment.** (A motion to adjourn may be made at any time of the meeting. The assembly should never be forced to meet longer than it is willing to meet.)

Asking the BoD to Act; Making a Motion

As a member of the Board of Directors, one is responsible for deliberating and recommending actions for the good of NSPS. Such considerations, within a meeting, require one to “move” (make a motion) that the board consider (act on) something. A motion must be significant to more than one individual so it requires a “second” (another member who want to have the discussion). Without a second, a motion fails. If the motion is discussed in the board, once the opinions have been voiced and the matter of any amendments cleared, it is put to a vote or referred to committee. A motion is most often sent to committee for recommendation; which reported recommendation is a seconded motion that will be discussed and disposed of.

Below are some important things to remember about making and discussing motions.

- **Speaking without recognition:** Rise and address the chair (“Mr. President” or “Madam Chairman”) and seek recognition. When you make a motion, propose your action as exactly and specifically as you can. Leave no doubt as to what it is you're asking the membership to agree to.

- **Calling the question:** Often somebody is tempted to call out, "I call the question!" Calling out without first obtaining the floor is rude. The members should know that calling the question actually requires a formal motion from a member after being recognized by the chair. Generally, the presiding officer waits until it's clear no one else wants to speak to the issue;

- **Moving to "Table!":** The motion to Lay on the Table is used to set a pending motion aside temporarily in order to take up something else more pressing. (To kill a main motion, move to Postpone Indefinitely.)
- "Reconsidering" a vote: Under Robert's Rules, reconsider has a very specific meaning, you can reconsider only with respect to a decision made in the current meeting. The significance is that if the motion to reconsider fails, the topic is closed for the remainder of the meeting.

- Offering friendly amendments: Often a well-intended member offers, "I want to make a friendly amendment." The fact is, once a motion is on the floor, the maker of the motion no longer owns it. Any motion to amend a main motion depends upon the acceptance of the assembly, not the person who made the original motion. The correct thing to do is to simply get recognition of the chair, move your amendment, and tell the membership why you're offering the amendment.

- Making a motion to accept or receive reports: Motions to accept or receive reports after they're presented shouldn't be entertained. The chair should simply thank the reporting member and go on to the next item of business. Sometimes, a report contains recommendations or suggests the need for the group to take some specific action (as with many committee reports). In those cases, the presiding officer states the question on the motion that arises from the report, and not on whether to receive, adopt, or accept the report.
# NSPS BOARD MEETING MOTION FORM

(Use this form to request items be placed on the NSPS Board Meeting agenda.)

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>Location:</th>
<th>Agenda Item #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and Title of maker of the motion:

Name and Title of second to the motion:

Agenda item title: _________________

**Rationale:** (i.e., why is recommendation made, how much will it cost, when it should be done, and possible alternatives? Brevity is good but thoroughness is important. Attachments may be made if necessary.)

Whereas, _________________

Whereas, _________________

Whereas, _________________

Whereas, _________________

Whereas, _________________

Whereas, _________________

Whereas, _________________

**Actual motion.**

Therefore, I move _________________

Therefore, I move _________________

Therefore, I move _________________

Therefore, I move _________________

Therefore, I move _________________

Therefore, I move _________________

Therefore, I move _________________

**Action Taken:** _________________  **Person responsible for implementation:** _________________

**Projected Cost:** _________________  **Schedule:** _________________
Affiliate Report Form
Reports from affiliates are crucial to maintaining communications and enable cooperation between affiliates and all of NSPS. Reports should be made annually, at a minimum. A report should contain the following.

<table>
<thead>
<tr>
<th>Report date:</th>
</tr>
</thead>
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<td>Association Name:</td>
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<tr>
<td>Executive Secretary:</td>
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<td>Next Annual Meeting:</td>
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<tr>
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<tr>
<td>Delegate to NSPS Board of Directors:</td>
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<td>Items of interest to NSPS:</td>
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<td>Legislative issues of concern:</td>
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<td>Causes for NSPS Action:</td>
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