

Missouri Valley Rules of Order For Asefah

Revised By Rebecca Bloom, President 2015-2016 / 5775-5776

Participants of Asefah

The TYG delegates are responsible for casting the votes and voting on behalf of their TYG. Delegates are allowed to speak during debate and discussion, so long as they follow MV's Rules of Order. Each TYG is allowed two non-voting observers to attend Asefah. These observers may only communicate with the delegates from his or her TYG during Asefah. In addition, one advisor from each TYG may attend as a non-voting observer.

Determining Number of Delegates

As found in Article 9, Section 7 of the Missouri Valley Constitution, votes will be distributed as follows:

0-2 member average	= ****
3-4 member average	= 2 Votes
5-10 member average	= 3 Votes
11-20 member average	= 4 Votes
21-30 member average	= 5 Votes
31-40 member average	= 6 Votes
41-50 member average	= 7 Votes
50+ member average	= 8 Votes

- "Average" is the average of paid members to the region and members in attendance at the Chavurah.
- **** If a TYG does not have an average of 3 members, they will vote with the next smallest youth group possible, adding to that TYG's total number of votes.
- Members of the Regional Executive Board will participate in a caucus separate from the TYGs to discuss their votes. Each executive Regional Board member will be granted 1 vote.

Leadership

The Asefah will be presided over by the NFTY - Missouri Valley President. In the event that the MV Regional President is unable to attend Asefah, the next officer in Regional Gavel Order shall preside over the meeting. The Regional Communications and Visuals Vice President (CVVP), along with the Regional Advisor, shall be responsible for enforcing the rules of Asefah. Unruly participants can be ejected by the Regional President.

Dress Code

All participants in Asefah must abide by the following dress code:

Men: No jeans, no shorts, or t-shirts. (Preferable: slacks, button-down shirt, tie)

Women: No jeans, no shorts, no t-shirts, or tank tops (Preferable: modest dress, dress pants, or dress skirt)

Non gender-conforming participants: The rules above still apply, but are otherwise non-gender specific.

Set Up for Asefah

- Tables will be in a U-formation with the Regional Executive Board, seated in gavel order, at a head table. The Regional Cabinet, if attending, will be seated beside the Executive Board. TYGs will sit in alphabetical order around the 'U' formation.

- Each TYG will be given 4 seats (or one seat for each attendee if less than four members from that TYG are attending the Asefah) at the table. Additional delegates and non-voting observers will be seated behind the table.
- The Region will provide copies of any business, paper, and pens for the delegates.

Agenda

The agenda is set by the President of NFTY Missouri Valley with the assistance of the Regional Advisor. Any proposed amendments or ratifications must be submitted, in writing, at least 2 weeks prior to the regional chavurah.

Definitions

- Amendment: A proposed change, addition to, or subtraction from the Missouri Valley Constitution.
- Resolution: A proposed change, addition or subtraction from a current Missouri Valley tradition or practice that does not affect the Missouri Valley Constitution.
- Amendment to the resolution/amendment: A proposed change to the standing amendment/resolution that can be written by any member of the Asefah. All amendments to the resolution/amendment must be submitted before the end of debate.

Decision Making

As per the NFTY Missouri Valley Constitution, amendments and ratifications are made in either of the following ways:

- Regional Executive Board initiated: The Regional executive board may vote to adopt an amendment by a 5/7 voting majority; the amendment must then be ratified by a simple majority of votes at the Asefah.
- Member of NFTY Missouri Valley initiated: The proposal must be considered for adoption at the Asefah by a 2/3 majority. The amendment must then be ratified by the approval of 4/7 of the Regional Executive Board.

Descriptions of Points

- Point of information: used to ask a question about a the resolution/amendment being discussed, answered by the author(s) of the amendment/resolution.
- Point of clarification: used when a person wants to clear up something that was stated.
- Point of parliamentary inquiry: a question about procedure during the meeting.
- Point of order: used if the chair violates the rules of order and must be called immediately after the chair has done so.
- Point of privilege: when someone needs something relating to personal comfort (i.e. temperature, noise levels in the room, etc.).

Procedure to make a motion

The MV Regional President cannot make motions but can help guide the meeting by “suggesting” motions.

Chair: “The chair will now entertain a motion to _____.”

XFTY Delegate: “Motion!”

Chair: “Yes XFTY”

XFTY: “Motion to _____.”

Chair: “We have a motion by XFTY to _____. Is there a second?”

YFTY: “Second.”

Chair: “Second to YFTY.”

Descriptions of Motions

- Motion to Debate: When a resolution or amendment is on the table and there is controversy, or you want to hear more about it, you can motion to debate.
- Motion to the previous question: This motion is raised during debate when you would like the take a vote. After a motion to previous question has been made, a vote must be taken on whether to go into voting.
- Motion to Caucus: This motion allows you to have a certain amount of time to discuss the issue at hand with the voting delegates in your youth group.
- Motion to Extend Debate: This motion limits or extends the time of a debate.
- Motion to Vote by (type of voting): This motion is to begin the voting process, the method of voting chosen by the person who called the motion.
- Motion to Table for Order: This motion allows the Asefah to change the order in which amendments/resolutions are being presented and voted on. Once a motion to vote has been seconded, however, this motion cannot be entertained.
- Motion to Adjourn: This motion will end the Asefah meeting. This can be called after all official business has been presented during Asefah. Only the NFTY-MV President is able to entertain this motion.

Second

A “second” is called after a motion for the motion to be used. A person is able to call second by raising their TYG placard and saying “second”.

Description of Ways to Vote

There are several ways to vote on a motion. The following voting procedures are listed in most efficient to least efficient. The procedures listed at the top of the list are most preferable, as they save time.

- By Acclimation (consent): The chair will hit the gavel three times. If a delegate does not want the motion to pass they will voice dissent by making any noise and the motion will fail.
- By Voice: Using normal voice levels, majority is determined by approximate number of voices heard for voting option. (Cannot be used if 2/3 majority needed)
- By Standing: Standing up to vote.
- By TYG: Each TYG will decide how they want to vote. The regional CVVP will call out each TYG in alphabetical order and each TYG president (or highest ranking officer if TYG president is not present) will announce how their TYG is voting.
- By TYG Secret Ballot: Each TYG will decide how they want to vote. They will write their votes down on the ballot that has been passed out. After the ballots are collected, the Regional President and Regional Advisor will count the votes.

Voting Options

Three options available to vote for any motion

Yea – Agreement with the proposed resolution/amendment

Nay – Disagreement with the proposed resolution/amendment

Abstain – Indecision about the proposed resolution/amendment, vote goes to the majority

Structure of Asefah

I. Call to Order – MV Regional President

The President, or next highest ranking officer present, will call the meeting to order by stating: “I, (insert name), call to order (Chavurah)’s Asefah on (Date).”

II. Hatikvah – MV Regional Religious and Cultural VP

The RCVP will be invited up lead the region in Israel’s National Anthem.

III. Roll Call – MV Regional Communications and Visuals VP

The CVVP will take a roll call of all the TYGs in alphabetical order. The president (or the highest ranked officer) will respond with the number of votes their TYG has.

IV. Approval of Last Asefah’s Minutes

The Regional President approves the Minutes from the previous Asefah through a Vote by Acclimation. However, no motion is necessary.

V. Old Business

If there are amendments from the previous Asefah to be ratified, that business takes place here. Motions to debate and vote can be made at this time as well as points of information or clarification. However, unless the author(s) of said amendment are present, certain points of information may be unanswerable by the Regional President.

VI. New Business

New amendments and resolutions are presented to the delegates. After each amendment/resolution is presented and/or debated and/or questioned, voting is to take place on each individual amendment/resolution. At Spring Chavurah, Elections will be the first order of New Business.

VII. TYG Reports

The highest ranking officer from each TYG is given the opportunity to report about their TYG.

VIII. Regional Board Reports

Each Regional Board member will give his/her officer report in reverse gavel order. Each report will include a brief summary of events, future plans, etc, and awards for TYGs.

IX. Adjournment

After the MV Regional President gives his/her board report, the president will motion for adjournment and once the motion is seconded the meeting comes to a close.

Procedure for Amendments/Resolutions

1. The author(s) of the resolution/amendment will be called up to read the resolution/amendment on the table.
 - *Note: At this time, any member of the Asefah may submit an amendment to the resolution/amendment, but he/she must submit it to the Regional President between the initial reading of the resolution/amendment and before the end of debate.
2. After reading the resolution/amendment, the MV Regional President will open the floor to points of information and/or points of clarification at which time delegates may request said information or clarification by raising their hand.
3. After points of information, any delegate can motion to debate. Debate will include:
 - a. A maximum of 3 speakers from each side, 3 pro and 3 con.
 - b. Each speaker will only have 90 seconds and can use all of his/her time – time cannot be passed on to the next speaker. Once the speaker has finished, he or she must yield his or her time to the next friendly speaker. The Regional SAVP, if available, will keep time. If not, the next available lowest officer will fill the role (RCVP, SMVP, WMVP, SPC)

- c. All pro speakers will entertain the floor first, followed by all con speakers.
*The motion for debate can only be carried out once and should not be interrupted (i.e. for points of information). If more time is needed a delegate can motion to extend debate.
**Final voting can begin during debate if a motion to the previous question is called.
4. After debate has ended, anyone from the Asefah may ask the author(s) points of information.
5. The author(s) will then read to the group any amendments to the resolution/amendment that have been presented to them after deciding if they are friendly or hostile amendments.
Any amendments to the resolution/amendment must be written down on a piece of paper or on a computer/phone/tablet/etc. The author(s) will read the amendment(s) and announce whether they are hostile amendments (an amendment that is deemed by the author(s) to be contrary to the original intent of the resolution/amendment) or friendly amendments (an amendment that is deemed by the author(s) to be in line to the original intent of the resolution/amendment). If the amendment(s) is/are hostile, another member of the Asefah may motion to debate on the amendment to the amendment/resolution.
**Ignore steps 6-8 if there are no hostile amendments to the resolution/amendment.
6. If there is a motion to debate on the amendment to the resolution/amendment, debate will include:
 - a. A maximum of 2 speakers from each side, 2 pro and 2 con.
 - b. Each speaker will only have 45 sec and must use up ALL of his/her time – time cannot be passed on to the next speaker. Once the speaker has finished, he or she must yield his or her time to the next friendly speaker. An Executive Board member who **is not** the President or the CVVP will keep time.
 - c. All pro speakers will entertain the floor first, followed by all con speakers.
*The motion for debate can only be carried out once.
7. Once debate on the amendment to the amendment/resolution has ended, the MV Regional President will entertain the motion to vote. A simple majority is necessary to adopt a hostile amendment.
8. After voting on the hostile amendment, there will be a final call for any points of information.
9. The MV Regional President will then entertain a motion to vote on the original resolution / amendment. The delegate must specify the method of voting for the resolution / amendment.
10. Once voting has commenced, the MV Regional President will move to the next resolution/amendment. The same procedure will follow for each amendment/resolution.

Ratification

Once an amendment or resolution is passed at Asefah, the legislation cannot take effect until after ratification. The procedures for ratifying an amendment and resolution differ:

- Amendment: After the passing of an amendment at Asefah, the amendment may be ratified at the following Asefah through a Vote by Acclimation (consent). If dissent is found, other motions may be entertained. Ratification must take place through a motion to vote. The amendment must pass by a 2/3 majority. Other motions as well as points of information or clarification can be made. However, unless the author(s) of said amendment are present, certain points of information may be unanswerable by the Regional President.
- Resolution: Resolutions are ratified through the Acceptance of Minutes. If the current Asefah accepts the previous Asefah's minutes, and said resolution was passed and recorded as having been passed at the previous Asefah, then with the approval of the minutes, the resolution is ratified.

Tabling Amendments

- Due to the length of time between General Assemblies, resolutions/amendments cannot be tabled for the following Asefah.
- The only circumstance in which an amendment/resolution may be tabled is during the current Asefah session for the sake of organization and/or reason. For example, if, at the current Asefah session, a resolution to name a new event is proposed and an amendment to create a new event is proposed, but the resolution appears before the amendment on the agenda, a motion to table for order can be made. If seconded, the amendment would then be presented before the resolution.
*Note: Once a motion to vote has been seconded, a motion to table for order cannot be entertained.

Approving Minutes

After any session of Asefah, the Minutes must be approved at the following Asefah. i.e. The Spring Chavurah 2012 Asefah Minutes must be approved by the delegates of the Winter Chavurah 2013 Asefah.

- The Approval of Minutes from last Asefah should take place immediately after roll call of the current Asefah.
- The MV Regional President will approve the minutes by acclamation, following all regulation set forth by said voting method.
*Note: No motion is necessary, as it is required by the Missouri Valley Rules of Order.
- Resolutions that were passed at the previous Asefah are ratified through the Approval of the Minutes in which the resolution was passed.