

# Guide to Proposing Amendments to Resolutions at the Annual Business Meeting

If a Member Board or region would like to offer an amendment to a resolution being moved forward at the Annual Business Meeting (ABM), NCARB is available to provide support in various ways, including legal counsel and parliamentary support as well as coordinating distribution to all Member Boards. This document provides an overview for:

- *NCARB Bylaws* and Robert's Rules of Order
- Amendments Offered Prior to the Annual Business Meeting
- Amendments Offered Onsite Prior to Voting at the Annual Business Meeting
- Amendments Offered During Voting from the Floor at the Annual Business Meeting
- Voting on Amendments

## NCARB Bylaws: Resolution-Related Section

Article IV, SECTION 6. Resolutions and Other Motions. [...] Only Member Boards, Regions, Select Committees, and the Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any Delegate or Director.

- Robert's Rules of Order Notes:
  - There are two important parliamentary concepts that determine what amendments to the resolutions can be made from the floor:
    - **Scope of notice:** Based on the *NCARB Bylaws*, amendments may be made when a resolution is presented at a meeting of the Council.
    - **Germaneness:** Proposed amendments must be closely related to the exact motion under discussion.

NCARB has a parliamentarian available for consultation in advance of and during the Annual Business Meeting to advise on whether a proposed amendment is germane.

## Amendments Offered Prior to the Annual Business Meeting

If a Member Board or region develops an amendment to a resolution prior to arriving at the Annual Business Meeting, and would like to share it in advance so other Member Boards can discuss it prior to arriving at the meeting:

1. Download the [Resolution and Amendment template](#). Use this document to develop the amendment in the required format.
2. Send the proposed amendment to the NCARB Secretary at [secretary@ncarb.org](mailto:secretary@ncarb.org).
3. NCARB legal counsel and parliamentarian will review and provide feedback relative to formatting, procedures, or any unintended consequences. Any proposed changes will be returned to the authoring Member Board/region, with explanation, for consideration.
4. Once finalized, NCARB can distribute the final version of the amendment to membership. This will include posting on the Member Board Community and publishing via available NCARB membership communications channels (Fast Facts, emails, feedback webinars, etc.)

5. NCARB can prepare the amendment for distribution at the Annual Business Meeting.
  - If the authoring Member Board or region changes the amendment following electronic distribution, please send the revised amendment to the NCARB Secretary at [secretary@ncarb.org](mailto:secretary@ncarb.org) by **June 9, 2023**.

## Amendments Offered Onsite Prior to Voting at the Annual Business Meeting

If a Member Board or region develops an amendment onsite prior to the Saturday morning resolution session and would like to make it available to membership for early discussion:

1. Submit the amendment to the NCARB Secretary ([secretary@ncarb.org](mailto:secretary@ncarb.org)) as soon as possible.
2. NCARB legal counsel and parliamentarian will review and provide feedback relative to formatting, procedures, or any unintended consequences. Any proposed changes will be returned to the authoring Member Board/region, with explanation, for consideration.
3. Once finalized, NCARB can share advance copies to the membership through the various communications channels, including emailing to all Members, posting on the Member Board Community, and sharing via the ABM app. These various communication channels will ensure that members not in attendance at the ABM will also be made aware and engaged.
4. The amendment will be shared for discussion during the Saturday resolution session.

## Amendments Offered During Voting from the Floor at the Annual Business Meeting

If a Member Board or region decides to offer an amendment from the floor during the Saturday resolution session:

1. A delegate must go to the microphone and identify their name and Member Board or region to offer the amendment.
  - Note: Only one amendment may be considered at a time. If a delegate wishes to suggest a different amendment while one is currently being debated, the delegate may go to the microphone to state the intention, but no formal action can begin until the current amendment has fully been discussed and voted on.
2. The amendment must be seconded from the floor.
3. Legal counsel and the parliamentarian will provide guidance to the presiding officer as to whether the amendment is germane.
4. Once the amendment has been deemed germane, debate will begin/resume. If needed, delegates will be given the opportunity to caucus to discuss the amendment(s).

## Voting on Amendments

1. After discussion on the amendment has concluded, the presiding officer will call for a vote on the amendment. A simple majority of voting delegates present is needed to amend a resolution.
  - If the amendment passes, discussion begins on the amended resolution.
  - If the amendment fails, discussion resumes on the original resolution.
2. Additional amendments may be introduced, following the above steps.
3. After all discussion is completed, the presiding officer will call for a vote on the resolution, original or as amended, based on voting results of amendments.
4. The number of votes needed to pass a resolution are dictated by the *NCARB Bylaws*.

## Questions?

If you have questions about the amendment or resolution process, please contact [secretary@ncarb.org](mailto:secretary@ncarb.org).