

הסדרה החדשה, חוברת

Choveret Nohalei Asefah:

NFTY's Rules of Order

Second Edition, 5766

Introduced at Mechina 5766
25-29 Sivan 5766 — 21-25 June 2006

Written and Edited by:

Dean Carson, NFTY-NW President
Sasha Friedman, NFTY-MV President
Hannah Kaplan, NFTY-NE President
Andy Shoenig, NFTY President

Last Updated: 23 December 2007 -- Zach Newburgh, NFTY President

חוקי אספיה, חוקי אספיה

Choveret Nohalei Asefah:

NFTY's Rules of Order

Second Edition, 5766

Introduced at Mechina 5766
25-29 Sivan 5766 — 21-25 June 2006

":oñA©, jCT ' . pY-kŠko, gñ iñz'kEk"

“La’kol z’man; v’ayt l’chol-hafetz, ta’chat hashamayim.”

t:d, kve-

Kohelet 3:2

“To every thing there is a season,
and a time to every purpose under the heaven:”

-Ecclesiastes 3:2

Acknowledgements

A *todah rabah* נש"ק נש"ק goes to the three Regional Presidents 5765-5766 who had a vision and worked to bring it to a reality: Dean Carson (NFTY-NW), Sasha Friedman (NFTY-MV), and Hannah Kaplan (NFTY-NE). Your work will serve NFTYites for years to come.

A *todah rabah rabah* נש"ק נש"ק נש"ק is due to Eugene Krupitsky, NFTY-SO Regional Advisor who has volunteered his expertise on parliamentary procedure, not only to this document, but also to many long and arduous *asefot* , לפרט as our parliamentarian.

Contents

Introduction.....	6
Part I: The Basics of a NFTY Asefah ושיע ושיע	7
Main participants of the NFTY asefah ושיע –	
Other participants – Quorum –	
The standard agenda	
Part II: Preliminaries.....	9
Preliminaries	
Part III: Doing Business.....	9
Motions – Main motions	
Part IV: Debate.....	10
The Debate proceedings	
Part V: Amending a Main Motion.....	11
The Amending process	
Part VI: Ending Debate.....	12
Motion to the previous question	
Part VII: Voting.....	13
Voice – Placard – Roll Call – Secret Ballot –	
General Consent – Abstention	
Part VIII: Abstentions.....	14
Part IX: Procedural Motions.....	15
Making a motion – Seconding –	
Suggestions from the Chair	
Part X: Study and Action Themes.....	16
Each proposal on its own – Open debate – Voting	
Part XI: Decorum and Privilege.....	17
Right to speak – Precedence of Motions – Decorum	
Appendix A: Glossary.....	18
Appendix B: Common Procedural Motions.....	19
Appendix C: Order of the Procedural Motions.....	20
Appendix D: Flow Charts for Easy Reference.....	21
Main motion – Amending a Main Motion –	
Ending Debate	
Appendix E: <i>Madrich Hachlatot – A Guide to Resolutions</i>	24
Appendix F: Milon - יקוו - Dictionary.....	30

Introduction

The NFTY Constitution [Article VIII, Section H] states that the rules of procedure for all *asefot*, *Ip*, or “meetings” shall be based on the most current edition of *Robert’s Rules of Order, Newly Revised*, and NFTY was meant to adapt these rules to suit its own purposes. Thus, the NFTY Constitution further calls for a rules guide to be maintained in the By-Laws of the NFTY Constitution.

In 2006, three Regional Presidents, along with the NFTY President, sought to create this rules guide for the future of NFTY *asefot*, *Ip*.

The goal of this *choveret nohalei asefah*, or “booklet of *asefah* procedure,” is to simplify the process of the NFTY *asefah*. It is to serve as NFTY’s primary parliamentary authority, and in cases where it does not cover a procedural dispute, the Chair will use personal discretion as guided by the most current edition of *Robert’s Rules of Order, Newly Revised*. The ruling of that dispute should then be added to this guide for future generations.

No vote of any kind is needed to institute any of the following procedures, as this document is technically the Rules of Procedures section of the By-Laws of the NFTY Constitution.

It is with great pride that the founding writers and editors of this document present to you our *Choveret Nohalei Asefah*, *NFTY’s Rules of Order (NRO)*.

Part I: *The Basics of a NFTY Asefah* v̄ḥḥ

MAIN PARTICIPANTS OF THE NFTY ASEFAH f̄z•h̄d

The **CHAIR**, according to the NFTY Constitution [Article VIII, Section A], is the NFTY President, whose duty it is to call and preside at all *asefot* , Ip̄ḥḥ. The Chair will start and end *asefot* , Ip̄ḥḥ, recognize speakers, interpret motions, and guide the *asefah* v̄ḥḥ.

The **PARLIAMENTARIAN** is the expert on parliamentary procedure, including NFTY's Rules of Order, Robert's Rules of Order, and the NFTY Constitution and By-Laws. The Parliamentarian, identified at each *asefah* v̄ḥḥ, assists the Chair and members of the North American General Board (henceforth called "members") with such procedures.

The **VOTING DELEGATES** are the members who have the privilege of voting. The NFTY Constitution allows for four voting delegates from each region, provided that the region has met its NFTY Travel Fund obligation prior to the North American Board meeting [By-Laws Article II, Section F]. All members of the NFTY Executive Board are voting delegates, except for the President, who only votes to break a tie.

The **SECRETARY** is the NFTY MCVP. The NFTY MCVP takes minutes at the *asefah* v̄ḥḥ. The minutes are a record of any motions, speakers, and the outcomes of votes.

The **TIMEKEEPER** is designated by the Chair at each *asefah* v̄ḥḥ. It is the duty of the Timekeeper to keep track of any time limits set forth in this document, by the Chair, or by the assembly.

OTHER PARTICIPANTS.

The NFTY Constitution [Article VIII, Section D] provides that **all members of NFTY have a right to attend all North American Board** *asefot* , Ip̄ḥḥ, except when a special vote to exclude members for a particular *asefah* v̄ḥḥ or part of an *asefah* v̄ḥḥ has been passed. Any member of NFTY in attendance at a North American Board meeting shall have the right to speak, provided the member has obtained the floor in an appropriate manner.

Various **URJ staff members, URJ affiliate members, and past NFTY Executive Board officers** have honorary rights on the North American General Board and in the *asefah* v̄ḥḥ. The immediate past NFTY president serves as a Board-Member-At-Large, with full voting privileges. For a complete list, refer to the NFTY Constitution under Article VII, Section E.

THE STANDARD AGENDA.

The Chair will call for any agenda items prior to the meeting. Written resolutions or amendments must be submitted to the NFTY President four weeks prior to the *asefah v̇šyē*. The exact date may change due to specific circumstances, but it must always be submitted prior to the *asefah v̇šyē*. No agenda items will be accepted at the *asefah v̇šyē* itself. It is the duty of the Chair to collect and create these agenda items and compile them to create an agenda available to the assembly prior to the *asefah v̇šyē* if feasible.

Call to Order

-Chair will call the *asefah v̇šyē* to order with a rap of the gavel.

Opening traditions

-The MCVP will call the roll. Each region will state its voting delegates for the record. The RCVP or a designee will lead HaTikvah v̇šT@ and deliver an opening d'var torah v̇šT rēš or invocation.

Reading of the Minutes

-Members of the assembly will receive minutes from the previous meeting prior to the *asefah v̇šyē*. The Chair will ask if there are any corrections to the minutes as they were previously distributed and then ask that they be “approved as distributed” by **general consent** (explained later).

Unfinished Business

-Business that was on the table at the last meeting or was scheduled to reappear at a later meeting.

New Business

-Any resolutions, amendments, reports from the NFTY Executive Board, or keynote speakers on the agenda.

Good and Welfare

-A tradition which allows members to speak briefly about their region and make any special presentations.

Adjournment

-The Chair can use general consent to end the *asefah v̇šyē*. If there is objection (or if the Chair wants to give one last chance for a motion) it needs a two-thirds (2/3s) vote.

Part II: *Preliminaries*

PRELIMINARIES.

All delegates are seated with their regions arranged in alphabetical order for easy region identification. The Chair will then call the *asefah vshy* to order with a rap of the gavel and state, “I, (insert name here), hereby call to order this *asefah vshy* of NFTY’s North American General Board on (date) at (time).”

Following the opening traditions of calling the roll, the singing of “HaTikvah” *vshy*, and the d’var torah *vrit rcs* or invocation, the Chair will make a few opening remarks. These opening remarks will remind the assembly of NFTY’s Rules of Order, perhaps reviewing any key parts, and mentioning anything else pertinent to running the *asefah vshy*.

Then, after the adoption of the minutes as distributed by **general consent** from the previous *asefah vshy*, business begins.

Part III: *Doing Business*

MOTIONS.

A **resolution** or **amendment** to the NFTY Constitution or By-Laws is considered a **main motion**, which brings business before the assembly. There are also **procedural motions** that help the main motion along its path or affect the meeting itself. These motions will be discussed in Part VIII.

MAIN MOTIONS.

When a main motion comes up on the agenda, there is no need for the assembly to vote it to the floor. The Chair will simply announce the main motion, introduce the author, and read only the “Resolved” clauses to save time. All agenda items will be made available to members prior to the *asefah vshy*. At this point, the Chair will then open the floor to discussion on the main motion.

Part IV: *Debate*

Debate is the process by which members can show support or discontent with an idea presented in or stemming from certain motions. All main motions are debatable. Some procedural motions are also debatable, though discussion about them is usually unnecessary.

THE DEBATE PROCEEDINGS.

The Chair will facilitate the debate and allocate an initial limit of fifteen (15) minutes of debate to each side (pro/con). The Timekeeper will keep time. Each side may spend its fifteen (15) minutes as it wishes, either all at once, or in pieces. This concept will be further explained below.

-After a main motion has been read, the Chair will open the floor to debate. The author of the main motion has first priority. After the author, or any speaker, finishes speaking, there are three options.

1. **Yield to questions.** This opens the floor to points of information from the assembly. Delegate will raise their placards to be recognized by the Chair to ask a short question regarding the resolution. This is NOT a chance to debate, but rather to get clarification.
2. **Yield to the next friendly speaker.** This will pass the remaining time for the side onto the next speaker from that side.
3. **Yield to the floor.** This will pause the time of the active side. The floor is at this point now open to motions and then debate from the other side.

-It is suggested that the author first yield to questions. Then, once the author yields to the floor, the amending process (discussed in the next section) goes into action.

-A member will signal with thumb up to speak pro or a thumb down to speak con. The Chair will recognize speakers to move into line behind the appropriate microphone as needed.

-Debate continues until both sides run out of time or there is a **motion to the previous question** (discussed in a later section). As the facilitator, the Chair may suggest this motion if the arguments presented are becoming repetitions of previous statements. It is possible to motion to extend debate; however, this should only be done if it is certain there are still effective arguments that must be made.

Part V: *Amending a Main Motion*

When a resolution is on the floor, it is possible that one could agree with the majority of the resolution but also feel that it could be improved if changed in some way. Thus, delegates can move to amend the resolution. If the motion to amend is adopted, it will modify the wording and, within reason, the meaning of the resolution.

Only “Resolved” clauses can be amended. “Whereas” clauses cannot be amended, as they are not being voted on.

THE AMENDING PROCESS.

-After a main motion is brought to the floor and read, the author will immediately have the first right to speak in debate for the main motion. When the author finishes speaking, it is advisable to yield to questions, known as points of information.

-Once the author has yielded to the floor, there will be an immediate five (5) minute caucus. During this caucus, delegates have the opportunity to discuss the motion and submit amendments in writing on the provided amendment sheets to the NFTY PVP.

-Upon receiving a submission, the NFTY PVP will assign it a letter and inform the delegate of that letter.

-The author will review all proposed amendments and decide if they are “friendly” or “hostile.”

-If the author accepts the amendment as friendly, the amendment changes the resolution automatically.

-If the author rejects the amendment as hostile, the delegate will be informed that the proposed amendment has been deemed hostile. The delegate will then have to obtain the floor at a break in debate and move that the amendment be brought to the floor. If seconded, the assembly will vote to bring it to the floor, and debate will begin on the proposed amendment.

-After the caucus has ended, the Chair will announce any friendly amendments, and debate will then continue as described in the previous section. At appropriate breaks in debate, delegates may move to bring hostile amendments to the floor.

-If a hostile amendment is brought to the floor, it is treated as the new topic of discussion. It is debatable as described in the previous section; however, it is not amendable, and debate is limited to only five (5) minutes per side. The amendment to the main motion follows the same procedures to end debate and vote as a main motion, requiring a two-thirds (2/3s) majority to adopt. There is no straw poll, however, since one cannot amend a hostile amendment.

Part VI: *Ending Debate*

MOTION TO THE PREVIOUS QUESTION.

In the past, there have been challenges with the last-minute submission of amendments. Thus, NFTY uses the following special procedures to alleviate any misunderstanding about the final state of a main motion before it goes to vote.

-To end debate, delegates can call for the previous question by obtaining the floor and saying, "I move to the previous question." The Chair will then state the motion on the floor as always, but will NOT ask for a second.

-The Chair will take a straw poll, an unofficial show of hands, to see if there would hypothetically be at least two-thirds (2/3s) desire to end debate.

-If there appears there would be at least two-thirds (2/3s), the Chair will announce that the floor is now closed to further amendments, and the assembly will immediately go into a three (3) minute caucus. The author will have the chance to review any amendments already in to see if they are friendly.

-After the caucus, the Chair will announce any newly accepted friendly amendments, and will then ask for a second to the motion to the previous question. If there is a second, the Chair will put the motion to the previous question to a vote.

This vote is not on the main motion, but rather to see if the assembly wants to end debate. For, if a friendly amendment has changed the nature of the main motion, delegates may not wish to end debate so that they may express new opinions.

-If the motion to the previous question passes with at least two-thirds (2/3s) of the vote, the assembly will vote on the main motion immediately. If the motion fails, the assembly will return to debate.

Note: If a main motion is expected to be uncontroversial, the Chair may request that the caucuses be shorter or even skipped altogether.

Part VII: *Voting*

For any type of motion to be adopted, the assembly must take a vote. Some motions require only a majority, which is defined as “more than half.” Other motions must garner at least two-thirds of the votes. The general rule is that motions that limit the rights of the assembly, such as limiting or ending debate, require at least two-thirds (2/3s) of the vote to adopt.

As per the NFTY Constitution [Article IX, Section F and Article XIII], resolutions require one simple majority vote, amendments to the NFTY Constitution require at least a two-thirds (2/3s) approval vote at one meeting and a majority to ratify at the following meeting, and amendments to the By-Laws require one majority vote.

There are five main ways to vote.

VOICE. Used when a roll call vote is not necessary.

-The Chair will say: *This motion requires a majority to adopt. All those in favor, say aye.*

Only the delegates in favor will speak.

-Then, the Chair will say: *All those opposed, say no.* The delegates in opposition will speak.

PLACARD. Used when at least two-thirds (2/3s) of vote is needed to adopt or when a voice vote cannot be determined (after the Chair or a delegate calls for a “division”). [Say: “Division!”]

-The Chair will say: *This motion requires at least 2/3s of the vote to adopt. All those in favor will raise the “Y” placard for “Yea.”*

- Delegates will keep their placards raised until asked to lower them, as counting will happen from both sides of the assembly. Miscounts must be recounted and take time.

-Then the Chair will say: *All those opposed will raise the “N” placard for “Nay.”*

ROLL CALL. Used to vote on the main question.

-The Chair will ask the President or highest-ranking delegate for the regions votes.

Ex. “3 yea, 1 nea.”

SECRET BALLOT. All elections use a secret ballot vote. Additionally, if a delegate feels a motion is controversial, that delegate call for a vote by secret ballot.

-Delegates will mark their votes on ballots.

-The Chair and NFTY Directors will count the ballots.

-The Chair will announce the results, but the actual numbers will not be revealed.

GENERAL CONSENT. When the Chair feels a motion will pass without dissent, the Chair can use general consent. *Use this method whenever possible for expediency.*

-The Chair will say: *If there are no objections, we will ____.*

-The Chair will bang the gavel, asking “Dissent? Dissent? Dissent?”

-The Chair will then say: *There being no objection, we will ____.*

Should a member wish to dissent, the delegate will raise the placard and say “Here!” The chair will then move to a more accurate form of voting.

Part VIII: *Abstentions*

THE RIGHT TO NOT VOTE.

In no case is a delegate required to vote. Therefore, delegates have the option of abstaining from a vote.

Abstentions do not get counted in any way. It does not “go the majority.” To do so would remove the neutrality of an abstention. Abstaining only confirms the presence of a delegate.

Why?

Motions and elections only require a majority [or at least two-thirds (2/3) in applicable cases] of the *votes* to adopt -- not of the *delegates*. The difference is significant, as illustrated in the example election below.

The Situation

- Candidates A, B, C are running for an office.
- There are a total of 100 voting delegates.
- A majority will elect

The Tally

A receives 45 votes
B receives 21 votes
C receives 14 votes
...and 20 people abstain

The Result

If majority of the *votes* is required, there are 80 votes. A majority is then 41 [more than half of 80]. Ergo, A wins with 45 being more than 41.

However...

If majority of the *delegates* is required, there are 100 delegates. A majority is now 51 [more than half of 100]. Ergo, no one garners the required 51 -- C is dropped and a run-off is held. The 20 abstentions actually hurt A in this case, as they were no longer neutral.

Part IX: *Procedural Motions*

Procedural motions help guide the asedah or move a main motion towards adoption or defeat. A table of such common motions can be found in Appendix B. The procedure for using procedural motions follows.

MAKING A MOTION.

NFTY uses placards to allow the Chair to see which delegates wish to be recognized. At all times, only the Regional President or the highest gavel-ranking delegate may hold the placard. This helps to avoid confusion with the placard being passed around.

-When a delegate wishes to be recognized, the Regional President or proxy will raise the placard and say calmly, "Motion."

-The Chair will recognize the Regional President or proxy, who will then stand and state the motion. If another delegate wishes to speak, the Regional President or proxy will raise the placard for the other delegate and when recognized, denote the alternate speaker.

-The Chair will then repeat the motion for clarity. The secretary will record the motion.

-Motions need a "second" to be considered, that is, someone else who wishes a motion to be brought to the floor. Without a second, a motion dies and is not recorded. Thus, the Chair will ask for a "second."
Another delegate will calmly raise the placard and say, "second."

Seconding is not a contest.** Seconds are not recorded in the minutes, as only motions that make it to the floor are recorded. It is then assumed if a motion is recorded, it had a second. **Please wait for the Chair to ask for a second, and only second a motion if you wish it to come to the floor. This is especially important in ending debate.

-The assembly will then vote to decide whether or not it wishes to adopt the motion.

The Chair cannot make motions but can help guide the meeting by "suggesting" motions.

Chair: "The Chair will now entertain a motion to _____."

NFTY-X: "Motion."

Chair: "Yes, NFTY-X."

NFTY-X: "I move to _____."

Chair: "We have a motion by NFTY-X to _____. Is there a second?"

NFTY-Y: "Second."

Chair: "Cool." Etc. [or something more appropriate]

Part X: *NFTY Study and Action Themes*

On opposing years at NFTY Veida vslg and NFTY Convention, the North American General Board selects a Study and Action Theme for the coming year from proposals submitted by members. Because there are multiple proposals in contention against each other, NFTY uses special procedures for the adoption of Study and Action Themes.

At the beginning of the Study/Action Theme voting process, new themes and current themes will be presented in the resolution packet. If no new themes are presented in addition to the current study/action theme, then the current theme will carry on for up to one additional year with a majority vote.

MULTIPLE PROPOSALS IN CONTENTION.

The assembly will consider the selection of the Study or Action Theme to be one agenda item. The process has three main parts.

Each proposal on its own.

-The new study theme(s) will be presented by its author(s), while the current study theme will be presented by the current NFTY Programming Vice President. The new action theme(s) will be presented by its author(s), while the current action theme will be presented by the current NFTY Social Action Vice President. After the reading of all proposals, the Chair will open up debate limited to remarks on the merits of each proposal on the floor. Each side will have ten (10) minutes each, and the Chair will call for a three (3) minute caucus after the author yields to the floor the first time to begin the amending procedure. Debate ends in the normal way, as described in Part VI.

-The preceding process will repeat for any additional proposals.

An open debate, side-by-side.

-After all proposals have been considered individually, the Chair will announce a ten (10) minute open debate. During this time, the floor is closed to amendments, and speakers can make remarks as to why a certain proposal is superior to the others.

Voting.

-At the end of this ten (10) minute period, the Chair will immediately begin a vote on the proposals. Members may vote for one of the proposals, none of the proposals (i.e. a “no vote”), or abstain from voting. A majority of the delegates is required to adopt, and thus, run-offs may be required, dropping the lowest vote-receiving proposal.

-A motion to the previous question can also end debate, provided it receives a second and a two-thirds (2/3s) majority to adopt. The Chair will not take a straw poll in this case, as the floor is not open to amendments during this open debate.

Part XI: *Decorum and Privilege*

The following ideas should be respected by all members to ensure the sanctity and order of all *assefot*, ~~לפני~~. Members are reminded to treat each other with *kavod* ~~לכל~~ despite possible difference in opinion, because we are all created *b'tzelem elohim* ~~ולכל~~ ~~לכל~~. Furthermore, those participating in *assefot*, ~~לפני~~ are expected to uphold the values and purpose of the *assefot*, ~~לפני~~, which focus on the growth and movement of NFTY.

PRIVILEGE.

The **author of a motion always has the first right to speak**. The author speaks on behalf of the pro-side and may use the allotted time in any way.

After the author speaks, the Chair will recognize further members from the floor who wish to speak. **Priority is given to those who have not spoken yet.**

Some motions take precedence over others. Members should respect this order and be flexible. A ranking of motions can be found in Appendix C.

DECORUM.

Members must assure that their remarks are **germane**, that is to say, that speakers must make statements to express whether or not the pending motion should be adopted.

Speakers must refrain from attacking another member's motives. A speaker may condemn the nature or predicted consequences of a proposed measure, but may not attack the personality or merit of a speaker. The speaker must remember that it is the *measure*, not the *member*, which is the subject of debate.

Speakers must refrain from making negative statements about any prior measures, which are not currently pending.

Speakers cannot openly condemn their own motions. While speakers are not obligated to vote for their own motion, they cannot openly speak against the motion. Should the maker of a motion change opinions, the member may indicate this change by asking to withdraw the motion with a two-thirds (2/3s) majority.

Speakers cannot interrupt one another at any point. Each speaker is privileged to the designated time, and others must wait to be recognized by the Chair before speaking.

All members of the *asefah* ~~לפני~~ must **refrain from disturbing the assembly** at any point. Members are expected to act in a responsible manner, which is conducive to the running and success of the *asefah* ~~לפני~~.

Appendix A: Glossary

amendment: a change to a resolution on the floor introduced when one agrees with the majority of the resolution but also feel that it could be improved if changed in some way. Amendments can be classified as “friendly” (accepted by the author of the resolution and immediately applied) or “hostile” (rejected by the author and debatable).

asefah v^šyc: a meeting, in this case, of NFTY’s North American General Board.

debate: the process by which members can show support or discontent with an idea presented in or stemming from certain motions. All main motions are debatable, as well as some procedural motions.

general consent: the most expedient method of voting in which the Chair asks if there are any objections and then proceeds if there are none.

main motion: a motion that brings business before the assembly, such as a resolution or amendment to the NFTY Constitution or By-Laws.

motion to the previous question: a way for a delegate to end debate. If the motion to the previous question passes with two-thirds (2/3) of the vote, the assembly will vote on the main motion immediately. If the motion fails, the assembly will return to debate.

parliamentary authority: a guide with procedural rules for the conduct of *assefot*, *l^pyc*. This *Choveret Nohalei Asefah v^šyc l^hob, r^hj* serves as NFTY’s parliamentary authority.

procedural motion: a motion that helps the main motion along its path or affects the meeting itself. A table of such motions can be found in Appendix B.

quorum: the number of voting members needed to conduct business at an *asefah v^šyc*. The NFTY Constitution requires a majority of the North American Executive and General Boards.

resolution: an action taken by the General Board. Written resolutions are debatable and are voted on at an *asefah v^šyc*, they can contain anything that can normally be proposed as a motion.

Veida v^šl^hg: the annual business meeting of the NFTY North American General Board in the middle of the year, usually in February. In addition to regular business, matters addressed include the selection of a NFTY Study Theme and NFTY Action Theme, and the election of the NFTY Executive Board for the upcoming year.

Appendix B: *Common Procedural Motions*

Motion	What it Means	How to Say it	# of Votes Required?
Adjourn	End the meeting	“I move to adjourn.”	at least 2/3
Amend [hostile]	Change wording	“I move to bring amendment __ to the floor.”	Majority
Caucus	Discuss informally	“I move to caucus for [time].”	Majority
Division of the Assembly	Use a more accurate vote	“Division!” [immediately after vote is announced]	None
Division of the Question	Consider pieces of the resolution separately	“I move to divide the question.”	Majority
Limit/Extend Debate	Limit/Extend Debate	“I move to limit/extend debate [specifics].”	at least 2/3
Postpone Indefinitely	Not debate or vote on a motion	“I move to postpone the resolution indefinitely.”	at least 2/3
Postpone to a later time	Come back to an item later	“I move that we postpone the resolution until [specifics].”	at least 2/3
Previous Question	End debate and force a vote	“I move to the previous question.”	at least 2/3
Refer	Send to committee	“I move to refer the motion to a committee.”	Majority
Reconsider	Attempts to bring a motion back up before the assembly	“I move to reconsider the motion to [specifics] because [specifics, usually hasty action].”	Ruling of the Chair [guided by RONR]
Suspend the Rules	Suspend <i>NRO</i> to do something	“I move to suspend the rules in order to [specifics].” [usually change agenda order]	at least 2/3
Vote by secret ballot	Keep specific results secret	“I move to vote by secret ballot.”	Majority

Points of...		
Personal Privilege	Can't hear, need water, etc.	“Point of personal privilege!” [interrupt if emergency/can't hear]
Information	Short question for speaker	“Point of information!” [when the speaker has yielded to questions]
Order	If the Chair violates <i>NRO</i>	“Point of order!” [immediately after violation]

Appendix C: *Order of the Precedence of Motions*

Fix the Time at Which to Adjourn

Adjourn

Recess

Point of Personal Privilege

Point of Order

Previous Question

Limit or Extend Debate

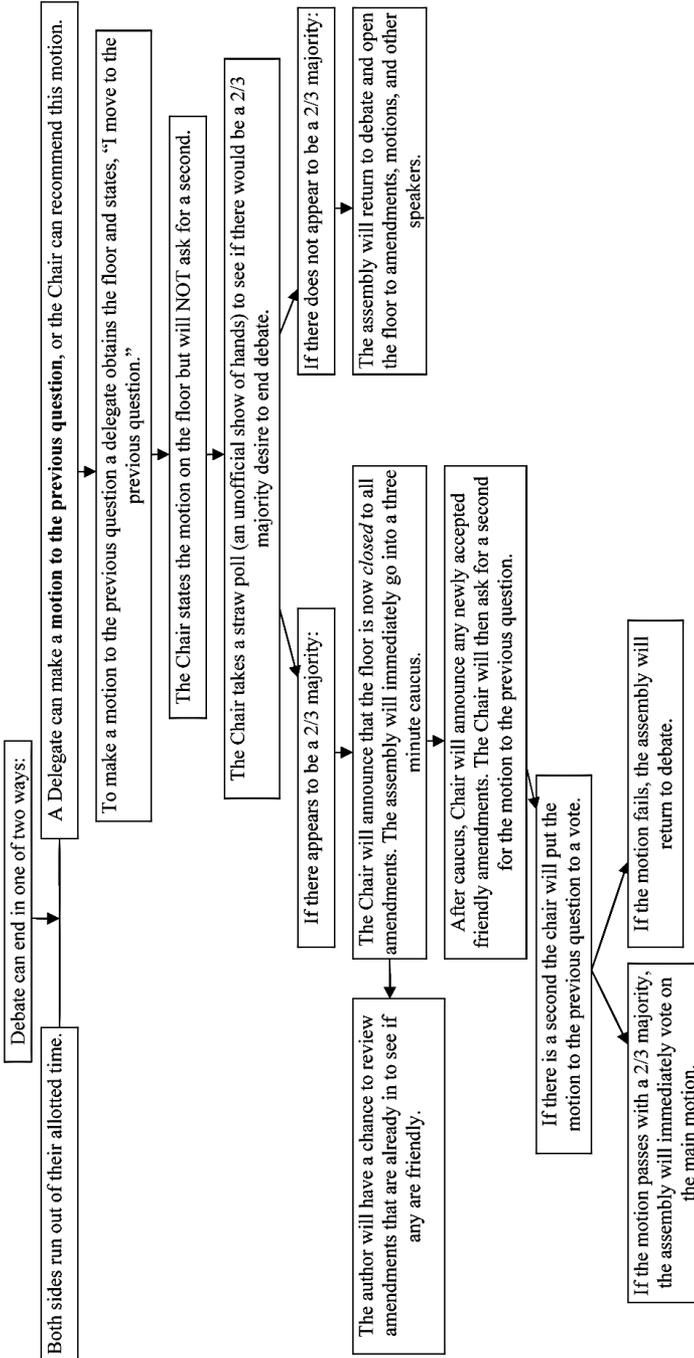
Postpone to a Certain Time

Refer

Amend

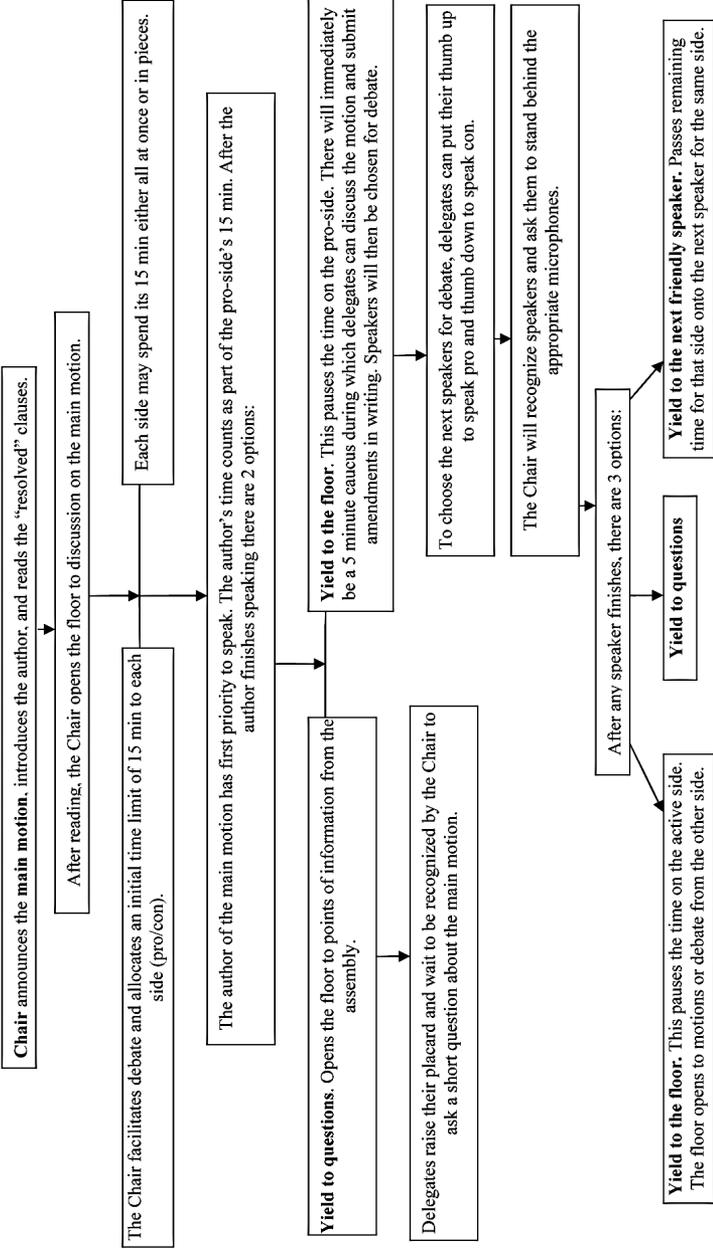
Postpone Indefinitely

ENDING DEBATE



Appendix D: *Flow Charts for Easy Reference*

MAIN MOTIONS



AMENDING A MAIN MOTION

After a **main motion** is brought to the floor, the author of the main motion has the first right to speak. After the author speaks, it is advisable to yield to questions and then **yield to the floor**.

After the author yields to the floor, the assembly will immediately go into a five minute caucus.

During the caucus, delegates can discuss the motion and submit amendments to the NFTY PVP on the provided amendment sheets.

The NFTY-PVP will assign a letter to each amendment upon receiving it, and will inform the amendment's author of that letter.

The author will review all of the proposed amendments and decide if they are **hostile** or **friendly**.

If the author accepts the amendment as friendly:

The amendment is made in the main motion automatically.

If the author rejects the amendment as hostile:

The amendment's author will be informed that the amendment has been deemed hostile. The author will have to wait for a speaker to **yield to the floor** in debate.

When time has been yielded to the floor, a delegate may make a motion and "move to bring up Amendment (X)"

If the motion is seconded the assembly will vote to bring the proposed amendment to the floor.

If the motion passes, debate will begin on the *hostile amendment*.

If the motion fails, time will be yielded back to the floor for other amendments, or continued debate.

The Chair will facilitate debate and allocate an initial time of **10 min** to each side (pro/con). Thumbs up indicate a desire to speak pro and thumbs down indicate a desire to speak con.

From this point on, debate will follow the same format as debate on a main motion. A **motion to the previous question** will indicate a desire to vote on the *hostile amendment*. During this time, only the proposed *hostile amendment* is discussed.

Appendix C:

, Iyḥj ṽl ḥrsṽ – *Madrīch Hachlatot*

A Guide to Resolutions

Vision looks inward and becomes duty.
Vision looks outward and becomes aspiration.
Vision looks upward and becomes faith. –Stephen S. Wise

OUR LEGISLATIVE PROCESS

Part of the holy work of NFTY is our legislative process. Twice a year, the North American General Board of NFTY conducts the business of this movement at *asefot*, or plenary sessions. Through this parliamentary process, in which we draft, discuss, and vote on various agenda items, our entire membership has a voice in the future of NFTY.

The term “agenda item” is an overarching category for pieces of legislation such as resolutions, amendments to the NFTY Constitution and its By-Laws, recommendations, and other issues that deserve the attention of the North American General Board. In this document, we will refer to the written piece of legislation as a resolution for practical purposes, because even amendments are *resolving* to amend, despite their special treatment by the NFTY Constitution.

This document is considered to be apart of *Choveret Nohalei Asefah – NFTY’s Rules of Order* and thus the **NFTY Constitution**. Authors of legislation and delegates to the asefah are strongly encouraged to be familiar with these documents.

WRITING A RESOLUTION

Prior to each *asefah*, the NFTY President will announce an official call for agenda items along with a due date. This deadline is final and unforgiving – all final versions of an agenda item must be submitted before this deadline or risk not being included on what is always a very full agenda.

Resolutions are comprised of five main components:

1. Heading

The heading serves as identification for the resolution and informs the reader of the topic to be discussed as well as where, or at which meeting, the resolution is to be submitted.

2. Background

The background is not mandatory but is helpful in cases where there is a relevant history in NFTY about the topic that the delegates would benefit from knowing.

3. Preamble

The preamble builds the argument for why the action in the operative clauses should be taken. Clauses in this section are called preambulatory clauses or *whereas* clauses. For each preambulatory clause, the first phrase following ‘whereas’ should set the ‘tone’ for the statement which will follow. Tone has to do with the strength of your conviction about the topic. Therefore, the stronger the phrasing, the stronger the conviction about an issue.

4. Action

The action section is the most important part of the resolution. In this section, the operative clauses, or *resolved* clauses, of a resolution tell the reader what action should be taken to solve the challenge set up in the preamble. The operative clauses should be the strongest part of your resolution; debate and any amendments will only be entertained on operative clauses. Language and tone will play a very important part in determining the strength of your operative clauses. Furthermore, the operative clauses are the only part of the resolution that will be recorded in the NFTY Resolutions Encyclopedia.

5. Salutation

This section informs the reader who wrote the piece of legislation and who supports it. There is a difference between the author and those who co-sign the document, for both practical and philosophical reasons. Thus, please adhere to the following guidelines:

- Author: The entity who actually wrote the document or came up with the idea should sign under “Respectfully submitted.” This entity can be one or two people or an official taskforce. Please limit authors to only these classifications.

- Co-signed: A short list (3-5 entities) of people after the author. The purpose of the co-signers is to act as a support group for the author during debate. A strong voice in debate is far more important than a name on a piece of paper. The only exception to this guideline is that if the legislation is submitted by a NFTYite without General Board voting powers, the document must be signed by nine other NFTYites. These co-signers can be individuals, boards, or taskforces.

****As a general rule, pieces of legislation should be long enough to cover the subject, but short enough to maintain interest. If in doubt, aim for the shorter side, especially in the background and preambulatory clauses. One can make more arguments in debate.****

SPECIAL FORMS OF RESOLUTIONS

There are two special pieces of legislation with additional guidelines: theme proposals and life membership proposals.

Guidelines for NFTY Life Membership Awards

In accordance with Article VI, Section D of the NFTY Constitution, NFTY honors select individuals for their years of outstanding commitment to the youth of Reform Judaism by granting them life membership in NFTY.

This award, bestowed upon those whose indelible impact upon NFTY at the North American level has crossed generations, may only be presented to individuals who meet the following criteria:

1. The individual must have committed no less than seven (7) years of direct service to NFTY at the North American level so that all of NFTY is tangibly impacted, in some way, by the gifts of this individual.
2. The individual must have demonstrated a combination of hands-on and support-role mentorship.
3. The individual must embody NFTY's Goals and Values, and be seen as a role model to NFTY's constituents.

Proposals to grant life membership to an individual are brought to the General Board of NFTY in the form of a resolution. These resolutions tend to take the following form:

Background: A short biographical sketch of relevant information

Preamble: Arguments that demonstrate the individual's eligibility based on the background

Action: A motion to grant the individual life membership, and in special cases, a clause of commendation

Note: For individuals who have demonstrated significant direct service to the NFTY Region, please feel free to use or modify these guidelines to establish a Regional Life Membership Award.

Guidelines for Writing NFTY Study and Action Theme Proposals

At the second *asefah* of the year, held at NFTY Convention or at NFTY Veida on opposite years, the agenda includes the selection of NFTY Study and Action Themes for the upcoming year.

While many of the members of the General Board will not be involved as NFTY participants in the following school year, we look to the seasoned members of this community to help guide the future of NFTY. Doing this holy work not only helps ensure that our values continue to be an integral part of NFTY, but also fulfills the *mitzvah* of doing work for the next generation, work from which you may never personally reap the rewards. It is a way to leave an indelible legacy upon NFTY.

The recent NFTY Study Themes and Action Themes have varied in scope and content. Resources are available from the past five years online at www.NFTY.org. Recent themes have included:

NFTY Study Themes:

5766-5767 P'Kichut Einenu: Opening Our Eyes to Zionism

5765-5766 Taking the Reform Jewish Journey: Embracing Tradition and Exploring Innovation

5764-5765 Interreligious Understanding: Hearing God's Presence

5763-5764 Conflict at Home and Abroad

5762-5763 All the Jews of the World

NFTY Action Themes:

5766-5767 Shootfei Adamah: Partners of the Earth

5765-5766 R' fuah Sh'leima: The Renewal of Mind, Body, and Spirit

5764-5765 NFTY Acts to Eliminate Slavery, Child Labor and Sweatshops

5763-5764 NFTY Acts to Improve Public Education and Increase Literacy

5762-5763 From the Corners of Our Fields: NFTY's Response to Hunger

NFTY Themes are proposed in the form of a resolution, with the resolved clause being that NFTY adopt the proposal as its Study or Action Theme for the upcoming year. In addition to the legislation itself, Study and Action Theme proposals are unique among other agenda items, in that they also require accompanying full program write-ups.

-During NFTY Convention years, two full-length program write-ups are required.

-During NFTY Veida years, one full-length and one 10 minute mini-program are required. The author will run this mini-program at NFTY Veida.

Why is this required?

While there are indeed a number of things to consider when picking a Theme, there have been times in the past when NFTY has fallen into the "trap" of picking Themes that are, for all intensive purposes, "UNPROGRAMMABLE." Since Programming is the primary vehicle through which NFTY explores the Themes, it has become a requirement that the Theme authors also send a program along with the theme resolution, to demonstrate how this theme can affect participants through programming. A Theme which is not demonstrably "programmable" will undoubtedly be ineffective. You may submit a program you have already implemented if it is an accurate representation of your Theme proposal.

GRAMMAR, SPELLING, PUNCTUATION, AND ACCURACY

A piece of legislation with grammar and spelling problems will slow down the *asefah* and is likely to be poorly received by the NFTY General Board. Please use a dictionary and other resources to proofread and hone your writing. Some suggested sources beyond dictionaries: “Politics and the English Language” by George Orwell and *Elements of Style* by Strunk and White.

A resolution is, in fact, a very long sentence, and thus requires special standardized punctuation. Please follow the example from “Sample Resolution to Paint the Barn Door Blue.”

Accuracy is paramount in the *asefah*. Be sure to check all of your arguments and assertions to make sure they are indeed fact. It is to your benefit to cite all facts and information within your resolution, especially statistics or elements of the NFTY Constitution. Use footnotes or in-text citations as appropriate.

INTENT

While the sample resolution is intentionally of a light nature, its purpose here is to show structure, format, and potential tone. For the business purposes of NFTY, it is our hope that all resolutions will be submitted to help make thoughtful and meaningful change to the holy work we do as a movement. With proper intent, our debates will be as those of Hillel and Shammai – for we are taught in Pirke Avot, that all arguments for the sake of heaven will lead to good.

Sample Resolution to Paint the Barn Door Blue
Submitted to the NFTY General Board at Mechina 5710

Background: In 1943, NFTY purchased a barn. For the last seven years, the official NFTY barn door has been painted red.

WHEREAS the paint on the official NFTY barn door has been peeling over the last 7 years and is due to be repainted, and;

WHEREAS some NFTYites are deeply concerned, as red is commonly known as a/the color of aggression, and;

WHEREAS blue would better match the setting of the barn, therefore;

LET IT BE RESOLVED THAT the NFTY General Board approve this motion to paint the barn door blue, and;

LET IT BE FURTHER RESOLVED THAT the barn door will be painted blue by the next meeting of this General Board, and;

LET IT BE FURTHER RESOLVED THAT the NFTY General Board condemn the previous decision to paint the barn door red in an open letter to its membership, and;

LET IT BE FURTHER RESOLVED THAT the attached program on color awareness be run at NFTY Veida 5711.

Respectfully submitted,

Lilith Goldman z"l
NFTY-Kutz President

Co-signed:

The Senator, Mr. Peabody
NFTY-Kutz PVP

Appendix F: Milon – **ikwn** – Dictionary 20 Hebrew Terms to Enhance Your Asefah **vpxt**

Aisek: **exg**: business

Asefah: **vpxt**: to a public meeting

Choveret: **Trcu**: a booklet

Chukah: **veuj**: constitution

Chukai Ayzer: **rzg veuj**: bylaws

Hachanah: **vbfv**: preparation

Hachlatah: **vykj v**: resolution, decision

Hachrazah: **vzrfv**: declaration

Hatzba'ah: **vgCnv**: voting

La'avod: **sucgk**: to pass

Lidaber: **rCsk**: to speak

Nasi: **tGh** president

Nispach: **j pGh** appendix

Nohalei: **hkvub** comes from the shoresh nun-hey-lamed, meaning procedure

Sicha: **vj w**: discussion

Tzir: **rwn** delegate

Va'ad: **sgu** council

Va'adah: **vsgu** committee

Veida: **vsqu** conference; the name of NFTY's business meeting held each February

Viykuach: **j uFw** debate