



National Association of College and University Residence Halls

NCC Handbook

Sections:

1. NCC Role and Responsibilities
2. Delegation Building
3. Delegation Accountability Suggestions
4. Role of a Conference Delegation Advisor
5. Hints for Program Presenters
6. NCC/RBD Meetings
7. Parliamentary Procedure

1. NCC ROLE AND RESPONSIBILITIES

You, as an NCC, are the main link between your school and the [NACURH](#) network of residence hall organizations across the continent. It is only through your effectiveness as a NCC that your school's residence hall organization may enjoy the benefits of [NACURH](#) and your region. There are many vital responsibilities that come with the job. Remember, *NACURH is only as strong as you, the NCC, make it.* The whole idea behind the organization is the improvement of the college or university residential living environment, and only through the sharing of schools' programs and ideas can we accomplish this goal. You needed to share your school's uniqueness with the rest of the region and nation. As you see, the NCC does have responsibilities, but the rewards far outweigh the duties!

1. Serve as the liaison between [NACURH](#), your region and your school's residence hall organization.
2. Official representative of [NACURH](#) at your school.
3. Official representative of your school's residence hall organizations to [NACURH](#).
4. To be knowledgeable about [NACURH](#), your region and your school's organization.
5. Keep abreast of all changes in [NACURH](#), your region and your school's residence hall organization.



National Association of College and University Residence Halls

6. Organize and submit a research or resource report on some aspect of your school's residential living environment, government or programs to the [NACURH Information Center](#) once per year.
7. Submit [Of The Month](#) nominations (in conjunction with your school's NRHH Chapter if applicable).
 - a. Award categories include:
 1. Advisor Of The Month
 2. Executive Board Member Of The Month
 3. NCC Of The Month
 4. NRHH Chapter Of The Month
 5. Program Of The Month
 6. Community Service Program
 7. Educational Program
 8. Social Program
 9. Resident Assistant Of The Month
 10. Spotlight Of The Month
 11. Student Of The Month
8. Submit nominations for other regional or national awards and honors, when applicable.
9. Keep a notebook or file of all correspondence received and sent.
10. Communicate regularly with the [Regional Board of Directors](#) and other NCCs in your region.
11. Answer all correspondence (letters, questionnaires) promptly.
12. Keep regional and national newsletters for reference, and submit articles.
13. Share the information you receive in these newsletters with the others in your residence hall organization and housing office.
14. See that your school's residence hall organization takes advantage of all benefits and services offered by [NACURH](#) and your region.
15. Establish a [National Residence Hall Honorary](#) chapter on your campus.
16. Establish a [Student Action Team](#) chapter on you campus.
17. Request files, reports and video tapes from the [NACURH Information Center](#).
18. Utilize [NACURH](#) Corporate Sponsors and Corporate contract discounts.
19. Serve as the delegation chairperson of your school's residence hall organization during regional and national conferences.



National Association of College and University Residence Halls

20. Serve as the delegation chairperson, recognized spokesperson for group, official representative at business meetings of your region and [NACURH](#).
21. Attend all NCC meetings at regional and national conferences.
22. Report to your delegation about the business conducted at the meetings.
23. Responsible for all pre-conference materials, arrangements and communication.
 - a. Submit conference registration materials and fees on time.
 - b. Make sure program session forms are returned, and assist in the preparation of any sessions from your school.
 - c. Responsible for the school display, banner or other region-specific activities, if desired by your organization.
24. Responsible for making sure membership dues are paid and registration forms are taken care of at the National Conference or sent in to the [NACURH Information Center](#) by June 15 of each year.
25. Responsible for assisting in the planning of all conferences by sharing ideas with the Conference Chairperson and staff.
26. Give reports on your region and [NACURH](#) at each meeting of your school's residence hall organization.
27. Train your school's new NCC (NCC-IT). Be sure to pass your NCC Handbook, RFI and Video Tape Index on to him/her, as well as your files of correspondence, regional and [NACURH](#) business, any conference material and any other pertinent NCC information.
28. Inform the [Regional Director](#) and the [NIC](#) of any change in status, be it a new NCC or change in address or telephone information. All changes in information are due in the regional office within two (2) weeks of occurrence.
29. Enjoy the benefits of one of most rewarding positions -- the NCC. You will have the opportunity to meet people like yourself from campuses across the region and nation!

2. DELEGATION BUILDING

[NACURH](#) is very important to our schools. We believe we put a lot into the organization and we know that we got a lot in return. The most visible membership benefit is the right to attend regional and national conferences. These conferences not only give us the opportunity to visit campuses and



National Association of College and University Residence Halls

residence halls all over the country and learn about all the new and different happenings and ideas, but we also get to show off YOUR school to the rest of the country! We cannot fully express the level of learning and sharing that occurs when hundreds of delegates get together -- we encourage you to attend and participate.

So, you've decided to send delegates to the upcoming conference? But what's this talk about delegations, spirit, awards, roll call, program sessions and the like? Confused? That's understandable. A **NACURH** affiliated conference will bring you to one of the highest energy levels you'll ever know -- so much goes on in such a short time that anyone's head could easily be spinning! This section of the NCC Handbook has been compiled in order to give you, the NCC and official delegation head, some ideas to help you maximize the conference experience for yourself and your delegates.

1. Selecting your delegation:

Conferences provide more opportunities for personal growth, leadership development and learning than any other program done for residence hall students. Sending delegates to any conference is an investment in the future of your residence hall government, so you should be careful in deciding who is to represent your school. To end up with a strong, unified and prepared group you must start early. Announcing the conference to your residence hall government, hall council and Residence Life Staff meetings is a good start. Have sign-up sheets to keep track of those persons interested in going. Use these meeting times to inform the groups about the purpose of attending the conference, as well as getting delegates.

If transportation is no problem, you may decide to take everyone who is interested. If you need to limit the number of delegates, you should find a fair method of doing so. Those who will get the most out of the conference and who will be around in the future are high priority candidates. These may include you (as NCC), residence hall government executives, hall council Executives and Advisors. The level of the conference (state, regional or national) and the needs of your school will help you determine who should go. Some schools have all interested persons fill out an application stating why they want to go, what they plan to get out of the event and how active they plan to be the coming year.



National Association of College and University Residence Halls

Now that your delegation has been selected, they can begin by helping you with many tasks that need to be done. In addition to helping you, work & play will help to build a strong, unified group. Some schools set up weekly delegation meetings several months before the event so there is time for work and team building.

You will also need this prep time to determine your funding. You will have registration fees and transportation expenses at the very least. Often your residence hall government will help with all or part of the expenses. Housing is another good source (vending money, video revenue, etc.). Some delegates may get money from their hall councils or their own pockets. Your group may decide to hold some fund raisers. Revenue sources need to be determined early because registration forms and money will be due several weeks before the conference.

2. Travel Arrangements:

Now that you've decided who's going and you have some idea of your funding, how are you going to get everyone there? This question is closely related to how many people can go. Set a realistic budget for travel. Many modes of transportation are available. If there are only a few people going, you may use a personal vehicle -- but you should consider insurance and wear and tear on the car. If your school or organization has access to vans or buses they are a good alternative. Be sure someone in your group is authorized to drive a university vehicle! Larger delegations will often charter a bus or look into group rates for a train or plane. If your school can't fill a bus alone, contact other schools in your area. State associations or RCCs are great for this type of communication!

Since the National Conference is held in the late spring/early summer, many schools are out of session. Be sure to get correct addresses and phone numbers for all delegates before they leave campus. In you delegation meetings during the semester you should decide where everyone is to meet or to be picked up on the way to the conference. REMEMBER -- have correct summer addresses and take them with you to the conference!



National Association of College and University Residence Halls

3. Delegation Unity:

In order to be a strong delegation at the conference you need to start at home. Once you know who your delegates are you can and should call a delegation meeting. These pre-conference meetings will enable you to begin building the unity that will hold your group together through the conference and the coming year. This will also enable you to get volunteers for the many tasks we mentioned earlier. Begin your meetings with an icebreaker so everyone gets to know each other. Let those who have been to other conferences share their experiences. You might also let EVERYONE share their expectations of the conference so you can spot and correct any misconceptions. Perhaps you'll have each person write a short bit about why they are going and what they want to get out of the conference. You could seal these up and send them to the delegates after you return! These meetings are an excellent time to explain your residence hall government's expectations of every delegate -- remember, they are representing your school. For instance, you may want to obtain and share information on the conference's and state's policies on alcohol. As a group, your delegation may decide to use the conference time to research specific topics, such as cross-cultural environments and programming, alcohol awareness, fund-raising, etc. Be sure to have behavioral and organizational expectations clear.

In addition, you should take the time to explain the roles of certain delegates (your Advisor, NCC, residence hall government President, etc.). This will be especially helpful for the new delegates. Your group may also appoint special leaders (i.e. "Yell Leader," etc.). Inform your group about the region and [NACURH](#) so they have a comfortable understanding of the organization and can feel a part of the [NACURH](#) family!

We have mentioned some major expenses involved in getting your delegations to and from conferences. The amount of money may not be difficult for you and your school but for others it will be a task to collect. Regardless, we suggest that one individual be responsible for collecting funds and the payment of registration fees, travel costs, etc. This could be you as NCC (but you'll be pretty busy!) or your residence hall government's Treasurer.



National Association of College and University Residence Halls

If you have even been to or seen people return from a conference you've no doubt seen every variety of school T-shirts, stickers, buttons, hats, boxers, banners, flags, etc. One of the highlights of the personal interaction is trading school items. If your delegates decide to make their school's name known, this is a great way to do it!

4. Delegate Packets

Someone in your delegation may want to take the responsibility of assembling delegate packets containing any of the following:

- a. **T-Shirts:** Wear them to show unity, spirit and to trade
- b. **Buttons:** Advertise a theme, program, school and to trade
- c. **PR:** Banners, flags, announcement signs or placards
- d. **Stickers:** To stick on delegate badges, conference folders and to trade
- e. **Etc.:** Unique things like cowbells, painter hats, bumper stickers, noise makers, suspenders, Mascot heads, boxer shorts, face paints, etc.

Be creative - what unique things to do you have at your school? Centering things around the conference theme is always a winner. On a more serious note, you may want to institute some sort of delegate accountability. This can be accomplished by issuing each delegate a notebook with a note pad, pen and session report sheets. The session report sheets will encourage each delegate to take notes on each session they attend, and the notes would be returned to you for inclusion in a conference booklet. This helps ensure that your delegates, who are being financially supported by your school, attend sessions and report on the content. You might also require an extra set of all handouts to keep on file.

5. School Display or Banner

During your pre-conference delegation meetings, you may decide to create a school display or banner. This is a perfect opportunity to show off your school, your residence hall government, the individual residence halls, special programs and events, and the campus itself. The display can be as simple as a tri-folded matte board or as complex as a free standing one with integrated slide presentation. Be sure to include pictures and explanations of life on your campus and in your residence halls, as well as copies of newsletters, brochures and other materials that other delegates



National Association of College and University Residence Halls

can take home. Check with the conference host school about size limitations for banners. There are school display and banner competitions at the regional and national conferences.

Before you leave try to get as much sleep and studying (if applicable) done as possible. Believe us, there is little sleep during your travels and practically none during the conference itself.

The trip will give you the perfect opportunity to practice the songs, chants and cheers developed by your delegates. Caution -- be careful not to upset the driver! BE SURE your delegates have money for food along the way. If the trip is long, you may want to include mini-exercise sessions during food and rest stops. The excitement will build along the way, but try to prevent burnout. This may be accomplished by periods of quiet time to facilitate rest/relaxation, quiet talks and think time.

6. What to Bring

It isn't possible to visit everything one might need or want at a conference. It is IMPERATIVE that you study the materials sent out by the conference staff; they will tell you what kind of weather to expect, whether or not linens/towels will be provided, etc.

- a. Outer Clothes, Jackets, Sweatshirts (if appropriate)
- b. Undergarments
- c. Toiletries, make-up, hair accessories
- d. Linens (if not provided)
- e. Towels, Washcloth (if not provided)
- f. Paper, Pencils/Pens
- g. Comfortable Shoes
- h. Comfortable Casual Clothing
- i. Semi-Formal Attire for the Banquet
- j. Medications
- k. Toys/Gifts for Regional Board Meetings
- l. Alarm Clock
- m. Camera
- n. Snacks
- o. Money



National Association of College and University Residence Halls

7. What to Expect

As previously mentioned, the conference will lift you and your delegation to one of the highest energy levels ever! People will have come from all over the region and nation to attend this conference -- anywhere from 200 delegates at a regional conference to 3,000 at the National Conference. Again, getting some sleep before you arrive is necessary! You'll probably arrive only an hour or so before the start of the conference -- you might want to be sure everyone is freshened up at the last food/rest stop. You, as the NCC, will get the delegates registered. Be sure everyone has his/her delegate packet and room key. **BE SURE YOU RECORD EVERYONE'S ROOM NUMBER AND PHONE, IF PHONE SERVICE IS IN OPERATION!!!** You'll have a much easier time keeping track of everyone if you know where they are staying. During the day your time will be filled with sessions, meals, meetings, speakers and unique activities. The evenings will have structured, unique, and fun activities. Many people choose to sample the local night-life. You, as NCC, need to make your expectations clear.

Everyone needs to know your school's stand on alcohol, and you must be aware of the conference and host school policies and **OBEY THEM**. [NACURH Policy](#) states that all [NACURH](#)-related events will be alcohol & drug free. Also, be aware of local and state laws. Don't jeopardize the reputation of the school hosting the conference or your school's image either! Instill school pride and responsibility in your delegates early and continue to reinforce it throughout the conference.

The NCC business meetings you will be attending are an important part of your job. It's crucial you prepare ahead of time and read any material sent to you by your Regional Director. At regional meetings you may have bids or legislation to read overnight before the meeting starts the next day. Be sure you take time to read everything thoroughly -- in between dances, meeting new people and **SLEEPING!** Some of the decisions you may be making -- electing a directorship, selecting a conference sight or selecting award recipients -- will have a big impact on your region in the next year, so please give the bids the consideration they deserve. In some regions meetings can last well into the night, so NCCs are encouraged to bring



National Association of College and University Residence Halls

toys with them so they don't get bored. REMEMBER: Bring things that entertain your hands, not your mind, since you'll still need to pay attention. Things like play-dough, silly-putty, bubbles and crayons are good things to bring. Check with your Regional Director about meeting etiquette.

8. Let's Get Together!

You'll do well to schedule delegation meetings throughout the conference -
 - good times are at each meal and before evening activities. This gives you, as the NCC, a chance to share information and get feedback from your group. This is also a good time to raise your group spirit with songs and cheers!

9. Bringing it Home

After everyone is home and recuperated, plan a reunion to share pictures -- maybe build a scrapbook for your residence hall government! Then everyone can turn in session reports, share their experiences and compare the experience with their earlier expectations. Chances are, they'll be ready to sign up for the next conference!

3. DELEGATION ACCOUNTABILITY SUGGESTIONS

1. Before the Conference

- a. Pass a policy in at residence hall government requiring delegates to pay \$5.00 per missed conference programming session.
- b. Have every delegate pay for some part of their conference fee. Distinguish between room and board vs. program and registration fees; inform delegates that the residence hall government or university contribution is toward the latter, thus the importance of session attendance.
- c. Hold a pre-conference meeting of all delegates to pass out information on NACURH and establish group and individual goals to be gained from the conference.
- d. Make sure an advisor attends the conference and is part of delegation planning.



National Association of College and University Residence Halls

- e. Select all delegates through an application and screening process. Through this process have each person write down what they hope to accomplish and contribute at the conference.
- f. The NCC should write a letter to all delegates explaining expectations of them and what will be happening at the conference.
- g. Have several pre-conference delegation meetings with the goals of team building within the delegation, personal and group goals, and plans on how the information gained will be presented to the residence hall government once home, studying the conference schedule and activities, and planning for spirit activities, etc.
- h. Establish a Conference Committee or surrogate NCC for the times the NCC will be in meetings.
- i. Have delegates sign an agreement to present a program on what they learned at the conference to their residence hall government.

2. During the Conference:

- a. Request that the conference staff run attendance contests (or some activity which supports delegate attendance).
- b. Request that the conference staff build school delegation meeting times into the conference schedule.
- c. Once at the conference, having received program/session booklets, assign individuals or take volunteers to attend specific sessions.
- d. Utilize the Conference Committee or Surrogate NCC to plan special meetings when the NCC is busy.
- e. Meet at the end of each day to discuss what has been learned at different sessions.
- f. Assign someone to give other delegates from your school wake-up calls or knocks, with plenty of time to get ready for breakfast and/or the first session.
- g. Have delegates keep a journal of their activities during the conference.

3. After the Conference

- a. Have the delegates make a presentation to residence hall government explaining what they learned, new ideas to implement, new resources, etc.



National Association of College and University Residence Halls

- b. Develop a post-conference wrap-up report, outlining ideas gained at each session and what transpired at other events.
- c. Have returning delegates present sessions about what they attended.
- d. Enforce any attendance policies you may have.

4. ROLE OF A CONFERENCE DELEGATION ADVISOR

The advisor of a conference delegation can play an important role in assisting residence hall leaders getting the most out of a conference. Here are a few suggestions of things you can do in preparing your group:

1. Assist in organizing a delegation.

Work with residence hall leaders in planning strategies to recruit students to attend the conference. It's a good idea to have students who have attended previous conferences talk to student groups to share their experiences. As the conference approaches, your assistance may be needed in requesting approval from professors for students to miss classes or change exams.

2. Insuring that conference information is communicated.

Your NCC will be receiving a variety of mailings from the conference office. Make sure the information from these mailings is communicated to the delegation. Double check deadline dates, registration instructions and other important information with your NCC so that all of the administrative necessities are taken care of on time and in the correct manner.

3. Helping students assess their personal and organizational needs.

Before your delegation leaves for the conference, spend time with them in assessing how they, as individuals and as a group, can get the most out of the conference. Brainstorm with them on goals to be accomplished through the conference. For example, if the students are interested in Alcohol Awareness Programming, this needs to be identified before the conference so the delegates can begin to think about specific questions they would like answered. The pre-planning



National Association of College and University Residence Halls

will give the students a head start on looking for conference programs that can help them in their work on campus.

4. Planning conference program attendance.

Once you get to the conference, take some time to review the conference program with your delegation. Based on the needs the students identified, you can provide some direction in terms of which conference programs would be most appropriate for meeting those needs. By planning which students will attend particular sessions, you can help students to maximize their conference dollar by having at least one person in attendance at as many of the programs as possible.

5. Processing what's happening at the conference.

It's a good idea to periodically meet with your delegation during the conference to see how things are going. This is an excellent time to immediately discuss implementing program ideas on your home campus. You can also take this opportunity to change program attendance plans as a result of emerging interests or new ideas picked up during the conference. Once you are home after the conference, make a point to get the delegation back together to talk about the conference programs. Putting ideas in writing and figuring out what your school is going to do with these ideas is important if the conference is going to have a meaningful impact on the residence halls.

6. Spreading the word

Make sure delegates spend some time sharing their experiences and ideas with other students who did not attend the conference. This may not be practical right after the conference due to finals or school being closed, but make some plans for the fall term for delegates to make a presentation to the total organization about what happened at a [NACURH](#). Their ideas and excitement can go a long way in helping the organization to establish some goals and begin working on implementing all of those ideas from other schools. As an advisor, you can have a positive impact on what students retain from a conference through your active involvement in [NACURH](#).



National Association of College and University Residence Halls

7. Your NCC

Be sure to give your NCC a lot of encouragement and support. After all the work he/she has done to get your school's delegation ready and to the conference, he/she needs a pat on the back. Make sure he/she and the delegation realize that the NCC is more than just someone who gets everyone to a great conference, but that he/she has the responsibility of representing your school during business meetings. It's a serious responsibility that should be recognized. One thing you may want to watch for is a possible power struggle between your NCC and Residence Hall Government president. It's not unusual for a president to want to take charge. Make sure everyone realizes that the NCC is in charge at conferences. This is their show and they have worked hard to get there!

5. HELPFUL HINTS FOR PROGRAM PRESENTATIONS

Conference time is drawing near and your NCC or advisor has decided that you are to present a session. Perhaps you were instrumental in a project and have decided to share it at a regional or national conference. You have taken on the responsibility of representing your school by presenting a session to delegates from schools across the region or nation. This is a serious responsibility, so we would like to offer a few suggestions to aid in the preparation of your session.

1. Research:

This is an important aspect of your presentation. Knowing how to do a program is easier than teaching others. The more familiar you are with your subject, the more comfortable you will be with presenting it and answering questions.

2. Integration:

If you spend 10 hours on research, avoid trying to present those 10 hours of information in a 60-90 minute session. Integrate your material with the main points and the goals of your session in mind.



National Association of College and University Residence Halls

3. Practice:

Present your session to your residence hall government, your advisors and other interested people; get a feeling for your use of time, clarity and overall effectiveness.

4. Presentation Style:

There are many different presentation styles to choose from.

a. Here are a few ideas:

1. A straightforward, formal lecture.
2. A lecture/discussion/lecture format.
3. A discussion session.
4. An active/interactive format.
5. Pace yourself so that all important points are given equal time.
6. Use of audio-visual material and structured experiences.
7. When thoughts and important points are clear and simple, they are easier for you and the participants to remember. Giving an "overview" of your session during the first few minutes helps participants know what to expect.

5. Handouts:

A two-page (2) summary of your presentation is valuable to you and the participants. After your research, if you can summarize your thoughts, ideas and main points in two (2) pages, you should have a good working knowledge of your presentation. Participants have the opportunity to take knowledge and information home to be reviewed and studied. All handouts should contain the name of the session, the name of the presenter and the school.

6. Visual Aids:

Visual aids can add to or detract from your presentation. Think of yourself as a participant when you are preparing your visual aids. -Prints need to be clear and large enough for all to see. -Colors help. -Too much information is distracting. -An outline of the presentation is helpful. -Become familiar with your audio-visual equipment. Do you have another plan in case something goes wrong with the equipment?



National Association of College and University Residence Halls

7. Finally:

It is important to present material that is congruent with the program description submitted for the program schedule. It is quite frustrating when you have limited time at a conference to choose a topic from the many listed and discover that the session bears no resemblance to the description

8. Other comments:

- a. It is hoped that you will find these hints helpful in the preparation of your session.
- b. Remember - a conference is only as good as the presenter(s) of its session!

6. NCC/RBD MEETINGS

At all national, regional, and Mini/No-Frills Conferences, expect to meet with the other NCCs from each of the member schools in your region in Regional NCC Meetings. These meetings are usually long and will keep you away from your delegation for quite a bit of the conference. However these meetings are necessary for each region to function efficiently and democratically. NCCs choose the region's awards, conference sites, directorship, and set policy. Regional meetings are run using Parliamentary Procedure. Expect your Regional Director to contact you before the conference with a better idea of what to expect during your regional meetings.

At the [NACURH](#) Conference each May, all of the NCCs in [NACURH](#) meet for the [Corporate Business Meeting](#). There, the [NACURH Executive Officers](#) give the corporate report. This is also the forum where changes to [NACURH's](#) bylaws may be proposed from year to year. Changes to the bylaws require a 2/3 majority vote by all [NACURH](#) NCCs in attendance.

In order to vote in any regional or [NACURH](#) meeting, *it is required that your school be in good standing with [NACURH](#)*. This means your school's registration form, dues, and [NIC](#) report must be turned-in and on file with the [NIC](#). Also, you may not have any outstanding debts with any [NACURH](#) office or conference staff. Your school also must be in good standing if it is to be



National Association of College and University Residence Halls

considered for any regional or [NACURH](#) awards, including [OTMs](#). To double-check to see if your school is in good standing, contact the NIC.

7. Parliamentary Procedures

Parliamentary procedure insures the most efficient handling of business at any organized meeting. Meetings must be run by rules which all members understand and accept. Here are the basic elements of parliamentary procedure which are used by organizations all over the world. This packet has been organized to provide a condensed and systematic form of these rules.

The object of parliamentary procedure is to assist the assembly to accomplish the work for which it was designated. To do this, it is necessary to restrain the individual somewhat as the right of an individual to do what he/she pleases is incompatible with the interests of the whole.

Whether an officer or member of any group, you can function more efficiently with a basic understanding of fair and efficient procedure. NACURH uses *parli-pro* as a tool to run effective meetings and fairly carry out the goals of the organization. In order for that to occur, basic knowledge of *parli-pro* is needed by all, especially the NCCs.

1. What is Parliamentary Procedure?

Parliamentary procedure is a set of rules which, if used correctly, help a group run a meeting without confusion and without waste of time or effort. There are three basic ideas behind the rules:

- a. All persons in the group are equal; the rights of one are the rights of all.
- b. The will of the majority will be carried out, but only after the minority has had a fair chance to have its say.
- c. Plain old common sense.

2. How much do I have to know?

If you are able to make a simple motion, to make an amendment to a motion, to take a vote and to use several special procedures, you will know 90 percent of what is necessary to run a usual meeting or to



National Association of College and University Residence Halls

participate as a member. Once you can do these few things smoothly, you can learn the rest as you go along.

a. Main motions:

1. Purpose: To present an item of business to the assembly for consideration.

a. Steps:

- i. Obtain recognition from the Chairperson.
- ii. State motion in concise way -- "I move that..."
- iii. Another member seconds motion.
- iv. Chairperson calls for debate.
- v. Chairperson puts motion to a vote and announces the results.

b. Amendments:

1. Purpose: To modify a motion. An amendment is made in the same way as a main motion. You would simply state, "I move to amend the motion by..."

a. Ways to amend:

- i. To strike words.
- ii. To add words.
- iii. To strike out and add words.
- iv. To divide the motion into two (2) or more motions.
- v. To strike the entire motion and substitute a new motion on the same subject.

b. An amendment can be amended once. Amended motions are disposed of in reverse order by which they were brought up. If a motion has an amendment and an amendment to the amendment, then the second amendment is discussed and voted on first. Then the first amendment is discussed and voted on as amended, and finally the motion is discussed and voted on as amended.

c. Note: Robert's Rules of Order does not recognize "friendly amendments," and it is suggested that they are not recognized.



National Association of College and University Residence Halls

c. The Vote

The Director/Chairperson usually appoints a parliamentarian for each meeting. This person must have good knowledge of parliamentary procedure, and will settle all parliamentary related disputes.

Usually only voting members have the right to second motions, while anyone in attendance can speak or propose a motion. If a voting member fails to second a motion, the motion dies.

A quorum is usually required to conduct business. Quorum usually consists of at least 50% plus one (1) of voting membership (NCCs) to be in attendance in order to conduct business. Many constitutions have stricter or more lenient numbers for quorum.

Minutes of each meeting should be taken by the Associate Director or other officer. Minutes should be distributed as soon as possible following a meeting, and minutes from the previous meeting should be reviewed and approved at the beginning of each meeting. An original copy of these minutes should be kept as records.

Rules and procedures may be suspended by voting members by a two-thirds (2/3) majority vote. Constitutions, bylaws, and the rules of parliamentary procedure cannot be suspended at any time.

The Director or Chairperson has the right not to recognize any motion, meaning it cannot come up for discussion. Voting members (NCCs) may appeal this (and any other) decision of the chair with a two-thirds (2/3) majority vote.