

LAMPLIGHTER MOBILE HOMEOWNERS' ASSOCIATION

Incorporated 1984

ARTICLES OF INCORPORATION and REVISED BYLAWS

ARTICLES OF INCORPORATION

ARTICLE I

The name of the corporation is LAMPLIGHTER MOBILE HOMEOWNERS' ASSOCIATION, INC.

ARTICLE II

This is a Nonprofit Corporation, organized as a civic and community organization pursuant to the Florida Corporations Not-for-Profit Law set forth in Chapter 617, of the Florida Statutes.

ARTICLE III

The term of existence of the Corporation is perpetual.

ARTICLE IV

The specific and primary purposes for which this Corporation is formed are:

(A) For the advancement of the community and civic welfare of the residents of LAMPLIGHTER MOBILE HOMEOWNERS' ASSOCIATION, INC.

(B) To promote the health, safety and welfare of the residents within the above described community and to enforce any covenants, restrictions and agreements affecting the subject properties.

(C) To acquire by gift, purchase or otherwise, hold, improve, build upon, operate, maintain, convey, sell, lease, transfer, dedicate for public use or otherwise dispose of real or personal property in connection with the affairs of the Association.

(D) Have and exercise any and all of the powers and privileges specifically granted under the “Florida Mobile Home Act”, Chapter 720, Florida Statutes, its predecessor or successor acts.

(E) The Corporation shall have the powers and, the same shall be deemed a part hereof, as specifically provided by Chapter 720. Ill, Florida Statutes, as herein now existing or hereinafter amended.

ARTICLE V

Board of Directors. The powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by a Board of Directors. The number of Directors of the Corporation shall be at least four, provided, however, that such number may be changed by a Bylaw duly adopted by the members.

The Directors named herein as the first Board of Directors shall hold office until the first meeting of members at which time an election of Directors shall be held.

Directors elected at the first annual meeting and at all times thereafter, shall serve for a term of one (1) year until the annual meeting of members following the election of and until the qualifications of the successors in office. Annual meetings shall be held as provided in the Bylaws of the Corporation.

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board shall individually or collectively consent, in writing, to such action. Such written consents shall be filed with the Minutes of the proceedings of the Board, and any such action by written consent shall have the same force and effect as if taken by unanimous written consent of the Board of Directors without a meeting, and that the Articles of Incorporation and the Bylaws of this Corporation authorizes the Directors to so act. Such a statement shall be prima facie evidence of such authority.

The names and addresses of such initial members of the Board of Directors are as follows:

HAROLD FLORA	123 W. Piedmont, Port Orange, Florida 32019
HOWARD RUDOLPH	140 E. Piedmont, Port Orange, Florida 32019
MILDRED DOIRAN	248 Keith Lane, Port Orange, Florida 32019
GLADYS MORSE	24 Gindy Lane, Port Orange, Florida 32019
JOHN COBLENTZ	38 Woodville Lane., Port Orange, Florida 32019

The Board of Directors shall elect the following officers: President, Vice President, Secretary and Treasurer, and such other officers as the Bylaws of this Corporation may authorize the Directors to elect from time to time. Initially, such officers shall be elected at the first annual meeting of the Board of Directors.

ARTICLE VI

Earnings and Activities of Corporation

(a) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, Directors, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof.

(b) No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

(c) Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1954, (or the corresponding provisions of any future Internal Revenue Law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, (or the corresponding provision of any future United States Internal Revenue Law).

(d) Notwithstanding any other provisions of these Articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this Corporation.

ARTICLE VII

Distribution of Assets. Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purpose of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for similar purposes, as an exempt organization or the corresponding provisions of any future Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction in the county' in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as such Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE VIII

Membership. The Corporation may have regular and associate members. The qualifications shall be as spelled out in the Bylaws, as from time to time adopted by the Corporation. Only members shall be entitled to vote. Each mobile home shall be entitled to one (1) vote.

ARTICLE IX

Subscribers. The names and residence addresses of the Subscribers of the Corporation are as follows:

HAROLD FLORA	123 W. Piedmont, Port Orange, Florida 32019
HOWARD RUDOLPH	140 E. Piedmont, Port Orange, Florida 32019
MILDRED DOIRAN	248 Keith Lane, Port Orange, Florida 32019
GLADYS MORSE	24 Gindy Lane, Port Orange, Florida 32019
JOHN COBLENTZ	38 Woodville Lane, Port Orange, Florida 32019

ARTICLE X

Amendment of Bylaws. Subject to the limitations contained in the Bylaws, and any limitations set forth in the Corporation Not-For-Profit Law of Florida, concerning corporate action that must be authorized or approved by the members of the Corporation. Bylaws of this Corporation may be made, altered, rescinded, added to, or new Bylaws may be adopted, either by a resolution of the Board of Directors, or by following the procedure set forth therefore in the Bylaws.

ARTICLE XI

Dedication of Assets. The property of this Corporation is irrevocably dedicated to civic and community' purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any Director, officer or member thereof, or to the benefit of any private individual.

ARTICLE XII

Registered Agent and Office. The address of the Corporation's Registered office shall be:
123 W. Piedmont, Port Orange, Florida 32019

And the name of its Registered Agent at said Address: HAROLD FLORA

ARTICLE XIII

Amendment of Articles. Amendments to these Articles of Incorporation may be proposed by a resolution adopted by the Board of Directors and presented to a quorum of members for their vote.

We, the undersigned, being the Subscribers and Incorporators of this Corporation, for the purpose of forming this Nonprofit Corporation under the laws of the State of Florida, have executed these Articles of Incorporation, this day of November, 1984.

/s/ Harold J Flora
HAROLD FLORA

/s/ Howard Rudolph
HOWARD RUDOLPH

/s/ Mildred Doiran
MILDRED DOIRAN

/s/ Gladys Morse
GLADYS MORSE

/s/ John Coblentz
JOHN COBLENTZ

STATE OF FLORIDA

COUNTY OF VOLUSIA

Before me, the undersigned authority, personally appeared: HAROLD FLORA, HOWARD RUDOLPH, MILDRED DOIRAN, GLADYS MORSE AND JOHN COBLENTZ, to me known to be the persons who executed the foregoing Articles of Incorporation and they acknowledged to and before me that they executed such instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 15th day of November, 1984.

/s/ Pauline F. Ostendorf
Notary Public

Notary Public, State of Florida
My Commission Expires Aug 26, 1988

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By RICHARD J. OSTERNDORF, ESQ., June, 1984

“A TRUE COPY”

ATTEST: JEANNETTE ARTYMOVITCH
Secretary, February 02, 2009

LAMPLIGHTER MOBILE HOMEOWNERS' ASSOCIATION, INC. BYLAWS

Note: The use of the word "Association" in these bylaws shall be construed to mean Lamplighter Mobile Homeowners' Association, Inc. The word "Board" signifies all Officers and Directors. The words "General" and "Regular" are synonymous when used in conjunction with the word "meeting".

ARTICLE I. NAME AND PURPOSE

Section 1. The official name of the organization is Lamplighter Mobile Homeowners' Association, Inc. The Lamplighter Mobile Homeowners' Association is a not for profit Corporation, organized under the laws of the State of Florida and subject to Chapter 723, Florida Statutes. The Articles of Incorporation of the Association were approved by the Secretary of State of Florida on November 16th, 1984 and were assigned Document number N06218. The purpose of this organization is to work for the good and welfare of all members, and serve as a liaison between Park Management and Members of the Lamplighter Mobile Homeowners' Association.

Section 2. Park Management shall have no responsibility in relationship to this Association and no paid management employee, with administration and/or supervision authority, shall serve on the Board of Directors.

ARTICLE II. MEMBERSHIP

Section 1. All individual homeowners with legal title to a dwelling are eligible for membership in the Association. (A mortgage constitutes legal title for purposes of membership).

Section 2. Membership in the Association is on an annual and individual basis. No more than two (2) memberships per dwelling are to be permitted, except for multiple owners.

Section 3. Annual dues shall be per dwelling, payable by the March Annual Meeting. The fiscal year shall be January 1st through December 31st of each calendar year. Dues to be determined by Membership at the Annual Meeting.

Section 4. All residents of the Lamplighter Mobile Home Community may attend regularly scheduled meetings. However, only paid-up members shall be allowed to make or vote on any motion, or to hold any office. (Subject to Article 1, Section 2).

ARTICLE III. OFFICERS

Section 1. The officers shall consist of the following: President, Secretary, and Treasurer. These officers plus two (2) Directors at-large will serve as the Board of Directors.

Section 2. Directors shall serve two (2) year terms on a staggered basis and are eligible for reelection.

Section 3. Should a vacancy occur on the Board, the President shall appoint, within 30 days, with approval of a majority of the Board, a member in good standing in the Association to fill the unexpired term of the vacated office.

Section 4. Any Board member may be removed from office under the following procedure:

A. Petition demanding removal signed by (2/3rds of the) paid members and presented to the presiding officer at a Board meeting for review and recommendation by the Board.

B. A majority in attendance at the next regular Association meeting must vote for such removal or retention of the Board member.

Section 5. A Board member may also be removed from office if not present at two (2) consecutive General meetings or Board meetings without a valid reason. Reports that are due by the absent member must be submitted.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. President

The president shall preside at all meetings of both the Association and the Board of Directors. With Board approval, the President shall appoint such committees as needed to expedite the objectives and business of the Association. In determining questions of procedure at such meetings, the President shall be governed by orderly procedures as outlined in Appendix A. If the president is absent or unable to perform the duties of the office, the directors will meet to select an interim president or to reassign the President's duties.

Section 2. Secretary

The Secretary shall take a roll call of the Board and keep a correct record of the proceedings of all meetings, and perform other duties as may be required. The Secretary will record each motion, who made the motion, who seconded the motion, a brief description of the discussion, and the tally of the vote.

Section 3. Treasurer

The Treasurer shall receive and disburse all Association Legal Funds, keeping accurate and customary records of receipts, disbursements, and bank balances. The Treasurer shall deposit all funds received in a timely manner but in all cases, within 30 days of receipt.

Section 4. Directors-at-Large

The Directors-at-Large shall attend all regular and special meetings of the Association and attend all Board meetings. They shall assist in the management of the Association and perform such necessary duties as required by the President.

Section 5. Board of Directors

The Board of Directors shall consist of all three (3) officers and two (2) Directors-at-Large. The Board shall have general supervision of the affairs of the Association between its Annual Association meetings, make recommendations to the Association, and shall perform such other duties as specified in these bylaws. The Board shall be subjected to the orders of the Association, and none of its acts shall conflict with action taken by

the Association. The Board shall be authorized to make any expenditures that may be necessary or advisable for the government, direction, and betterment of the Association, consistent with these bylaws. It shall formulate all rules for conducting the business of this Association, and for management and control of its property.

ARTICLE V. ELECTIONS

Section 1. Candidates for Election to the Board of Directors.

Prior to the Annual Meeting, any member of the Lamplighter Mobile Homeowners' Association in good standing and interested in running for a Director position may make his/her desire known by affixing their signature to a registration sheet posted on the bulletin board for that purpose. Nominations may be made from the floor at the Nominations Meeting to be held at least 30 days before the Annual Meeting.

Section 2. Election Committee

An Election Committee shall be appointed by the President at a February meeting to conduct the Annual Election of officers of the Association. No candidate(s) for election or relative of a candidate shall serve on this committee. The Committee shall be comprised of two (2) directors and three (3) members-at-large.

Section 3. The **third** Saturday in March shall be election day as well as the Annual Meeting of the Association. Elections shall be the last order of business of the Annual Business Meeting.

Section 4. Only units of this Association in good standing are eligible to vote. The Election Committee shall validate each unit from a current membership list. To be eligible to vote, all dues must be paid prior to the start of the Annual Business Meeting and only one (1) vote per unit will be allowed. Fifteen (15) percent of the total paid membership is required to constitute a quorum at the Annual Business Meeting.

Section 5. Ballots with the names of the candidates will be used. No ballot shall be voided if voting for fewer candidates than vacancies.

Section 6. Proxy forms are effective only for the specific meeting for which they were originally given and any lawfully adjourned meetings thereof. In no event shall any proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given. Every proxy shall be revocable at any time at the pleasure of the member executing it.

Section 7. The Election Committee shall announce the results and post Directors' names on Election Day. If a tie vote should occur for the last Director position, a coin toss will determine the winner unless a candidate elects to withdraw from nomination.

Section 8. The first meeting of newly elected Directors, and remaining Directors, shall be held immediately upon adjournment of the Annual Association Meeting, at which time an election of officers will take place as outlined in Article III.

ARTICLE VI. MEETINGS

Section 1. Regular Meeting

There will be a regular meeting of the Association each month from October to May, the day and the time to be determined by the Board of Directors at the Reorganization Meeting, and said day will apply for the ensuing year. If conditions warrant, meetings will be scheduled during June, July, August and September at the discretion of the President and/or a majority of the Board of Directors. A board or committee member's participation in a meeting via telephone, real-time video conferencing or similar real-time telephonic electronic, or video communication counts toward a quorum and such member may vote as if physically present. A speaker shall be used so that the conversation of those board or committee members attending by telephone may be heard by the board or committee members attending in person as well as by members present at the meeting. Members of the board of directors may use e-mail as a means of communication but may not cast a vote on an association matter via e-mail.

Section 2. Special Meetings

A special meeting may be called by the President, if deemed necessary or, in the President's absence, by a majority vote of the Board of Directors, or at the request of twenty-five (25) members in good standing, when such request is presented in writing to the Board of Directors. At least fourteen (14) days prior to any special meeting, all members of the Association must receive written notification of said meeting, stating the reason and purpose for the meeting, and no other business shall be transacted.

Section 3. The Annual Meeting

The Annual Meeting will be the **third** Saturday in March. At the Annual Meeting, the Board of Directors will give reports that summarize the state of the Homeowner's Association, submit the audit committee's report, submit the proposed budget for the year, conduct a vote on any changes to the annual dues if any, answer question posed by the members, conduct the vote for the changes in the HOA Bylaws if any, and conduct the election of the Directors.

Section 4. Annual Reorganization Meeting.

Immediately following the Annual Meeting the Directors will meet to elect a president, treasurer, and secretary. In addition, the Directors select a day and time for the regular meetings.

Section 5. Nominations Meeting

The Nominations Meeting will be held at least 30 days before the Annual Meeting. At the Nominations Meeting any paid member desiring to be a candidate for board membership may be nominated from the floor. In addition, proposed changes to the Bylaws may be handed out and discussed.

Section 6. Voting

The percentage of voting interests required to constitute a quorum at the Annual Meeting and at any other meeting of all voting interests shall be fifteen percent (15%) of the total voting interests. Meetings may be held without a quorum present but no expenditures or policy change may be acted upon. The members have the right to vote in person or by proxy. To be valid, a proxy must be dated; must state the date, time, and place of the meeting for which it was given, and must be signed by the authorized person who executed the proxy. A proxy may be used in determining a quorum. A proxy is effective only for the specific meeting for which it was originally given, as the meeting may lawfully be adjourned and reconvened from time to time, and automatically expires 90 days after the date of the meeting for which it was originally given. A proxy is revocable at any time at the pleasure of the person who executes it. If the proxy form expressly so provides, any

proxy holder may appoint, in writing, a substitute to act in his or her place. Proxies may not be used to vote for Board Directors.

Section 7. Role of the President

At all meetings the President has the authority to change the order of business, and to limit debate on any issue, but only after a member's motion and second, has been brought to the floor. At any meeting, the President shall cast a vote only when the vote is necessary to break a tie vote.

Section 8. Meeting Notices

All meetings, except special meetings, of the Association shall be announced by posting a notice on the main bulletin board at least 14 days previous to the intended meeting time. The same plan will be followed for Board of Directors meetings. The right to receive written notice of membership meetings may be waived in writing by a member. Unless waived, the notice of the Annual Meeting shall be mailed, hand delivered or electronically transmitted to each member and shall constitute notice. An officer of the Association shall provide an affidavit affirming that the notices were mailed or hand delivered in accordance with Florida Statute 723 to each member at the address last furnished to the corporation owning the park.. In addition, other means available will be used to give as wide publicity as reasonable to all meetings. A copy of the agenda shall be presented to each Board member at least 14 days previous to the intended meeting.

Section 9. Meeting Conduct

Association meetings will follow the Rules of Order guidelines as stated in Appendix A.

Section 10. Conflicting Meetings

During regularly scheduled monthly meetings or special meetings of the Association, no other social activities or meetings will be scheduled,

Section 11. Board Quorum

A simple majority of the Board of Directors must be present at any Board meeting in order to transact business.

Section 12. Monthly Meeting Order of Business

At all meetings of the Association, the following will be the order of business, unless the order is changed in accordance with Article VI, Section 4.

- A. Welcome by Presiding Officer
- B. Minutes of the previous meeting
- C. Treasurer's Report
- D. Communications and Committee Reports
 - 1. Audit Committee Report at Annual Meeting
- E. Unfinished Business
- F. New Business

- G. Business from the Floor
- H. Closing Remarks

I. Adjournment

ARTICLE VII. FINANCES

Section 1. The Homeowners' Association accounts, savings and/or checking accounts will carry two (2) names on them: President (or his designee) and Treasurer. Any one signature will validate a check.

Section 2. The Treasurer will make money available to any other authorized person for the purchase of supplies for use at meetings and other activities. Receipts for expenditures must be furnished to the Treasurer.

Section 3. Proposed capital expenditures for purchases exceeding three hundred dollars (\$300) must be approved by the Board of Directors and presented to a regular Association Meeting with a majority vote required for approval before the purchase.

Section 4. If any motion is brought before the body at an Association meeting to approve any expenditure in accordance with Article VII, Section 3, which has not been approved by the Board, the President may table such motion until the next regular meeting to allow the Board of Directors to review the proposed expenditure. At the next regular meeting, the motion will be brought back to the floor. Under discussion on the motion, the Board of Directors recommendation on the previously tabled motion will be explained. After discussion on the motion is completed, the President shall call for a vote on the motion. The majority shall rule.

Section 5. Purchases deemed to be an emergency, may be presented to the President for approval subject to the provisions of Article VII, Section 3. Receipts must be given to the Treasurer.

Section 6. All proceeds from homeowner's dues shall be deposited in the HOA bank account.

ARTICLE VIII. BYLAWS

Section 1. These bylaws shall be considered the official bylaws of the Lamplighter Mobile Homeowners' Association, Inc.

Section 2. Any proposed amendments to these bylaws shall be presented, in writing and signed, to the Bylaws Committees for its recommendation. The Bylaws Committee will present the proposed amendment changes to the Board of Directors for review. The changes will be read and a copy given to each Association member at the Nominations Meeting. Then at the next Annual Meeting, the members will vote on the proposed amendments. The majority will rule. Bylaws changes will take effect immediately after they are approved by a vote of the members of the Annual Meeting.

Section 3. These bylaws shall govern the operation of the Lamplighter Mobile Homeowners' Association, Inc., both prior to and subsequent to the purchase of this mobile home park under the provisions of Florida Statutes, Title XL, Chap 723(001 - 0861).

ARTICLE IX. COMMITTEES

Section 1. Audit Committee.

The Audit Committee will meet at least once, prior to the annual Homeowners' Meeting to examine the financial accounts of the Association. The Committee shall also meet at the request of a majority of the Board of Directors for specific auditing functions.

Section 2. Bylaws Committee

When appointed by the President, the Bylaws Committee will follow the procedures established in Article VIII, Section 2.

Section 3. Statutory Committee

In a year when the owners of the Lamplighter Community are likely to change the rent or amenities of the Lamplighter renters, the President of the Lamplighters' Association will appoint a chairperson of the Statutory Committee at the April regular monthly meeting. The appointed chairperson will select four HOA members to be on the team. The five members of the team will appear at the May regular monthly meeting to be approved by the Directors to be the Statutory Committee. The duties of the Statutory Committee are to carry out the responsibilities as stated in Florida Statutes 723.

Section 4. Community Relations Committee

The Community Relations Committee will work with Lamplighter residents having problems related to the prospectus, rules and regulations, maintenance, management, and other related problems such as neighbors, noise, and safety. At the April HOA meeting, the President will appoint a Board member to select two to four other members, either other Board members or other members of the community in good standing to be the Community Relations Committee.

ARTICLE X. CONSTRUCTION

Section 1. Whenever the masculine, singular form of the pronoun is used in the bylaws, it shall be construed to mean the masculine, feminine or neuter, singular or plural, whenever the context so requires.

Section 2. Should any of the covenants therein imposed be void or become unenforceable at law or in equity, the remaining provisions of these bylaws shall, nevertheless, be and remain in full force and effect.

ARTICLE XI. INDEMNIFICATION

Section 1. The Association shall indemnify any Officer or Director who was, or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit or proceeding, whether civil or criminal, administrative or investigative, by reason of the fact that he is or was, an Officer or Director of the Association,

against any and all expenses including attorneys' fees, court costs, fees, judgments, fines and amounts paid in settlement incurred by him in connection with such action, suit or proceeding, except where he is adjudged guilty of willful misfeasance or willful malfeasance in the performance of his duties in the performance of his duties. Such right of indemnification shall continue as to a person who has ceased to be an Officer or Director.

ARTICLE XII. DISSOLUTION

Section 1. If, at any time, for whatever reason it becomes necessary to dissolve the Association, the funds contained in the treasuries will be distributed as follows:

- A. All liabilities shall be paid, discharged and/or adequate provisions made therefore.
- B. Any remaining funds and/or assets shall be disposed of in such manner, or to such organization or organization organized and operated exclusively for similar purpose, as shall at the time qualify as an exempt organization or organization s under Section 501(c) of the IRS Code. Any such funds/assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county where the Association is located.

IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE X OF THE LAMPLIGHTER MOBILE HOMEOWNERS' ASSOCIATION, INC. ARTICLES OF INCORPORATION, THE FOREGOING BYLAWS, AFTER PUBLIC NOTICE, WERE APPROVED BY A VOTE OF THE MEMBERS.

SIGNED:

DATED

JEANNETTE ARTYMOVITCH

Appendix A: Points of Order

The goal of these points of order is to allow members to participate intelligently in homeowners' association meetings. These simplified points of order will be used to facilitate order during Lamplighter meetings.

1. The Motion

A member makes a motion by standing, waiting for recognition from the chair, then by saying, "I move that...."

Another member seconds the motion without rising or gaining recognition. You may make a MOTION when you want the group to take some ACTION: to send a letter, to spend money, etc.

2. The Amendment

Amendments are offered in the same way as motions. You may offer such amendment when you agree substantially with the motion that has been made but want to make some changes before it is adopted. For example, a motion has been made to purchase an item. You may then amend the motion by saying: "Mr. Chairman, I move to amend the motion ..." to the effect that you want to limit the amount of money when the expenditure is being authorized.

3. Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must be related to the motion and the amendment. **IT IS IN ORDER ONLY WHEN IT DOES.** No more than two amendments may be made to one motion. "Mr. Chairman, I move to amend the amendment to the effect that. . .".

4. Substitute Motion

A substitute motion is a motion to amend by striking out an entire paragraph, section, or article, etc., and inserting a different paragraph or other unit in its place. Comment: If you disagree with a motion or an amendment, you do not defeat it by trying to change the sense of the motion through amendment. A) You speak against the motion or the amendments, and urge the membership to vote against it. B) If these are defeated, new motions calling for different action may be made and considered.

5. Speaking on Motions or Amendments

You may speak on motions or amendments **ONLY** after they have been stated by the chairman. The chairman will not present the question to the assembly until the motion has been supported by someone in the group by a second. When you want to speak at a meeting, you stand and ask the chairman for the floor. As soon as you are recognized by the chairman you may proceed to speak either for or against the motion or amendments that are being considered. Within such time limits as may be established at your membership meeting, you can speak for or against almost any motion.

6. Ending Debate

IF YOU THINK there has been too much discussion of any issue being considered by your membership, you may try to close the discussion. You do this by getting recognition from the chairman (you must have a second), after which you say, "Mr. Chairman, I call for the previous question." The chairman must now ask the members if they want to end discussion and if they are ready to vote. It will take a two-thirds vote of those in attendance to end debate. If the chair gets the two thirds vote, the motion must be immediately put to a vote

including any amendments. (Unless your governing bylaws specifically require the amount for "closing debate," the two-thirds rule will apply.)

7. How to Table

The purpose of to Lay on the Table is to dispose of a matter temporarily so the assembly may take care of a more urgent piece of business. The proper motions to postpone an issue would be either to postpone to a

definite time or to postpone indefinitely. The tabled issue should be addressed later at the meeting, at the next monthly meeting, or at the next quarterly meeting if there are not monthly meetings, as the question remains there unless taken from the table.

8. Point of Information

If at any time during the meeting you are confused about the business being discussed, or if you want the motion that is being considered more clearly explained, you may rise to ask the chairman for a POINT OF INFORMATION. “Mr. Chairman, I rise for information.” After you are recognized, ask for the explanation you desire. (With only a few limitations, a point of information is in order at almost any time during a meeting.)

9. Point of Order

If you disagree with any of the chairman’s rulings or if you believe that the person who is speaking is NOT TALKING ABOUT THE BUSINESS TO BE CONSIDERED, you may raise a POINT OF ORDER and state objection to the chairman. “Mr. Chairman, I rise to a point of order.” Point of order must be raised at the time the breach occurs. After discussion it is too late to raise a point of order.

10. Appealing

If you disagree with a ruling of the chairman on a point of order, you may APPEAL FROM THE DECISION OF THE CHAIR. After you make such an appeal, it must be supported by at least one other member by a second. YOU will then be given an opportunity to state your reasons for believing the chairman should be overruled, after which the chairman will have an opportunity to give his reasons for ruling against you. The chair may debate twice on appeal. The chair opens the case by stating the question involved and giving reasons for the ruling. Then each member may debate one time, and one time only. After all who wish to have debated, the chair closes the case by giving any further authority or information to sustain his decision. The membership will then, by a majority vote, overrule your appeal and uphold the chair or support the appeal by overruling the chair. This is how it should be worded: “Mr. Chairman, I appeal from the decision of the chair.” (You must have a second.) “Mr. Chairman, I second the appeal.” Since appeals from the decision of the chair tend greatly to delay meetings, they are ordinarily used only when the rulings of the chair are of such great importance that the member cannot in good conscience allow them to stand.

11. Furthering the Debate

On certain occasions, which should be rare, the presiding officer may believe certain questions have been overlooked and may consider it his obligation to call attention to the overlooked points. To participate in debate, he must relinquish the chair and turn the chair over to the vice-president. The presiding officer does not return to the chair until the pending question has been disposed of.