

**JUNIOR CHAMBER INTERNATIONAL, NIGERIA  
UNIVERSITY OF IBADAN COLLEGIATE CHAPTER**

**2019**

**CONSTITUTION**

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# **JUNIOR CHAMBER INTERNATIONAL, NIGERIA UNIVERSITY OF IBADAN COLLEGIATE CHAPTER 2019 CONSTITUTION**

## **PREAMBLE TO CONSTITUTION**

The young men of the University of Ibadan gather at this meeting conscious of the fact that adequate civil training of young men will enable them to exercise decisive influence in the just solution to humanity. This constitution is documented to shield the future generation from misery brought about by misapprehension among men and anxiety to promote the well-being and progress of all people. We resolve to unite our effort by constituting a Local Chapter of Junior Chamber International which is affiliated to JCI Nigeria. We are affiliated based on the principles contained in this constitution.

## **SUPREMACY OF THE CONSTITUTION**

This Constitution hereby reigns supreme and its provision shall have binding force on all the members of the Local Organization. Any other law, inconsistent with the provision of this constitution shall, without prejudice to the supremacy, be void to the extent of its consistency. In case(s) where this Constitution is silent on an issue, the JCI Nigeria and JCI Constitution shall be referred to for clarity.

## **BRIEF HISTORY**

### **JUNIOR CHAMBER INTERNATIONAL**

Junior Chamber International (JCI) also known as the Jaycees was founded in Mexico City on December 11, 1944 when representatives from eight (8) nations met to create an organization that would address global concern. The eight nations were Costa-Rica, El-Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama and the United States of America.

From eight nations, Junior Chamber International (JCI) has grown 123 nations. However, it was established in Nigeria on March 9, 1957 by Otunba Bola-Adewunmi, a veteran journalist and was founded in the University of Ibadan in 1983. JCI is a worldwide federation of young professionals and entrepreneurs between the ages of 18years and 40years.

**Vision:** To be the leading global network of young active citizens

**Mission:** To provide development opportunities that empower young people to create positive change.

## **CHAPTER 1 (NAME OF ORGANIZATION)**

### **Article 1.1: NAME**

The Organization shall be known as the Junior Chamber International Nigeria, University of Ibadan Collegiate Local Organization and hereinafter in this Constitution be briefly referred to as **“THE LOCAL ORGANIZATION (LO)”**.

### **Article 1.2: EMBLEM**

The emblem of the LO shall be constituted of the emblem of the JUNIOR CHAMBER INTERNATIONAL (JCI) with the words inscribed beside the emblem.



### **Article 1.3: RESTRICTIVE USE**

The use of the name, initials and emblem of the LO shall be restricted to its members and shall not be used by any person or organization without the written consent of the President subject to the approval of the General Assembly.

## **Article 1.5: AFFILIATION**

The LO shall be affiliated to JCIN and JCI and this shall involve:

1. Acceptance of the JCI Declaration of Principles and Purpose which reads as follows:

- (a) The Principle of the JCI members inspired by the Creed and based on the belief that faith in God gives meaning and purpose to human life.
- (b) The brother hood of man transcends the sovereignty of nations.
- (c) Government of laws.
- (d) The value of human personality.
- (e) Service to humanity.

2. Compliance with the Constitution of JCI so far this affects the LO

## **CHAPTER 2 (DECLARATION OF PURPOSES AND CREED)**

### **ARTICLE 2.1: MISSION**

JCI's Mission shall be "To provide development opportunities that empower young people to create positive change."

### **ARTICLE 2.2: VISION**

JCI's Vision shall be "To be the leading global network of young active citizens."

### **ARTICLE 2.3: CREED**

The principles of JCI may be expressed by this Creed:

We believe:

That faith in God gives meaning and purpose to human life;

That the brotherhood of man transcends the sovereignty of nations;

That economic justice can best be won by free men through free enterprise;

That government should be of laws rather than of men;

That earth's great treasure lies in human personality;

And that service to humanity is the best work of life.

## **ARTICLE 2.4: PURPOSE OF THE LO**

- a.** To create and foster a spirit of understanding, goodwill and cooperation among the people of the university community.
- b.** To encourage service minded men to serve their community without financial reward.
- c.** To promote the extension of membership to all young people within the University of Ibadan community.
- d.** To provide opportunities for young people to develop the skills and fellowship necessary to create positive change. Specific focus shall include but not limited to building:
  - i.** Entrepreneurship skills
  - ii.** Public Speaking skills
  - iii.** Leadership and followership skills
  - iv.** Community Development awareness and membership extension to all young people within the University of Ibadan community

## **ARTICLE 2.5: RELIGION**

The LO shall refrain from sectarian or religious activities and its members shall avoid mixing their personal activities with the JCI activities in a manner that shall make the general public infer that the organization is religiously oriented in anyway. It shall not be misconstrued as a prohibition upon any member from practicing his or her own religion.

**ARTICLE 2.6: CONCEPT OF GOD:** The concept of God in the context of the JCI Creed or Declaration of Principles is to be interpreted according to one's own religious belief.



## **CHAPTER 3 (MEMEBERSHIP)**

### **Article 3.1: DEFINITION**

Individual membership of the LO shall be open to only bonafide students of the University of Ibadan.

### **Article 3.2: QUALIFICATIONS**

- i. Comply with the requirement of the LO as laid down in this Constitution.
- ii. Members must be between 18years and 40years of age.
- iii. New members will be only be bonafide students of this institution with a photocopy of school receipt attached to his/her admission form.
- iv. Returning members from other LO shall tender a transfer letter, signed by the Chapter President of such LO before he/she can be considered.
- v. He/She must have paid his/her annual dues as and when due.

### **Article 3.3: ADMISSION**

- a. A member will be required to attend a minimum of 3 activities or meetings of the LO and pre-interview trainings before his/her membership can be confirmed.
- b. Admission exercise shall be conducted twice in a year (during 1<sup>st</sup> semester and 2<sup>nd</sup> semester)

### **ARTICLE 3.4: INDUCTION**

All new members (inductees) shall recite the Creed and solemnly take the Oath of Allegiance to be administered by the President or presiding officer at the induction ceremony at which all new members must be present.

#### **THE OATH SHALL BE AS FOLLOWS:**

I ..... do solemnly swear that I shall faithfully serve the purpose of the ***JUNIOR CHAMBER INTERNATIONAL NIGERIA, UNIVERSITY OF IBADAN CHAPTER*** and shall at all times uphold its ideals, principles and tenets.

## **ARTICLE 3.5: FORFEITURE OF MEMBERSHIP**

### **SECTION 1: RESIGNATION**

- i. Any member may terminate his association with the LO. The member will cease to associate with the LO upon the acceptance of his letter of resignation by the President.
- ii. Resigning member(s) must not be indebted to the LO nor be in possession of the LO properties.
- iii. Resigning or removal from office of any officer of the LO does not absolve him from liability for irregularity committed during his tenure of office or membership.

### **SECTION 2: DISQUALIFICATION**

- a. When two-thirds (2/3) of the members of the Board of Directors in her meeting are of the opinion that a member is no longer qualified for membership to the Local Organization, the Board of Directors may suspend or terminate the membership of that member subject to ratification by a two-thirds (2/3) vote of General Assembly.
- b. Notice of such decision of the board of directors must have been forwarded to the General Secretary at least three (3) days before the General Assembly to ratify such decision of the board by the Disciplinary Committee Chairperson or his nominee.
- c. All University regulations as applied to the disciplinary measures apply to this section (check University of Ibadan Handbook).
- d. A member who absents himself from 3 consecutive meetings or 4 out of 7 LO activities without genuine excuse shall face the disciplinary committee which shall recommend action to the Board of Directors on the determination of the membership status of such member.

## **ARTICLE 3.6: SUSTAINING MEMBERS**

- a. Eligibility: A reputable individual or organization desiring to assist financially in extending and promoting the purposes of the organization shall be eligible for affiliation as a sustaining member.
- b. Right: A sustaining member shall not be entitled to any of the rights and privileges of membership except such specific rights and privileges as may be determined by the Executive Committee from time to time.
- c. Acceptance and Renewal: Sustaining membership for one LO year shall be set by the Executive Committee.
- d. Solicitations: Sustaining membership may be solicited only by a JCI officer designated in writing by the President.
- e. Requirement: Requirement for sustaining membership shall be set by the Executive Committee.
- f. Service: The Executive Committee may from time to time establish policy directives regarding the service to be given to sustaining members by the Secretariat.

## **ARTICLE 3.7: PAST MEMBERS**

### **SECTION 1: Life members**

1.1 Past President and any other outstanding member(s) of this organization who have fulfilled the duties of their offices shall be granted life membership at the approval of the Executive committee.

1.2 These positions are simply complementary, granting the right to attend meetings and speak but neither to make motions nor vote. They will not be allowed to hold any positions accordingly.

### **SECTION 2: Organization**

- i. Past Presidents shall be organized under Past President Council of the LO.
- ii. Past members shall be organized under Alumni association of the LO.
- iii. The immediate Past President will serve as secretary to both bodies.

### **ARTICLE 3.4: JCIN NOBLE HOUSE**

The LO may sponsor current or past members for admission into JCI NOBLE HOUSE in recognition of outstanding service rendered to the LO.

Nominations shall be in respect of:

- i. JCIN COUNCILLORSHIP
- ii. JCIN AMBASSADORSHIP
- iii. JCIN SENATORSHIP

***NB: Awards provided in Articles 4.6-4.7 shall not exempt current members from paying regular dues to the LO***

## **CHAPTER 4 (GENERAL ASSEMBLY)**

### **ARTICLE 4.1: COMPOSITION**

It shall be constituted of the President, Executive Council, the Board of Directors and members of the LO.

### **ARTICLE 4.2: SUPREME AUTHORITY**

The General Assembly shall constitute the Supreme Authority of the Local Organization. It shall direct the affairs of the LO and shall retain all rights and privileges not specifically assigned to the Board of Directors, the Executive Council, the President and any other officer of the Local Organization.

### **ARTICLE 4.3: EXCLUSIVE PREROGATIVES**

The General Assembly shall have the exclusive prerogative to vote on any of the following matters:

- a. Election of elective officers.
- b. Approval of all appointments.
- c. Approval of budget of ensuing year, Plans of Action (POA) and Reports.
- d. Approval of Constitutional Amendments.

### **ARTICLE 4.4: SPECIFIC RESPONSIBILITIES**

1. The General Assembly shall receive and act upon reports and recommendations referred to it by the Board of Directors or any member of the body.
2. To transact any other business appropriate to an Annual General Meeting.

### **ARTICLE 4.5: MEETINGS**

The General Assembly of the LO should be held at least twice in a month (every 2 weeks or fortnightly). Special or Emergency General Assembly shall be called at the instance of the President.

#### **ARTICLE 4.6: MEETINGS AND FAMILIES**

1. The LO members shall be divided and grouped into families. The Board of Directors will decide the number of families while the LO President will appoint the family heads on the recommendations of the EVP in charge of the administration of families.
2. The EVP (Female) shall be responsible for the administration of the family structures

#### **ARTICLE 4.7: QUORUM**

Quorum of the General Assembly shall be one-third ( $1/3$ ) of the total membership of the LO to the nearest whole number while quorum for emergency meeting shall be one-fourth ( $1/4$ ) of the membership of the LO to the nearest whole number.

## **CHAPTER 5 (VOTING)**

### **ARTICLE 5.1: VOTING**

At any meeting of the General Assembly, each individual member in good standing and present shall be entitled to one vote. Voting shall be by a show of hands, except for election of the Local Organization Officers or unless a secret ballot be demanded by at least one-third (1/3) of the members present and voting.

### **ARTICLE 5.2: MAJORITY**

Unless otherwise provided, all matters to be determined by General Assembly shall be by a simple majority of votes cast.

### **ARTICLE 5.3: CASTING VOTE**

The President shall have the casting vote in the case of a tie vote, except in the case of election of Officers of the Local Organization. In the event of a tie when electing a JCIN UI Officer, the General Assembly shall revote until there is no tie.

### **ARTICLE 5.4: PROXIES**

Proxies shall not be recognized, and no person may cast more than one vote.

### **ARTICLE 5.5: SPECIAL GENERAL MEETINGS**

Special General Meetings may be called by the President, Board of Directors or at the request in writing of two-third (2/3) of the membership in good standing. The object of such a meeting must be stated at the time of requisition, and not less than seven (7) days' notice of such a meeting must be issued to all members of the Local Organization.

## **CHAPTER 6 (CONVENTION)**

### **CONVENTION**

#### **ARTICLE 6.1: TITLE**

The Annual General Meeting of the Organization shall be known as the 'CONVENTION'.

#### **ARTICLE 6.2: PURPOSE**

- i. The purpose and business of the LO convention shall be:
- ii. To receive the report of the Executive Committee and the Accounts for the year.
- iii. To elect officers for the incoming LO year.
- iv. To receive and deliberate on reports of the officers.
- v. To approve amendments and review of the LO's constitution
- vi. To transact any other business appropriate to the LO.

#### **ARTICLE 6.3: PROGRAMME**

The convention programme shall be designed by the outgoing Executive.

#### **SECTION 1: DATE AND PLACE**

The convention shall take place each session. The supervision of business arrangements and general programmes for the convention shall be the responsibility of the outgoing executive.

#### **SECTION 2: ELECTION**

Each nominated executive officer of the LO must be elected by a majority of votes cast at the Annual General meeting during the LO convention.

#### **SECTION 3: TERM OF OFFICE**

The term of office of each officer shall normally be for one (1) LO year to commence on the day the appointment is ratified and shall continue for the entire session for which he was appointed (elected) in the event of the cancellation of an annual convention.



## **CHAPTER 7(ELECTORAL GUIDELINES)**

### **ARTICLE 7.1: NOMINATIONS COMMITTEE**

The President shall appoint, subject to the approval of the General Assembly an Electoral Committee prior to 2weeks to the conveying of the convention. This commission shall examine the eligibility and qualification of all nominees for the particular office sought and report to the house as to whether individual candidates have satisfied the requirement below.

### **ARTICLE 7.2: POLICY OPERATION OF THE NOMINATIONS COMMITTEE**

In pursuance of the above, the duties of the Elections Committee shall be to:

- a. Formulate and publish rules, policies and regulations for the elections process, as well as enforce and interpret such rules, policies and regulations.
- b. Examine and approve the promotional material to be distributed by candidates
- c. Review and certify the financial status and voting entitlement of each member with the help of the treasurer.
- d. Certify to General Assembly whether individual candidates have or have not satisfied the requirements of the constitution
- e. Prepare ballots for conducting the elections, provide security and secrecy for such ballots, and administer a prompt and secure counting process. Where possible, technological advancements shall be utilized to provide prompt and efficient balloting and counting of the votes. The counting process, whether by shall be conducted within the General Assembly venue in full view of eligible voters.
- f. Conduct and administer the elections, providing for security of the elections process, the General Assembly venue, and all balloting procedures.
- g. Deliver to the President and General Assembly the election count totals for all offices at the conclusion of the counting procedure.
- h. Destroy all elections ballots as requested by General Assembly.

### **ARTICLE 7.3: NOMINATIONS**

Candidates to be elected in offices must have spent a session in UNIVERSITY OF IBADAN CHAPTER's LO and must not be a graduating student.

Each nominee shall appear personally before the Electoral Committee

### **ARTICLE 7.4: SPONSORSHIP**

A candidate to elective office must be sponsored by two members of the LO in good attendance and financial standing.

### **ARTICLE 7.5: DEADLINE**

All nominations for elective offices must be made and forwarded by candidates to the Electoral Chairman to reach him prior to the convening of the convention *subject to article 7.6*

### **ARTICLE 7.6: EXTENSION OF DEADLINE**

In the event that no nominations were received for the elective offices before the expiration of the deadline, the committee may extend the deadline.

### **ARTICLE 7.7: QUALIFICATION**

#### **SECTION 1: AGE**

No persons shall be elected or appointed who will reach his fortieth (40years) birthday prior to assuming office.

#### **SECTION 2: MEMBERS**

Every nominee for election into office shall be an individual member of the LO and must have been so for minimum of one LO year.

#### **SECTION 3: SPECIAL QUALIFICATION**

In addition to the above qualifications, each nominee shall meet the requirements for the particular office for which he/she is nominated

## **ARTICLE 7.8: COMPOSITION OF COMMITTEE**

The Electoral commission shall be constituted of Immediate Past President as the Chairman, General Legal Counsel as the Secretary, and 3 Members of the JCIN, University of Ibadan Chapter.

**NB 1:** In case the General Legal Counsel is contesting for elective post, the President shall appoint a Secretary for the committee.

## **CHAPTER 8(OATH OF OFFICE)**

### **ARTICLE 8.1: OATH**

All Officers-elect and officers designate shall take the following oath of solemn declaration of office to be administered by the president at the annual convention or if necessary as soon thereafter as possible during installation.

“I **(name to be inserted)** do solemnly swear or affirm that I will faithfully execute the office of (.....) of Junior Chamber International Nigeria, University of Ibadan Chapter; and will to the best of my ability serve as a living example of this organization’s philosophy and belief; and will uphold and enforce the Constitution and policy of this organization at all time and in all place”. The President’s oath of the office shall be administered by the Immediate Past President (IPP).

### **ARTICLE 8.2: CEREMONY POLICY**

After the president has administered the Oath of Office to all officers appointed, they shall recite with him the JCI Creed.

### **ARTICLE 8.3: CONFLICTING OFFICE**

#### **SECTION 1**

No Officer of the LO shall hold the same office in the LO for more than one LO year.

#### **SECTION 2**

- a. No Officer of the LO shall hold office in the National Organization.
- b. No Officer of the LO shall hold office in the Collegiate Council.
- c. Office of the Immediate Past President of a local organization shall not be considered an office of the local organization for the purpose of this by-law

### **ARTICLE 8.4: VACANCIES**

In the event of inability of President to perform his duties for any reason whatsoever, the Immediate Past President shall assume the office pending the election of a new President within two weeks thereof. Where there’s no IPP, the BOD shall set up a central working committee that will overlook the conduct of the elections with the GLC as the Head.

## **CHAPTER 9 (OFFICES)**

### **ARTICLE 9.1: TYPES OF OFFICERS**

There shall be both elected executives and appointed officers.

#### **SECTION 1: ELECTED OFFICERS**

Elected Officers shall include:

- a. The Executive President
- b. Two (2) Executive Vice-Presidents of equal rank and different sexes.

#### **SECTION 2: APPOINTED OFFICERS**

The appointed Officers of the LO shall be:

General Secretary

Assistant General Secretary

General Legal Counsel

Treasurer

Vice President, Alexander Brown Hall (ABH)

Vice President, Distance Learning Centre (DLC)

Director of Protocol

Director of Individual Opportunities

Director of Innovation and Resource Management

Director of Communications

Director of Socials and Welfare

Director of Growth and Development

Director of Community Development

Director of Induction

Director of Extension

Director of Strategic Partnership, Inter-organization relations and University Management

Director of National and International Opportunity

Chairman of Disciplinary committee

Chairman of Constitution Review Committee

Director of Smith Waheed Gbolahan Secondary School

Director of Tunde Oshobi Public Forum (TOPF)  
Director of Convention  
Director of Lanre Bello Inter-Faculty Debate  
Director of Fifteen Outstanding Persons' Award (FOPA)

**SPECIAL QUALIFICATION:** *The President may appoint any other officer (s) as circumstance deem it fit with the approval of the House.*

## **ARTICLE 9.2: DUTIES OF OFFICERS**

### **IMMEDIATE PAST PRESIDENT**

In addition to the elected and appointed Officers, the Immediate Past President (IPP) shall be an Officer of the LO. The IPP shall:

1. Be mainly of an advisory nature and shall also include legal counseling, dispute settling, funds-soliciting and such other duties as may be referred to him by the incumbent LO President.
2. Pay the stipulated annual due to the LO.
3. Serve diligently in all capacities he has been statutorily stipulated to serve by this constitution

### **CHAPTER PRESIDENT**

The President shall

Serve as the Chief Executive Officer of the LO.

Preside at all General, Board and Executive meetings. In his/her absence (unavoidably), one of the EVPs stands in for him.

1. Determine who presides in his/her stead among the two Executive Vice-Presidents.
2. Report to the General Assembly, the Executive committee and Board of Directors.
3. Be empowered to set up special committees subject to the approval of the Board of Directors.
4. Supervise overall operations of the LO and shall travel on her behalf.
5. Be a major signatory to the LO's bank accounts.
6. Directly supervise the Director of Induction and Convention.
7. Submit his/her Plan of Action at the first (1st) General Assembly.
8. Has the prerogative right to appoint and dissolve the Board of Directors and any other committee constituted by him/her.

## **SPECIFIC QUALIFICATION**

President must have attended one national convention, and one area conference. He/She shall not be in final year as at the term of office. The President must have been a board member.

## **VACANCIES**

Except as otherwise provided by this constitution, in the event of inability of President to perform his duties for any reason whatsoever, the Immediate Past President shall assume the office pending the election of a new President within two weeks thereof. Where there's no IPP, the BOD shall set up a central working committee that will overlook the conduct of the elections with the GLC as the Head.

## **EXECUTIVE VICE-PRESIDENTS**

An Executive Vice President shall

1. Supervise, coordinate and motivate Directors assigned to him/her.
2. Supervise, coordinate and motivate the vice presidents assigned to her
3. Report to the President, Board of Directors and General Assembly
4. Be responsible for all administrative works for record purpose.
5. Preside in the absence of the President subject to the approval of the President

## **SPECIFIC QUALIFICATION**

Executive Vice President must have attended one area conference or one collegiate conference or at least 5 external programmes. He/She must have been a board member or family head.

## **VACANCY**

In the event of inability of the Executive Vice President to perform his duties for any reason whatsoever, the President shall immediately assume the office, pending the election of a new Executive Vice President within two weeks thereof.

## **APPOINTED OFFICERS**

### **GENERAL SECRETARY**

The General Secretary shall

1. Be the Administrative Officer of the LO, responsible directly to the President.
2. Be responsible for the operations of the Secretariat and the implementation of policies according to the directives of the President.
3. Make available the minutes of meetings not later than 72 hours after such meeting
4. Invite members to General Assembly/Meetings and make available the agenda not later than 24 hours before such General Assembly/meeting subject to the approval of the president

### **SPECIFIC QUALIFICATION**

The General Secretary must be sound in basic secretariat skills. Subject to the discretion of the president, it is desired that he/she must have been an Assistant General Secretary

### **VACANCY**

The Assistant General Secretary shall stand in for the General Secretary

### **ASSISTANT GENERAL SECRETARY**

The Assistant General Secretary shall

- i. Assist the General Secretary in the performance of secretariat duties
- ii. Perform as the General Secretary at the absence of the General Secretary
- iii. Be jointly responsible along with the General Secretary for failure to discharge secretariat duties

### **TREASURER**

The Treasurer shall

- i. Be part the Executive committee
- ii. Issue notice of dues, collect them and keep books of accounts of the LO.
- iii. Prepare the annual budget and financial report of the LO



## **SPECIFIC QUALIFICATION**

The treasurer must have a session in school after his/her term of office.

## **VACANCY**

In case of the temporary incapacity of the Treasurer, an alternate to be appointed by the President may discharge his/her functions.

## **GENERAL LEGAL COUNSEL (GLC)**

### **APPOINTMENT**

A General Legal Counsel shall be appointed annually by the President subject to the approval of the General Assembly.

### **DUTIES**

The General Legal Counsel shall:

1. Serve as parliamentarian to the Executive Committee, the Board of Directors and General Assembly.
2. Rule on matters of parliamentary procedure at the request of the presiding officer as well as advise on the interpretation and respect of the Constitution.
3. Make sure that the JCI and JCI Nigeria Constitutions, Collegiate Code of Conduct and JCIN UI constitutions are respected at all times.
4. Propose amendments to JCIN UI Constitution if necessary.

### **VACANCY (PARLIAMENTARIAN)**

In the absence of the Legal Counsel, the President with the concurrence of the meeting shall appoint a Parliamentarian who shall serve for the period of the meeting.

## **CONSTITUTIONAL AMENDMENTS REVIEW COMMITTEE**

### **COMPOSITION**

The President, Immediate Past President, General Legal Counsel, General Secretary and two (2) OTHER floor members to be appointed by the President shall constitute the standing Constitutional Amendments Review Committee, to be chaired by the General Legal Counsel.

### **DUTIES**

The Constitutional Amendments Review Committee shall consider all resolutions adopted by the Executive Committee at midyear, and, for their implementation, where necessary, shall prepare amendments to the articles.

The Committee shall also review all proposed constitutional amendments, after they have been considered by the Executive Committee at midyear, and whenever it may be required to do so by the President, and may recommend changes to them or necessary consequential amendments.

The Committee shall endeavor to ensure that all constitutional amendments contain clear, simple and uniform language, and readily translatable terminology.

### **DIRECTOR OF PROTOCOL**

The Director of Protocol shall

1. Be the Secretary of the disciplinary committee.
2. Be in charge of discipline during the General Assemblies and Board of Directors meetings. Fines shall be imposed at the instance of the President and in line with the provisions of the Code of Conduct.

### **DIRECTOR OF INDIVIDUAL OPPORTUNITIES**

The Director of Individual Opportunities shall be:

1. Conducting training sessions at the floor of the house.
2. Moderating each training session.
3. Contracting trainers for each training session.
4. Organizing Officers Training School (OTS) for all members and officers of the LO.
5. Maintaining an up-to-date training module for the LO.
6. Making arrangements for training sessions during the induction of new members and at the convention of the LO.

## **DIRECTOR OF INNOVATION AND RESOURCE MANAGEMENT**

The Director of Innovation and Resource Management shall:

1. Continually introduce and execute new ways of improving the local organization through ingenuity and brainstorming sessions with committee members<sup>4</sup>
2. Take care of the manifold resources the local organization possesses in conjunction with other board members, ultimately making the local organization richer in gold and other members richer in mind
3. Help the organization and its members adjust to the peculiarities of the new era and address the arising challenges of such
4. Answer directly to the chapter president and carry out activities instructed by him or her, as may be relevant to the aforementioned duties

## **DIRECTOR OF SOCIALS AND WELFARE**

The Director of Welfare shall:

1. Be in charge of the welfare of the LO.
2. Be a member of the Convention Planning Committee
3. Be responsible for other duties assigned to him/her by the President.

## **DIRECTOR FOR GROWTH AND RETENTION**

The Director for Growth and Retention shall:

1. Be secretary of the Admission panel of new members.
2. Be responsible for proposing strategies and implementing such to facilitate the retention of members

## **DIRECTOR OF EXTENSION**

1. Be responsible for possible extension to other institutions.
2. Be the Director in charge of a newly adopted Chapter/Institution with the assistance of other Directors especially Director of Training and the EVPs.

## **SPECIAL QUALIFICATION**

The Director of Extension must have been a board member. It is advisable that that the director of Extension shall not be in the final year

## **DIRECTOR OF COMMUNITY DEVELOPMENT**

Director of Community Development shall

1. Be responsible for the community programme(s) of the LO and shall work with the EVP on his/her activities.
2. Be responsible to the EVP and shall be the secretary to the Project committee to be headed by the EVP.

## **DIRECTOR OF PUBLICITY**

The Director of Special Duties shall

1. Be responsible for the publicity and image making activities of the LO.
2. Carry out such additional duties as assigned by the President.
3. Work with the Editorial crew.
4. Be responsible for giving out notice of meetings to the LO members.

## **ARTICLE 9.3: OTHER OFFICERS**

The duties of other Officers shall be in accordance with the approved Plan of Action and any duty given by the President and this constitution.

## **ARTICLE 9.4: DISMISSAL OF APPOINTED OFFICERS**

The Executive Committee on the recommendation of the President is empowered by a majority vote of the LO members present at its meeting, to suspend and consequently dismiss an Officer who does not fulfill his duties.

## **CHAPTER 10 (EXECUTIVE COMMITTEE)**

### **ARTICLE 10.1: COMPOSITION**

The President, the Vice-Presidents (VPs), the Immediate Past President (IPP), the General Legal Counsel (GLC), the LO Secretary and the Treasurer shall make up the Executive Committee.

### **ARTICLE 10.2: DUTIES**

The Executive Committee shall:

- (a) Manage the affairs of the organization within the powers vested in it by the Constitution and the LO.
- (b) Advise Board members and recommend action to the House.
- (c) Shall review the annual budget as necessary at mid-year for submission to the LO for approval.
- (d) Receive and consider reports from LO member ad-hoc committees.
- (e) At mid-session, propose or receive and consider constitutional amendments; and endorse, recommend against or request changes to them. Such amendments shall only be passed by a four fifth majority of members present by voting.

### **ARTICLE 10.3: MEETINGS**

The Executive Committee shall meet at such times as the instance of the President or as a majority of its members shall determine.

### **ARTICLE 10.4: QUORUM**

A quorum of the Executive Committee shall comprise a majority of its members.

### **ARTICLE 10.5: VOTING**

At all meetings of the Executive Committee, each member shall have one (1) vote. Proxy votes are not permitted.

## **ARTICLE 10.6: DISMISSAL OF OFFICERS**

The Executive Committee on the recommendation of the President is empowered by a majority vote of the LO members present at its meeting, to suspend and consequently dismiss an Officer who does not fulfill his duties.

## **BOARD OF DIRECTORS**

### **ARTICLE 10.7: COMPOSITION**

The board of directors shall be constituted of members of the Executive Committee and all Appointed Officers.

### **ARTICLE 10.8: DUTIES**

The specific duties of the Board of Directors shall be:

- (a) To co-ordinate the activities of all officers in their duties
- (b) To receive reports from all officers.
- (c) To make recommendations to the General Assembly
- (d) To act on all matters referred to it by the General Assembly.
- (e) To consider and ratify the decisions of the Executive Committee
- (e) To plan and co-ordinate the Local Organization's activities
- (f) It shall carry out all other duties as specified by the Constitution.

### **ARTICLE 10.8: MEETING**

#### **SECTION 1**

The Board of Directors shall meet before the meeting of the House and at such other times as the President shall determine. The Board of Directors shall also meet, however when the majority of its members require a meeting through the General Secretary.

- a. Voting:** All members of the Board of Directors shall have one (1) vote each.
- b. Quorum:** A quorum of the Board of Directors shall comprise *of one-third of its members.*

- c. **Effective Date:** The Board of Directors appointed at a Convention shall have right to act immediately after the installation, but such actions shall only be applicable to the administration during which it serves.

*N:B Every Board member's handing over note shall be presented to the House at the last General Assembly before the Convention.*

## **SECTION2: JOINT MEETING**

A joint meeting of the newly elected Board of Directors and the outgoing Board of Directors shall be held ahead of the first General Assembly of the new LO Year

## **CHAPTER 11(DISCIPLINE)**

### **ARTICLE 11.1: DECLARATION**

There shall be a disciplinary committee

### **ARTICLE 11.2: COMPOSITION**

The Disciplinary Committee shall be constituted of an appointed Chairman, GLC, Director of Protocol and 2 Floor members.

### **ARTICLE 11.3: DUTIES**

- (a) It shall draw up a Code to guide the activities of members.
- (b) It shall lay down the procedure to discipline any erring member(s) and propose what punishment such member(s) shall serve.
- (c) It shall lay down rules and regulations guiding its own procedure.
- (d) It shall make recommendations to the Board of Directors on what actions to take against erring members.



## **CHAPTER 12 (FINANCE)**

### **ARTICLE 12.1: FINANCE**

- (a) The Finance year of the LO shall be from one convention to the next (one LO year).
- (b) The amount of dues to be paid shall be subject to variation as submitted by the Executive Committee and approved by majority of the General Assembly.
- (c) **Due Date:** Dues for the current year shall be payable annually on or not later than the fourth (4th) meeting from the beginning of the session.
- (d) **Suspension:** A member whose dues payment is more than four (4) LO meetings shall be suspended from the membership of the LO and shall lose all voting rights and speaking rights.

### **AUDITING**

### **ARTICLE 12.2: COMPOSITION**

- (a) The General Assembly shall appoint three (3) members who must be graduating students to constitute the Auditing Committee subject to the approval of the House.
- (b) Such members shall be non-Board members.
- (c) They shall be appointed 3 weeks before the Convention.
- (d) The Committee shall be headed by a Chairman appointed by the committee.

### **ARTICLE 12.3: DUTIES**

They shall audit the account of the LO presented by the Treasurer. The Committee shall give a report to the House immediately after the Treasurer gives his report.

### **ARTICLE 12.3: ACCOUNT**

The LO shall have a bank account; the signatories shall be the President, the Treasurer and the EVPs

### **ARTICLE 12.4: MODE OF PAYMENT**

New members on admission shall pay at least 70% part payment of annual dues before he/she can be inducted and shall pay the balance within two meetings. Returning members shall pay on the commencement of the session a sum of 60% part payment of his/her annual dues. He/She shall make up for the remaining amount before the 3rd GA in the LO year.

Failure to abide will attract 20% extra of the annual due and suspension of speaking right

## **CHAPTER 13 (MISCELLANEOUS)**

### **ARTICLE 13.1: RULES OF PROCEDURE**

The meetings of this Local Organization shall be conducted according to this Constitution and, where not otherwise provided, by Robert's Rules of Order Revised.

### **ARTICLE 13.2: AMENDMENT**

- (a) Any section of this Constitution may be amended or revised by two-third of the members present by voting at a LO Convention provided that written notice of the proposed amendment is given to each member of the LO 7days prior to the Convention.
- (b) This Constitution shall be understudied or reviewed every 3years with effect on this date.
- (c) In furtherance of the above, there shall be a Constitution Review Committee

### **ARTICLE 13.3: WAIVERS**

Articles and Bylaws of this Constitution may be waived by a unanimous vote of members at the Annual General Assembly Meeting, provided that four-fifths (4/5) of the total voting strength in attendance participate in the vote.

### **ARTICLE 13.5: PROVISION OF CONSTITUTION**

- (a) The Provisions of this Constitution surpass all other standing rules and regulations as well as precedence of the LO.
- (b) The Constitution is supreme and its provisions shall have the binding force on all members of Junior Chamber International Nigeria, University of Ibadan Chapter.

### **ARTICLE 13.6: EFFECTIVE DATE**

This Constitution shall take effect immediately on approval by a two-third majority of the house.

## CONSTITUTION REVIEW COMMITTEE MEMBERS

- |  |                           |
|--|---------------------------|
| 1. IBRAHIM ASIWAJU ABAYOMI<br>( <i>CHAIRMAN, GLC</i> ) | 10.JACOBS TOLULOPE        |
| 2. AYODELE OLUWATOBI<br>( <i>PRESIDENT</i> )           | 11.PRECIOUS ADEKUNLE      |
| 3. NNAM STANLEY ( <i>IPP</i> )                         | 12.OLANREWAJU OLANSILE    |
| 4. ADESOKAN ABDULMAJEED<br>( <i>SECRETARY</i> )        | 13.AKINMOJU OLUMIDE       |
| 5. OKE EMMANUEL ( <i>EVP MALE</i> )                    | 14.KOLAWOLE BUKUNMI       |
| 6. ADEOYE KAYOWA<br>( <i>EVP FEMALE</i> )              | 15.BABALOLA MOJEED NIFEMI |
| 7. OGUNDAPO OYINDAMOLA<br>( <i>SECRETARY</i> )         | 16.SHOTUNDE SODIQ         |
| 8. YUSUF FOLAJOMI ( <i>TREASURER</i> )                 | 17.IDOWU JESUTOFUNMI      |
| 9. OGBAJE MORDECAI                                     | 18.OBAGBEMI OLUWAKEMI     |
|  | 19.OBINNA AMAJI CHARLES   |
|  | 20.ADENEGAN TIOLUWANIMI   |
|  | 21.OGUNKUADE YEWANDE      |
|  | 22.SHARAFDEEN AKANDE      |
|  | 23.GBENGA ADESANYA        |

**REVIEWED IN THE 2017/2018 LOCAL ORGANIZATION YEAR  
UNDER THE LEADERSHIP OF AYODELE OLUWATOBI**

**JUNIOR CHAMBER INTERNATIONAL NIGERIA,  
UNIVERSITY OF IBADAN**

**CODE OF CONDUCT**

**JUNIOR CHAMBER INTERNATIONAL NIGERIA, UNIVERSITY OF  
IBADAN  
CODE OF CONDUCT**

This code of conduct is a legal instrument used by Junior Chamber International, University of Ibadan herein referred to as Local Organization to enhance:

1. Orderly meetings and expedient transactions of business
2. Opportunities for all to be heard
3. Decision by the majority and protection of minority, absentees and individual members
4. Enforcement of Discipline, Fairness and order

**MEETINGS**

- i. The standing order of the meetings shall be followed at all times
- ii. Members are expected to be at the meeting venue at the stipulated time, lateness will not be entertained.
- iii. Members of the Local organization who will be absent from meeting should write a formal letter of apology to the Board of Directors and General Assembly through the Chapter Secretary of the Director of Protocol stating the reason(s) for absence or lateness. If the apology is not accepted by members, it can still be regarded as lateness or absence to meeting
- iv. Lateness attracts a fine of ₦50 for all members
- v. Absence attracts a fine of ₦100 for Board Members and 50 for Floor members
- vi. Decorum is expected while the meeting is in progress. Whosoever disturbs the decorum of the meeting is liable to fine of ₦50
- vii. Members present at meeting who intends to move out must seek the permission of the President through the Director of Protocol. Moving out without permission is punishable by a fine of ₦50
- viii. Introduction is a continuous process in Junior Chamber International

## **JCI COMPENDIUM OF DRESSING**

### **FORMAL DRESSING FOR LADIES**

1. Both long and short sleeved shirts are allowed
2. Jackets and blazers; not monkey jackets are allowed
3. Skirts with revealing slits are prohibited
4. Loose fitting pant trousers; not jeans are allowed
5. Corporate suit gowns are allowed
6. Sleeveless gowns are prohibited and if worn, must be worn with a jacket or blazer
7. Native dresses must be completely worn with head tie
8. Any cloth which tends to reveal the cleavage, navel or straps are prohibited
9. Any footwear other than cover shoes is not allowed. Cover shoes with heels or slip on are allowed
10. Slippers, sandals and peep to shoes are prohibited
11. Jewelries, makeup and hair do must be moderate
12. Only JCI branded wristbands may be worn
13. Smart wristwatches may be worn to complement dressing.

### **DRESSING FOR MEN**

1. Only long shirts are allowed
2. Jackets and blazers; not monkey jackets are allowed
3. Corporate suits are allowed
4. Only long shirts should be worn on pants with matching tie, matching belt, cover shoes with blazer or jacket; if not in corporate suit
5. Sweatshirts or polos are not allowed
6. Chinos and Jean trousers are prohibited
7. Both long ties and bow ties are allowed
8. Native attire must be worn complete with native cap
9. Face caps are not allowed
10. Any footwear other than cover shoes are not allowed
11. Slippers and sandals are prohibited
12. Only JCI branded wristbands may be worn
13. Smart wristwatches may be worn to complement dressing

## **PAYMENT OF DUES**

Any member of the Local Organization who does not meet up with the stipulated arrangement of dues payment is not financial. He/she shall have no speaking right at any of JCIN meeting

## **DAILY CONDUCT**

- a. BEHAVIOR TO FELLOW JCI MEMEBRS:** Members of the Local Organization shall relate with one another in cordial manner e.g. greeting, caring and rendering help to one another
- b. DRESSING:** Members of the Local Organization shall be modestly dress within and outside the Campus ( modesty shall be defined by the University's standard
- c. PERSONAL CONDUCT:** JCIN UI will not associate with any misconduct capable of tarnishing her image. For example, stealing, raping, fighting, cheating in examination, verbal misconduct or other willful violation of University of Ibadan's policy
- d. CULTISM:** members of JCINUI shall not belong or be associated to any cult group
- e. REPRESENTATION AT SOCIAL GATHERINGS:** Members of the Local Organization shall behave in modest and responsible ways at social gatherings

## **STANDING RULES**

- 1. The President decides on the interpretation of this code of conduct seeking the recommendations of the General Legal Counsel or others when needed
- 2. The president shall not take part in any voting except when there is a tie. The President can't vote if he is the presiding officer for the conduct of election into executive positions
- 3. No member should be allowed to join or leave the meeting during voting process
- 4. Voting can be in the form of secret ballot, voice vote or by show of hands. The president exercises the discretion on the appropriate voting pattern except when otherwise stated by the constitution or requested and supported by majority of the General Assembly
- 5. In voting for a motion, it shall be decided by simple majority unless otherwise provided by the constitution or standing order. The casting of votes shall be in this order: Votes for, Votes against and abstinence

6. It shall be in order to move for the reconsideration of a decision of the majority provided that the house has agreed to reconsider it
7. Everyone has the right to participate in discussion if they wish, before anyone may speak a second time
8. Not more than one member shall hold the floor at one time

## **POINT OF ORDER**

A point of order shall be raised based on the following:

- a. When a person is digressing from the issue being discussed on the floor of the house
- b. When there is indecorum on the floor of the house
- c. When there is use of unparliamentary words on the floor of the house
- d. When the speaker who holds the floor has no speaking

Note: Point of order shall be taken at all times. A wrong use of point of order shall attract a fine of ₦50

## **WAIVER**

Any article of this code of conduct may be waived by a unanimous vote of the financial members of the Local Organization provided that two third (2/3) of total voting strength participated in the voting process

## **FINE**

Fine is not waiver for further disciplinary actions

1. All fines shall be paid on or before the following meeting. Where a person so fined does not pay on or before the following meeting, he/shall not have a speaking right. This is not a waiver for attendance of meeting
2. The Director of Protocol shall keep record of fines and people fined. All money collected by the Director of Protocol shall be handed over to the treasurer for proper record after the meeting



**BASIC PARLIAMENTARY RULES GUIDING JUNIOR CHAMBER  
INTERNATIONAL NIGERIA, UNIVERSITY OF IBADAN**

*(Largely drawn from Robert rules of parliamentary procedures)*

# **BASIC PARLIAMENTARY RULES GUIDING JUNIOR CHAMBER INTERNATIONAL NIGERIA, UNIVERSITY OF IBADAN**

*(largely drawn from Robert rule of parliamentary procedures)*

## **IN THE MEETING**

### **MOTION**

The motion is the basic tool for getting things done. It is a proposal before the General Assembly to take action on something. To make a motion, you simply use the phrase “I move that...” and state what you want.

Before a motion can be considered, it must be seconded. A seconder may show his or her support that a motion should be discussed by saying “I Second!” after a motion is made. In JCIN UI, the seconder raises his/her hand without saying anything. The president then decides who the seconder is.

Note: Seconding a motion doesn’t necessarily mean you support it—it just means that you think it should be discussed by the assembly. If someone makes a motion and no one seconds it, it dies and cannot be discussed.

### **GENERAL RULES OF DEBATE OR DISCUSSING THE MOTION:**

- A. No member may speak until recognized by the presiding officer.
- B. The maker of a motion may be given the preference to speak first
- C. All discussion must be relevant to the question before the General Assembly.
- D. No member may speak a second time on a motion until every member who wishes to speak has had the opportunity to do so. (A person may speak a second time in debate with the assembly's permission or the presiding officer)
- E. It is not permissible to speak against one’s own motion (but one can vote against one's own motion).
- F. Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- G. When possible, the Presiding officer should let the floor alternate between those speaking in support and those speaking in opposition to the motion

## COMMON MOTIONS

**Point of Order:** Point of Order draws attention to contravention of rules. It may be raised when someone without a speaking right is addressing the floor, someone is talking out of point or improper voting is being done.

Regardless of the fact that someone else has the floor, if something is out of order, all you have to do is get the Presiding officer's attention by saying "Point of Order", and then describe how the rules are being broken. Then the Presiding officer has to enforce the rule you pointed out.

**Point of Information:** This can take two forms; when you intend to ask a question from the maker of a motion or someone who recently addressed the floor. You get the Presiding officer's attention by saying "Point of Information" and then ask for permission to ask a question. The Presiding officer can then decide whether or not to allow you to ask the question.

The second type of point of information is the parliamentary inquiry. You can make one of these when you are unsure of how to properly do something, or are confused as to what is going on and want some clarification. Again, when no one is speaking, you can get the Presiding officer's attention by saying "Point of Information," say you have a parliamentary inquiry, and then ask the Presiding officer your question. *When you make a parliamentary inquiry, the Presiding officer does not have the right to decide whether or not to allow you to ask the question—he has to answer it.*

**Permission to Withdraw a Motion:** when the maker of a motion realizes that the motion is no longer necessary, he/she seeks the attention of the presiding officer by raising one hand. Once the Presiding officer acknowledges you, you may ask for permission to withdraw your motion. The Presiding officer will then ask if there are any objections—if there aren't, then you get to withdraw the motion. But if someone doesn't want you to withdraw it, then your request to withdraw becomes an actual motion that has to be seconded and voted on.

**Motion to Recess:** The motion to recess is used to ask for a short break. In this instance, specify how long you want to recess, such as "I motion for a ten minute recess," or "I motion to recess until 3:00 PM. The motion to recess is immediately put to a vote if someone seconds it, and it requires a simple majority to pass.

**Motion to Amend:** The motion to amend is used to change the wording of a motion. Common methods of amending motions are by striking out words, substituting words, or adding words.

You can also strike, substitute, or add entire phrases or paragraphs to a motion should the need arise.

In order to make a motion to amend, you must first be recognized by the Presiding officer in the normal fashion. If your motion to amend is seconded, the assembly proceeds immediately to debate it. During this period, members may only talk about the merits of the amendment, and not of the main motion itself. The Presiding officer then restates the motion to amend, and the assembly proceeds directly to a vote on the amendment. A motion to amend must be passed by a simple majority.

**Motion to Refer to Committee:** This takes the topic matters to a committee to further discuss or resolve. The maker must be very specific when making this motion, stating exactly which committee it is being referred to, to what extent they should resolve the issue, and when they should report on their findings. Examples: *“I move that the social committee select two of these locations for us to vote on at the next meeting,”* or *“I move that this be referred to a new committee consisting of one person from each faculty, which will give a report and recommendation two weeks from now.”*

**Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

**Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

## VOTING

This section describes the different types of votes and some general rules about voting.

- A. **Majority vote** - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise. A tie vote is a lost vote, since it is not a majority.
- B. **Two-thirds vote** - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the

constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion.

- C. **Unanimous consent:** this means that no objection is raised.
- D. The final kind of voting you may experience is the mail vote. This is used when a vote of the entire membership is needed when convention is not in session, most commonly to vote to admit a new or reactivated chapter. Each active chapter and alumni association in good standing is mailed a ballot by certified mail, and they have 30 days in which to respond. It is important for each member organization to promptly reply because a majority of possible votes must be received in the affirmative in order for the motion to pass.

## METHODS OF VOTING

1. **Voice vote** – this is the common voting style. The Presiding officer says “Those in favor of the motion, say aye.” All members in support of the motion call out “aye”. Next, the Presiding officer says “Those opposed, say nay” after which opponents call out “nay”. If there is a clear majority, the Presiding officer announces the result. If there is not a clear majority, a member may call (division) for the vote to be retaken by show of hands
2. **Show of hands or rising vote** - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote. A hand vote works the same as a voice vote, where the Presiding officer first calls for those in favor to raise their hands. Without counting, they then call for those opposed to raise their hands. If a majority is seen, the Presiding officer will announce the result. Again, a member may call “division” if they believe there was not a clear majority. In addition, a member may ask that the vote be counted. The Presiding officer then retakes the vote in the same way but counts the votes for and against the motion.
3. **Ballot** - This is the one type of vote where each member’s vote choice is not known to everyone else. This is used for elections, but may also be used for regular motions, especially more sensitive topics.
4. **Roll call vote** - The Presiding officer reads the names of each voting member, and after hearing their names, the member calls out yes (or aye) or no used when it is desired to have a record of how each member voted.

## **Note**

- I. A member may change his/her vote at any point during the voting process before the final result is recorded. This means, if a voice vote is made but division is called and voting moves to a counted hand vote, any member may change their vote.
- II. “Unanimous consent” instead of voting: This allows a simple decision to be made by the group without the formality of motioning and voting. An example of when this is useful may be that a speaker has reached the time limit on a topic but the membership still wants to hear them finish. The Presiding officer may ask “Is there any objection to the member’s time being extended by two minutes?” After pausing, if no member calls out “I object” the Presiding officer may say “I hear no objection, so the member’s time is extended by two minutes.”
- III. Proxy voting is prohibited unless specifically provided for in the charter or bylaws.

## **FURTHER TIPS IN PARLIAMENTARY PROCEDURE**

1. A main motion must be moved, seconded, and stated by the Presiding officer before it can be discussed.
2. If you want to move or speak to a motion, stand and address the Presiding officer.
3. If you approve the motion as is, vote for it otherwise vote against it
4. If you approve the idea of the motion but want to change it, amend it or submit a substitute for it. If you feel they a committee can handle a matter better than the assembly, move to refer the motion to committee with power to act.
5. If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.
6. If you want time to think the motion over, move that consideration be deferred to a certain time.
7. If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
8. If you do not agree with a decision rendered by the Presiding officer, appeal the decision to the assembly.
9. If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.

**Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.**

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