

**Everything you
may need to
know about
Asefah
procedure!**

The Order of Events

The NFTY President will call for any agenda items prior to the meeting. It is their duty to create an agenda and ensure that the General Board sticks to it. This is the general order:

Call to Order: The Chair (President) will call to order with a tap of the gavel.

Roll Call: The CVP will call the roll for each TYG. This is where votes are allocated and voting delegates are assigned. It is essential attendance.

New Business: Amendments, resolutions, and presentations go here! If this is legislation that needs ratifying from the previous Asefah it would also go here. If there is something truly important that is not on the agenda, it can be brought up at the end of the scheduled items.

Open the Floor: The chair will open the floor for any motions. (when we have a little fun)
Adjournment: The chair moves to adjourn the meeting. If there is objection it needs a 2/3s vote.

Amending Legislation: It is possible for someone to agree with the majority of the resolution but also feel that it could be improved in some way. Thus, delegates can move to amend the resolution and potentially modify the wording and meaning of the resolution. Only "Resolved" clauses can be amended because they are the only thing being voted on.

Proposing an Amendment: During any time the legislation is being presented and debated, delegates have the opportunity to discuss the motion and submit amendments in writing on the provided amendment sheets to the NFTY-CWR Programming Vice President.

Accepting or Rejecting: The author will review all proposed amendments and decide if they are "friendly" or "hostile." If it is friendly it is accepted, if it is hostile it is rejected. If the author accepts the amendment as friendly, the amendment changes the resolution automatically, the amendment will be announced, and debate will continue with the new addition in mind.

Hostile Amendments: If the author rejects the amendment as hostile, the delegate will be informed. The delegate will then have to obtain the floor at a break in debate and move that the amendment be brought to the floor. If seconded, the assembly will vote to bring it to the floor, and debate will begin on the proposed amendment. If a hostile amendment is brought to the floor, it is treated as the new topic of discussion. It is debatable as described in the previous section; however, it is not amendable. The amendment to the legislation follows the same procedures to end debate and vote as legislation.

How to Motion

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

Making a Motion: The Chair cannot make motions but can help guide the meeting by “suggesting” motions. [ex. “limit debate,” “adjourn the meeting”] It goes something like this:

Chair: “The chair looks favorably upon a motion to _____.”

XFTY: “Motion” (while holding up the placard)

Chair: “Yes XFTY?”

XFTY: “Motion to _____.”

Chair: “Motion to _____ by XFTY. Is there a second?”

YFTY: “Second.” (while holding up the placard)

Chair: “Dope” [Or something more appropriate]

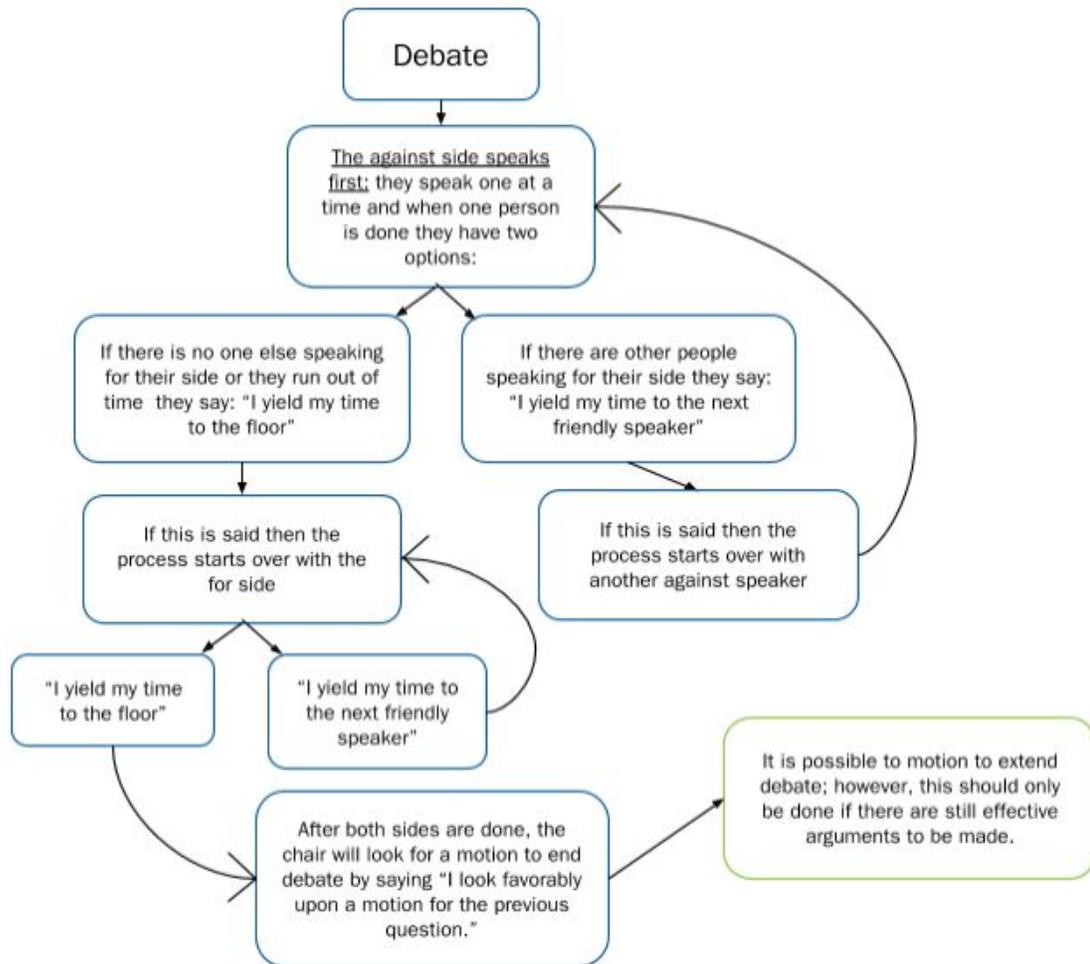
You must wait for the chair to ask for a second to call second

Rules of Order (adapted from Robert’s rules of order)

The Debate Proceedings: Members can show support or discontent with an idea presented in certain motions through debate. All pieces of legislation are debatable. Some procedural motions are also debatable, though the discussion about them is usually unnecessary.

Questions: After the legislation has been read, the Chair will open the floor to questions. This opens the floor to points of information from the assembly. Delegates will raise their placards to be recognized by the Chair to ask a short question regarding the legislation. This is NOT a chance to debate, but rather to get clarification.

Debate: Next, The Chair will yield the floor to debate. The Chair will allocate an initial time limit of debate to both sides (for/against). The Chair will facilitate the debate while the timekeeper keeps time.



Timekeeper keeps time. The flow of debate looks like this:

A Guide to Voting

For any type of motion to be adopted, the assembly must take a vote. Some motions require a simple majority while Others must garner at least two-thirds of the votes. The general rule is that motions that limit the rights of the assembly, such as ending debate, require two thirds to adopt. resolutions require one simple majority. amendments to the NFTY Constitution require at least a two thirds at one meeting and a simple majority to ratify at the following meeting, and amendments to the By-Laws require a simple majority. At this asefah, we will be voting by roll call.

Roll call: The most common, used for both 2/3s and Simple Majority votes.

- ❖ The chair will say “This motion requires a ___ majority to adopt.”
- ❖ The chair will call the CVP forward to call the vote.
- ❖ The CVP will call on top voting delegate in each TYG alphabetically (ex.CRuSTY).
- ❖ The top voting delegate will respond with their votes (ex. Two yea, one nay, three

abstentions) If there are zero nay votes, the top voting delegate will not say that.