

BFT Local 434 Meeting Guide

Welcome to the Executive Board



Your Duties

Each member of the Executive Board has specific responsibilities outlined in our constitution. At the start of each term, the board will assign committee chair positions to elected officers. Once assigned, chairs may recruit committee members from the general membership.

Please take time to review the duties of your position so you're clear on your responsibilities for the term.

It's also essential that you attend monthly board meetings. Your presence ensures you stay informed and helps us maintain quorum for voting. Our members put their trust in us when they elected us. We owe it to them—and to each other—to make this role a priority and represent them effectively.

Introduction to Parliamentary Procedure

Conducting Meetings

We conduct meetings using parliamentary procedure because it helps keep things moving, gives everyone a voice, and saves time. We mostly follow the meeting rules outlined in *Robert's Rules of Order, Newly Revised*. Listed below, you'll find the basics of what you need to know.

- A majority of the total members on the board must be present to start a meeting. We call this majority a **quorum**.
- Each meeting follows an agenda. Officers notify their council president or the federation secretary to add business to the agenda. Information that does not require a vote is introduced at the end of the meeting.
- Business is discussed and voted on one item at a time to keep things focused, except for items listed on the consent agenda.
- Each member may speak twice on an item.
- A member can't speak twice until all members wishing to speak once have spoken.
- The **presiding officer** chooses who speaks and switches between pro and con when possible so both sides are heard equally.

Introduction to Parliamentary Procedure

Role Call: Elected Officers

The Executive Board is made up of 12 officers elected by the membership. The number of representatives from each council who serve on the executive board is proportional to that council's membership size. This means councils with more members are allocated more board seats, ensuring that representation reflects the size of each group within our union.

Everyone gets an equal vote, everyone can debate, and everyone can bring business to the table.

The presiding officer at each meeting is supposed to remain fair and impartial, not participating in debate or taking sides without temporarily stepping down. Any member can serve as the presiding officer.

Teachers' Council:

President*
Vice President*
West Building Rep.*
East Building Rep.*
Delegates (3)*

Teacher Assistants' Council:

President*
Vice President*
West Building Rep.
East Building Rep.
Delegate (1)*

Administrative Assistants' Council:

President*
Vice President*
West Building Rep.
East Building Rep.

*Denotes member of the Executive Board. Campus representatives hold ex officio (automatic) seats on the executive board only for councils with 250 or more members. This structure ensures that representation on the executive board reflects the membership size of each council.

HOW TO CONDUCT BUSINESS

Using Parliamentary Procedure



1. A member, any member, obtains the floor:

Just stand or raise your hand and address the chair: "Mr. (or Madam) Chairman."



2. The chair assigns the floor:

The chair can state the member's name or even just nod in recognition of the member.



3. The member makes a motion for a vote:

Just say, "I move to" or "I move that..." and then state the motion.



4. Another member seconds the motion:

If no one seconds, the motion is dead and there will be no vote.



5. The chair restates the motion for the group:

"It is moved and seconded that ... Is there any discussion?"



6. The members discuss the motion:

Whoever made the motion goes first, and everyone can speak twice. (10 min.)



7. After discussion, the chair puts the motion to a vote:

"All in favor say, 'Aye.' All opposed say, 'No.'"



8. The chair announces the result of the vote:

"The noes have it and the motion is lost."

OR

"The ayes have it and the motion carries."



9. If a member doubts the result ...

The member can call out "Division" for a retake as a rising vote.

A few extra tips:

Raise your hand to be recognized and don't speak out of turn.

Always speak through the chair. Avoid addressing members of the group directly.

Members can't speak a second time as long as another member wants to speak for the first time.

Speak loudly for all to hear, and listen when others are speaking. (Common courtesy is key!)

MOTIONS

Members should raise their hand to be recognized (or stand up in larger groups) and should not speak out of turn.

Always speak through the chair. Avoid addressing members of the group directly.

Members can speak twice, but can't speak a second time as long as another member wants to speak for the first time.

(Common courtesy is key!)

ORDER OF VOTING ON MOTIONS

Main Motion

"I move to ..." or "I move that we ..."

Postpone Indefinitely

"I move to postpone the motion indefinitely."

Amend

"I move to amend by ..."

Refer to Committee

"I move to refer the motion to ..."

Postpone to Certain Time

"I move to postpone the motion to ..."

Limit or Extend Debate

"I move that debate be limited to ..."

Previous Question

"I move the previous question."

Lay on the Table

"I move to lay the question on the table."

Call for the Orders of the Day

"I call for the orders of the day."

Raise a Question of Privilege

"I have a question of privilege."

Recess!

"I move to recess for ..."

Adjourn

"I move to adjourn."

ORDER OF MAKING MOTIONS

Needs Second Can Debate Votes Required Can Amend Can Reconsider

Brings new business before the assembly; (Incidental main motions deal with procedure related to a main motion.)



To kill the main motion for the duration of the meeting without taking a vote.



If Adopted

To change the pending motion before it is acted upon; must be germane to the main motion.



Have a small group investigate a proposal.



To put off or delay a decision (Not to be confused with lay on the table.)



Time Only

To limit or extend length of debate or number of times a person can speak; or to put time limit on a motion.



Time Only

If Adopted

To stop debate and immediately take the vote.



To set the main motion aside temporarily to take up urgent business.



To make the assembly conform to the agenda or to take up a general or special order.

Make request/motion relating to rights/privileges of assembly or member. (e.g. Too hot, confidential info. shared, etc.)

Take a short break then resume business.



Length

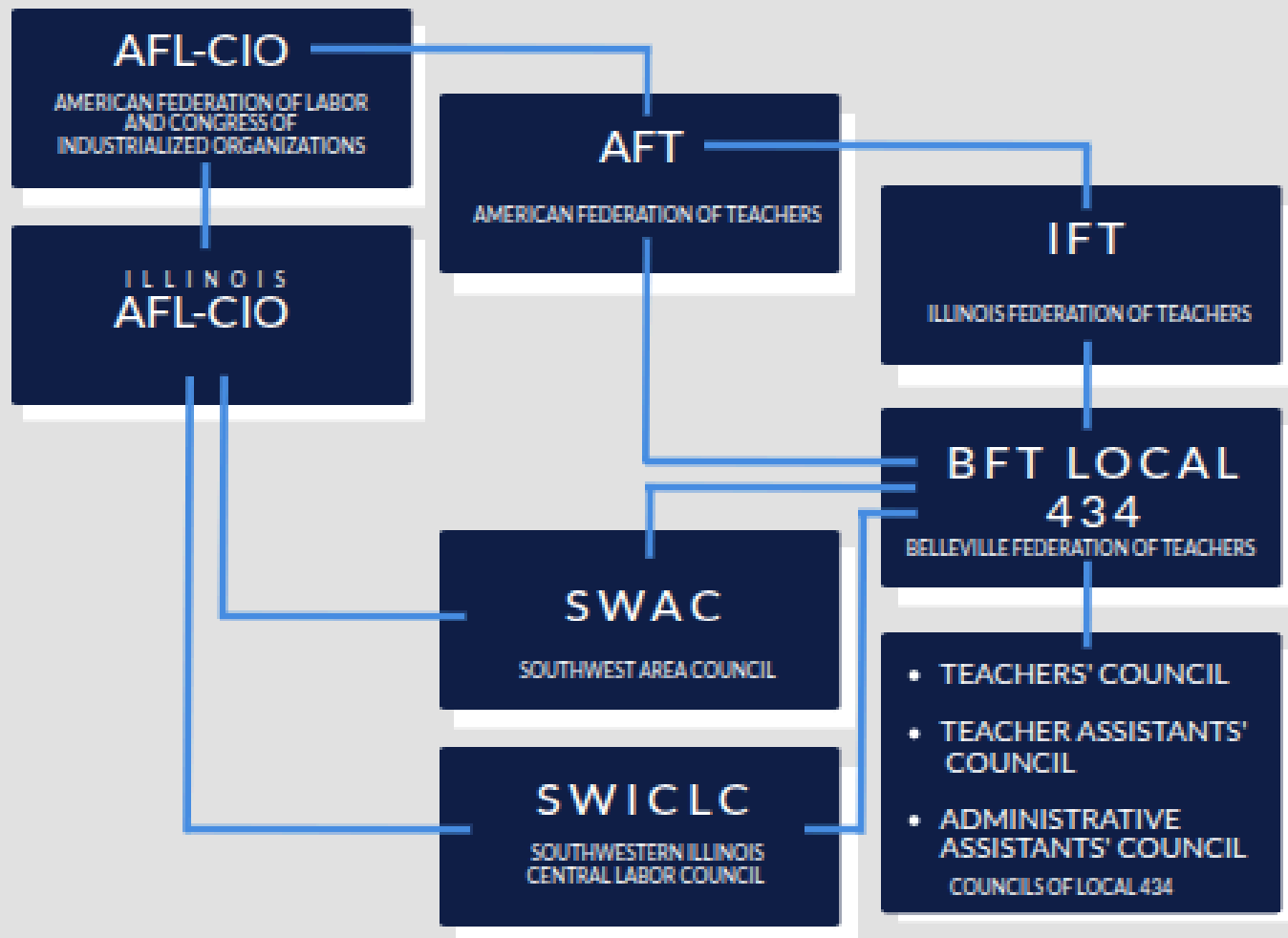


To end the meeting immediately.





BELLEVILLE FEDERATION OF TEACHERS LOCAL 434



A Brief Explanation

The American Federation of Labor (AFL) was founded in 1886; the American Federation of Teachers (AFT) was founded and affiliated with the AFL in 1916; Belleville Federation of Teachers Local 434 was founded and joined the AFT in 1935; the AFL merged with the Congress of Industrialized organizations (CIO) in 1955, becoming the AFL-CIO we know it as today; and the Illinois Federation of Teachers (IFT) formed in 1995 and affiliated with the AFT. Both SWAC and SWICLC are coalitions that focus on supporting the needs of educators in Southern Illinois. In 2025, BFT became a true federation with proportional representation on the board for all three councils.