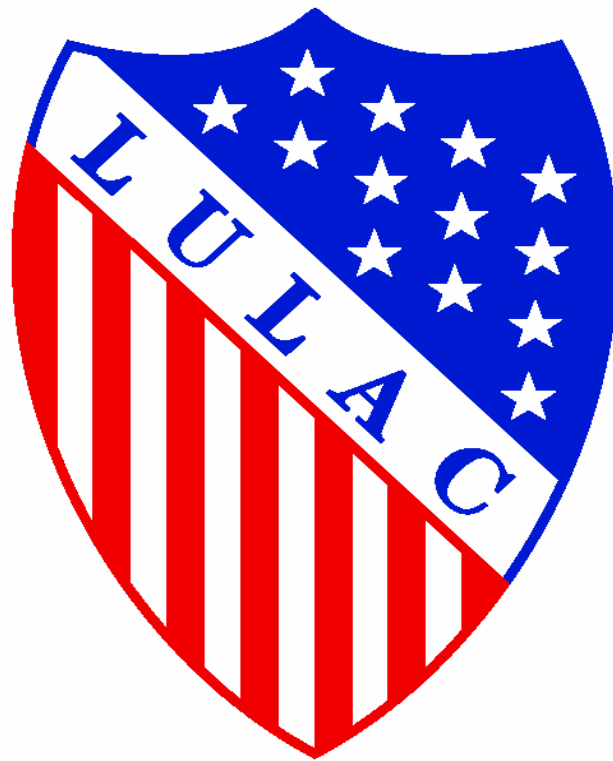


# **League of United Latin American Citizens**



**Council Meeting Handbook**



Greeting LULAC Brothers and Sisters,



On behalf of the LULAC National Board, it is with extreme pleasure that I send you this LULAC meeting handbook. This handbook was designed to assist you in facilitating your LULAC meetings. We are confident that this tool will be of great assistance to you and your council.

Within the handbook you will find an official LULAC agenda, basic rules of parliamentary procedure, a list of committees that need to report at each meeting and forms to help you conduct your meetings.

Feel free to take out the necessary forms for attendance, minutes, record keeping, etc., and reproduce them as you see fit.

Continue the outstanding volunteer work that you are doing in the Latino community.

Viva LULAC!

Hector M. Flores  
National LULAC President



## **MISSION**

The Mission of the League of United Latin American Citizens is to advance the economic condition, educational attainment, political influence, health and civil rights of the Hispanic population of the United States.

## **LULAC Code**

Respect your citizenship and preserve it; honor your country, maintain its tradition in the spirit of its citizens and embody yourself into its culture and civilization.

Be proud of your origin and maintain it immaculate, respect your glorious past and help to defend the rights of all the people.

Learn how to discharge your duties before you learn how to assert your rights; educate and make yourself worthy, and stand high in the light of your own deed; you must always be loyal and courageous.

Filled with optimism, make yourself sociable, upright, judicious, and above all things be sober and collected in your habits, cautious in your actions and sparing in your speech.

Believe in God, love Humanity and rely upon the framework of human progress, slow and sound, unequivocal and firm.

Always be honorable and high-minded; learn how to be self-reliant upon your qualifications and resources.

In war serve your country, in peace your convictions; discern, investigate, meditate, think, study, and at all times be honest and generous. Let your firmest purpose be that of helping to see that each new generation shall be of youth more efficient and capable and in this let your own children be included.



## AIMS AND PURPOSES

Based on the spirit of philosophy of our League and having unequivocal faith in its righteousness we propose:

1. To use all constitutional means at our disposal to implement with social action the principles set forth in our philosophy;
2. To foster the learning and fluent use of the English language that we may thereby equip ourselves and our families for the fullest enjoyment of our rights and privileges and the efficient discharge of our duties and responsibilities to our country, but at the same time, exerting equal effort to foster the fluent mastery of the Spanish language which is part of our heritage and means of extending the cultural horizons of our nation;
3. To constitute the League into a service organization to actively promote and foster suitable measures for the attainment of the highest of our American society, and to establish cooperative relations with civic and governmental institutions and agencies in the field of public service.
4. To exert our united efforts to uphold the rights guaranteed to every individual by our state and national laws and to assure justice and equal treatment under these laws.
5. To combat with every means at our command all un-American tendencies and actions that deprive American citizens of their rights in educational institutions, in economic pursuits and in social, civic and political activities;
6. To maintain the League free of all involvement in partisan politics as an organization; however, we shall oppose any infringement upon the constitutional political rights of an individual to vote and/or be voted upon at local, state, and national levels;
7. To oppose any violent demonstrations or other acts that defy constituted law and authority, desecrate the symbols of our nation, and threaten the physical and spiritual welfare of individuals or institutions;
8. To promote and encourage the education of youth and adults through scholarships, the constant vigilance of administrative and instructional practices in schools which deprive persons of educational opportunities, the sponsorship of classes in citizenship and other areas, and through the dissemination of information about available training opportunities;
9. To make use of every medium of communication at our disposal and to exert our combined efforts to promulgate and propagate the principles of the League, and augment its influence and numerical growth;
10. To undergird the efforts postulated in our Aims and Purposes with the overall objective of creating among our fellow citizens, through example and a mutual exchange of concepts, an understanding and recognition of and an appreciation for the dignity, worth and potential of the individual.



## **LULAC PRAYER**

Almighty God, who has given us this good land for our heritage, we humbly beseech Thee that we may always prove ourselves a people mindful of Thy favor and glad to do Thy will. Bless our land with honorable industry, sound learning and pure manners. Save us from violence discord and confusion; from pride and arrogance, and from every evil way. Defend our liberties and fashion into one united people the multitudes brought hither out of many kindred and tongues.

Imbue with the spirit of wisdom those to whom in Thy name we entrust the authority of government, that there may be justice and peace at home, and that through obedience to Thy law, we may show forth Thy praise among the nations of the earth.

In the time of prosperity fill our hearts with thankfulness; in the day of trouble suffer not our trust in Thee to fail; all of which we ask through Jesus Christ our Lord.

Amen

## **PHILOSOPHY**

We believe in the democratic principle of individual political and religious freedom, the right of equality of social and economic opportunity, and in the cooperative endeavor toward the development of an American Society wherein the cultural resources, integrity and dignity of every individual and group constitute basic assets of the American way of Life.

We believe that as American Citizens we must assume our duties and responsibilities and assert our rights and privileges in pursuit of a fuller and richer civilization for our country.

We believe that education is the foundation for the cultural growth and development of this nation and that we are obligated to promote, protect and assure the right of our people to an education that is in accordance with the best American educational principles and standards; that we must deplore any infringement of this right wherever it may occur and regardless of whom it may affect.

We accept that it is not only the privilege but the obligation of every member of this organization to uphold and defend the rights and duties vested in every American Citizen by the letter and spirit of the Law of the Land.



## **LULAC HOUSE RULES**

- **Do Not Personalize Issues**
- **Be Courteous and Respectful of Others**
- **Be Prepared-Do Your Homework**
- **Give Everyone a Chance to Participate**
- **Avoid One Person Monopolizing Discussion**
- **Be Nice After a Vote – Move to Next Issue**
- **Ask Significant Questions**
- **No Surprises**
- **Have Fun – Keep Your Sense of Humor**
- **Be Honest – Keep Your Commitments**
- **Disagree Agreeably**
- **Listen Before Judging**







## **LULAC MEETING AGENDA**

**“I declare this meeting duly convened and qualified to consider and transact such business as may come before this Council. Let us now rise and extend an invitation to our Chaplain to give the official Prayer of the League...”**

**PRAYER:** Chaplain or other designated member.

**PLEDGE OF ALLEGIANCE:** Sergeant-at-Arms or other designated member.

**ROLL CALL OF OFFICERS:** Secretary (all members and guests must sign the attendance sheet provided by Secretary. It must be dated and attached to the minutes of the meeting.)

**INTRODUCTION OF GUESTS OR NEW PROSPECTS:** President or escort

**READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**  
Secretary

**TREASURER’S REPORT:** Treasurer

**OFFICER’S REPORT:** All Council Officers, District, State, and National etc...

**STANDING COMMITTEE REPORTS:** Committee Chair or designated member

**UNFINISHED OR OLD BUSINESS:** May be brought up by President or members (President may bring up the business and inform but cannot take part in the debate without giving up the chair)

**NEW BUSINESS:** May be brought up by President or members (President may present and inform but cannot take part in the debate without giving up the Chair)

**ELECTIONS, NEW APPLICATIONS FOR MEMBERSHIP, INSTALLATIONS:**  
President

**GOOD AND WELFARE OF THE LEAGUE:** Any member recognized by the Chair

**ADJOURNMENT:** President

**“The meeting is adjourned and the time is: \_\_\_\_\_**



**Meeting Minutes of LULAC Council # \_\_\_\_\_ DATE: \_\_\_\_\_**

Meeting called to order at \_\_\_\_\_ by \_\_\_\_\_

Prayer By: \_\_\_\_\_ Pledge of Allegiance Read By: \_\_\_\_\_

**Roll Call of Officers:**

(Attendance sheet is circulated for sign in)

**Introduction of Guests or New Prospects:**

**Reading and Approval of Previous Minutes:**

**Treasurer's Report:**

**Officer's Reports:**

**Standing Committee Reports:**

**Special Committee Reports:**

**Old Business:**

**New Business:**

**Elections and New Applications:**

**“Good and Welfare of the League”:**

**Adjournment:**

Meeting Adjourned At: \_\_\_\_\_

Minutes Taken By: \_\_\_\_\_



## STANDING COMMITTEES OF LULAC

*Membership* .....Chairman \_\_\_\_\_

\_\_\_\_\_

*Education* . . . . .Chairman \_\_\_\_\_

\_\_\_\_\_

*Ways and Means* .....Chairman \_\_\_\_\_

\_\_\_\_\_

*Issues*.....Chairman \_\_\_\_\_

\_\_\_\_\_

*Public Relations/Media* ..... Chairman \_\_\_\_\_

\_\_\_\_\_

*Fundraising* .....Chairman \_\_\_\_\_

\_\_\_\_\_

*Civil Rights* .....Chairman \_\_\_\_\_

\_\_\_\_\_



## PRINCIPAL MOTIONS AND RULES OF ROBERT'S RULE

### GENERAL RULES:

1. A motion must be made to the Chair after you have been recognized by the Chair.
2. In general, all important motions should be seconded, which may be done without rising or addressing the Chair.
3. When a motion has been made, seconded and stated by the Chair, the assembly is not at liberty to consider any other business until the motion has been disposed of.
4. The mover “cannot” withdraw the motion after it has been stated by the Chair.
5. The presiding Chair may participate in the debate of a motion only after releasing the chair to the appropriate officer. The Chair should release the chair only to make pertinent points on the debate and not give personal preferences on either side of the question before the assembly.

### PRINCIPAL MOTIONS:

1. **TO AMEND:** This motion is to change, add or omit words in the “original main motion” and is debatable and requires a majority vote to pass.

(To amend the amendment) this is a motion to change, add or omit words in the “first amendment” and is debated and requires a majority vote to pass.

METHOD: the first vote is on “changing words” per the amendment, the next vote (if first vote adopts change) is on adopting the main motion as changed. If the first vote DOES NOT adopt the change, the next vote is on the “original main motion”

Note: No motion can be changed or voted on with changes without going through the amendment procedures. This includes “Friendly Amendments” which must still go through the same procedure. There are no “Friendly Amendments.”

2. **TO COMMIT:** This motion is used when it becomes necessary for a motion to be studied or investigated further. Then, it can be moved “TO COMMIT” the original motion to committee for further consideration. This motion is debatable, amendable and requires a majority vote. The Committee must bring up this motion.

3. **TO LAY ON THE TABLE:** The object of this is to postpone the subject under discussion in such a way that it can be taken up at some time “in the future”. This motion is **not debatable or amendable** and requires a majority vote to pass.
4. **TO POSTPONE:** A motion to postpone the question before the assembly to some future time is in order and can be made anytime during discussion except when a speaker has the floor. This motion is unlike “to lay on the table” in that it is debatable and amendable which allows discussion on when to reconsider. It requires a majority vote to pass. Original motion can be brought up again just as regular “Old Business.”
5. **TO RECONSIDER:** This motion is to reconsider a motion that was lost on a vote of the assembly. This motion is in order only if made on the “SAME DAY” and **must** be made by the person that voted on the prevailing side. This motion is debatable and requires a majority vote to pass. No question can be twice reconsidered. This motion requires two votes; first to reconsider and then a vote on the original motion being reconsidered.
6. **THE PREVIOUS QUESTION:** This motion is to close debate or discussion on the pending question before the assembly. This motion is in order anytime during debate but must be recognized by the Chair. The correct form is “Mr. Chairman (or other) I move the previous question.” The motion is not debatable. Chairman asks “shall debate be closed and questions to vote now put” and a vote is taken on the “previous question motion” first. It requires two-thirds (2/3) vote to pass. If adopted, a vote on the question before the assembly is immediately taken and no further discussion whatsoever is allowed.
7. **POINT OF ORDER:** This motion is **always** in order but can be used only to present an objection to ruling of the chair or some method of parliamentary procedure. The correct form is “Mr. Chairman (or other), I rise to a point of order.” The Chair answers, “Please state your point of order.” Only at this time does the member state the objection. The Chair then answers: Your point is sustained or your point is denied. If any member is not satisfied, then they may appeal the decision of the Chair. The Chair must address the appeal to the assembly. It is treated like any other motion and is debatable. On this motion, the chair may discuss it without leaving the chair. A majority of no votes reverses the ruling of the Chair.
8. **TO ADJOURN:** This motion is used to adjourn a meeting and is always in order during a meeting. When a speaker has the floor; when a vote is being taken; immediately after this motion has just been voted down; and when the assembly is in the midst of some business which cannot be “abruptly” stopped. The motion is not debatable and requires a majority vote to pass.

When the motion is made to adjourn to a “definite place and time” then the motion is debatable and requires a majority vote.

Note: A common mistake is for the Chair to adjourn without a motion. At the end of the meeting, the Chair should ask “Do I hear a motion to adjourn?” and a vote is taken.

## NOMINATIONS AND ELECTIONS

1. When allowed by the Council, a nomination committee can be used to present candidates for office to the council. The committee makes its report and presents a slate; one name for each office to be filled by a vote. The committee's nominations are treated just as if made from the floor by members. **No vote is taken in accepting the nominations of the committee.**
2. After the committee presents the slate, the Chair asks if there are any more nominations. If there are more nominations from the floor, the names are added to those submitted by the committee. The nominations are taken by preference of the assembly; office by office or all at one time.
3. Nominations are not seconded and thus seconds are not recognized.
4. A motion to close nominations is in order only after the council has had reasonable time to add nominations. It is not debatable and is incidental only to nominations. It may be amended only to time of closing nominations and can have no other subsidiary motions applied to this to this motion. It requires two-thirds (2/3) vote to pass. A motion to reopen nominations is in order anytime before voting begins. It is not debatable and requires only a majority vote. It can be amended only at that time with no other motions applied to it.
5. A member may withdraw their name from nomination because they can not serve, but no member can withdraw "in favor of another member"
6. Each member may vote for any eligible person whether nominated or not.
7. After nominates are closed, the assembly proceeds to the election. Voting is done as described in the by-laws or by the decision of the assembly.
8. The candidate with a majority of votes (or plurality if stated in the by-laws) is declared elected to fill the office. Majority means more than half of the votes cast. Voting may continue until one candidate reaches this number.
9. Chair Votes: On a ballot vote, the Chair marks his ballot and turns it in with the others. From the Chair, the presiding officer votes in a tie, casting the deciding vote. In elections, in case of a tie, the balloting continues until a candidate receives a majority.
10. To move that an election be made unanimous is a mistaken courtesy and very common mistake. It forces those who did not vote for the candidate to unwillingly transfer their vote, thus making it look like a unanimous vote when it was not. One negative response defeats this motion and the vote cannot be unanimous.
11. An election takes effect immediately after the business session is completed unless previously state in the by-laws specifying a different date. This does not mean that officers assume at the meeting. (The date is also described in the by-laws or constitution) It just means that elections are over and official.

## **DECORUM**

Probably the most serious defect in most meetings is the lack of reasonable decorum. These are some general rules to follow:

1. Good order must be maintained if business is to be carried out. This responsibility is not only of the officers but of the whole council.
2. Courtesy would demand that there should be no whispering or commotion while a speaker has the floor.
3. Do not speak too frequently, whether an officer or member.
4. Beware of personalities. Note the question at hand and not who is presenting and what you think of them.
5. As much as possible, state facts rather as what you think want or believe.
6. Be tactful and respectful.
7. Respect the opinion of others as you would have them respect yours. Remember, not everyone agrees the same, but everyone has the right to their opinion and the right to state it.
8. Speak your ideas and opinions while the motion is pending, when in order and after being recognized. This is the time and not after vote has been taken and “especially not after the meeting is over.”
9. Each organization has its own specific decorum, protocol and rules of conduct. These have often taken long years of “experience.” Officers and members should be very careful not to infringe or steer away from those rules and traditions unless it is a consensus of the assembly to do so. Remember, this is what has made your organization what it is.



## **LULAC National Officers 2005-2006**

Hector Flores, National President

Rick Dovalina, Immediate Past National President

Miguel J. Zazueta, National Youth President

Jaime P. Martinez, National Treasurer

Margaret Moran, National VP for Women

Javier Montanez, National VP for Youth

Joe Cardenas, III, National VP for Young Adults

Angie Garcia, National VP for Elderly

Laura Medrano, National VP for Northeast

Haydee Rivera, National VP for Southeast

Rosa Rosales, National VP for Southwest

Maria D. Rodriguez, National VP for Northwest

Alicia Rios, National VP for Midwest

Dave Rodriguez, National VP for Farwest

Ray Velarde, National Legal Advisor

Luis Vera, National General Counsel

Carlos Cervantes, Arkansas State Director

Steve Garcia, Colorado State Director

Jacqueline Hadzic, New Mexico State Director

Roger C. Rocha, Texas State Director

Reymundo Madrid, Oklahoma State Director

Javier F. Herrera, Arizona State Director

Angel G. Luevano, California State Director

Nicolas Martinez, Nevada State Director

Gilbert Romero Jr., Illinois State Director

Maria A. Oria, Indiana State Director

Gilbert Sierra, Iowa State Director

Rodrigo Bonilla, Kansas State Director  
Augustin Sanchez, Michigan State Director  
Hortencia Vasquez Wilcox, Missouri State Director  
Yolanda Santos Adams, Wisconsin State Director  
Enrique Soto, Minnesota State Director  
Rosa Torres Caskey, Ohio State Director  
Anita De Palma, Florida State Director  
Carmen I. Cruz, Puerto Rico State Director  
Regla Gonzalez, Massachusetts State Director  
Maria Eugenia Del Villar, Virginia State Director  
Ada Peña, District of Columbia Director

Theresa Filiberth, National Secretary  
Queta Fierro, National Chaplain  
Adrian Rodriguez, National Parliamentarian  
Roman Palomares, Chief of Staff

### **LULAC National Office Staff**

#### **Washington, DC**

Brent A. Wilkes, National Executive Director  
Dr. Gabriela Lemus, Director of Policy & Legislation  
Brenda Alvarez, Communications Coordinator  
Carlos Zapata, Special Projects Coordinator  
Miguel Fernandez, Coordinator of Program Development  
Jorge Trasmonte, Technology Coordinator  
Maritza Bosques, Executive Assistant

#### **El Paso, Texas**

Carolina Muñoz, National Chief Financial Officer  
Lupe Morales, National Membership Coordinator  
Sandra Caraveo, Administrative Assistant

#### **Dallas, Texas**

Joe Campos, Office Manager

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