



Z-Lessons

Monthly Embellishment & Training
for the Sorors of New Jersey

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Zeta Phi Beta Sorority, Inc. State of New Jersey
Soror Gina Merritt-Epps, Esq., New Jersey State Director

Motions: *How Decisions Are Made at a Meeting.*

A motion is a formal proposal that certain action be taken. The eight steps of the motion process are outlined below.

***Congratulations
to the new State Youth
Coordinators!***

***Soror Robyn White
Epsilon Xi Zeta Chapter
&***

***Soror Constance Johnson
Rho Rho Zeta Chapter***

***Congratulations
to the Assistant
Undergraduate
Coordinator!***

***Soror Erika Lively
Epsilon Xi Zeta Chapter***



1. Soror Addresses the Chair. This can be done by raising your hand or otherwise addressing the Chair ("Madame President," "Madame Chair"). **You cannot start to speak until you are recognized. This step is often skipped by Sorors, who often start with Step 3.**
2. Assigning the Floor. The Chair recognizes the Soror by calling her name, giving her the right to speak. This is called, "having the floor."
3. Soror Makes the Motion. The Soror clearly states the proposal beginning with, "I move that _____." **This is not the time to express your reasons for making the motion. Also, there should never be a negative motion, i. e, a motion to forego an action.**
4. Another Soror Seconds the Motion. To second a motion, call out "Second." Note: You do not have to be recognized by the Chair to second a motion. **Also, this Soror does not have to agree with the motion.**
5. Chair Restates the Motion. The Chair must ensure that the motion is in order at the time and clearly phrased. The Chair then states, "It has been moved and seconded that _____."
6. Debate the Subject of the Motion. The Maker of the motion has the right to speak first during the debate in support of the motion. The Chair must make sure that there has been an opportunity for expression for and against the subject of the motion. **There can be no debate until steps 1 - 5 take place.**
7. The Chair Puts the Question. The Chair ensures that the debate is complete and calls for a vote by hand or voice. In a voice vote, when the Chair directs, those in support call out, "Aye!" and those opposed call out, "No!" **Do not call for abstentions.**
8. The Chair Announces the Result of the Vote. When the voting is complete, the Chair announces the result, reporting which side "has it". If there are more "Ayes", the Chair states, "The Ayes have it and the motion carries." If the "Noes" prevail, then the Chair states, "The Noes have it and the motion fails."

Please practice the eight steps at your monthly meetings.

Test Your Knowledge of Our Governing Authorities: Which Source of Authority Takes Precedence If the Sources of Authority Conflict?

Rank the six sources of authority below, with “1” noting the highest source of authority and “6” noting the lowest source of authority:

- Standing Rules
- Constitution and By-Laws
- Parliamentary Procedure
- Law
- Precedent/Custom
- Corporate Charter

*(Answers below)***

For more information, see Chapter 10 of *Robert's Rules of Order, In Brief*. This book is available at Borders.com and should be given to each new and reclaimed Soror and Amica.

We hope you've enjoyed this month's edition! Watch for a new “Z-Lesson” in December!

Please share this newsletter with your auxiliaries.

Your feedback and suggestions for future topics are welcomed!

NJStateDir@aol.com

Zeta Phi Beta Sorority, Incorporated State of New Jersey

Soror Gina Merritt-Epps, Esq.
New Jersey State Director
325 East Jimmie Leeds Road
Suite 7 PMB 144
Galloway, NJ 08205

Phone:
(609) 748-1470

Website:
www.zphibnj.org

E-mail:
NJStateDir@aol.com

SAVE THE DATE!

State of New Jersey Founders' Day Observance

Celebrating 91 Years of Service, Scholarship, Sisterhood and

Finer Womanhood

January 16, 2011—10:30 am

Tabernacle Baptist Church, 150 East Second Street, Burlington, NJ

Created by Soror Deseree McFarlane, New Jersey Publicity Coordinator

****Test Answers: 5, 3, 4, 1, 6, 2**