

Welcome to todays:
“Local Chapter President’s Training”

Saturday, September 7, 2024

Trainer: Raymond Cabrera District IV Director

(With guest speakers)



Save the date flyer for CWC’s Conference Courtesy of Angel Urbina

Saturday, September 7, 2024

“Local Chapter President’s Training”

Project Overview:

Today we are going to review the Responsibilities and Duties of the Local Chapter President. We will also learn how to navigate the CWC Website.

Standards:

- The President needs to make sure that he/she has obtained access to the CWC State Website, as well as each of your Local Chapter Board Members.
- You will need to email the State Marketing Chair B.J. Sims at: bjtsims@gmail.com to obtain a personal password.
- CWC website: <https://www.californiaworkforceconnection.org>
- Familiarize yourself and your Board on how to maneuver through the *Members Only* Tab of the website.
- Familiarize yourself and your Board on the Robert’s rule of Order

Objectives:

- The class will be held for no more than an hour and a half. We will start at 9AM and finish by 10:30AM if not earlier.
- You will learn to navigate our website along with the Members Only Tab.
- You will be able to find other supplementary information on the Members Only Tab or other sections of the CWC website.

Requirements/Task(s):

- 1) Contact BJ Sims to obtain your personal password so you can logon to the “Members Only” tab of the CWC website.
(This is only available to CWC members and should not be shared)
- 2) Locate the “California Local Chapter Handbook” from the Resources tab, and scroll down to the California Local Chapter Handbook, click on the link, and review the handbook. We will be reviewing pages 7 through 9.
- 3) A pass out is being sent out on ***Robert’s Rule of Order***. This is only a cheat sheet, and a full booklet will be sent to you in a few weeks.

- 4) An actual *Robert's Rule of Order* book is being sent to each of the current Local Chapter Presidents. I hope to have them in your hands before the meeting on Saturday, September 7th, 2024. The copy is for the Local Chapter to be able to review the procedures it can use to conduct chapter meetings. Each chapter board member should familiarize themselves with the contents. The book is to be passed on to the new President once the old President leaves office.
- 5) Some of the more basics are noted here:
- A. **President** calls the meeting to order and notes the time.
 - B. **Roll Call of officers** and make sure you have a quorum.
 - 1. Note each of the officers in attendance
 - 2. Mention any visitor in attendance
 - C. **A Motion** and second to approve the meeting's agenda
 - D. **A Motion** and second to approve the minutes of the prior chapter meeting
 - E. **Treasurer's report:**
 - 1. Motion to approve the Treasurer's Report
 - 2. Seconded and voted on
 - F. **Current Chapter Business**
 - G. **Old Business**
 - 1. Review old business items from your previous meeting
 - 2. Motion and second to approve or table the item to the next meeting
 - H. **New Business**
 - I. Round Table
 - J. Announcements and next meeting date: _____
 - K. Adjourned at: _____ (time)

FORMS

These are some forms each Local Chapter President should familiarize themselves with:

1. **Motion Form**

It is presented as a formal suggestion to the meeting members with another member seconding the motion before a discussion on the subject and voting on whether to accept or reject the proposal.

2. **A Proxy Form.**

Fill out a Proxy Form if the President will not be able to attend a meeting. You will need to send the State Chapter Secretary a copy of your Proxy prior to the meeting. This is to ensure that the meeting will have a quorum at:

cwcsecretary2023@gmail.com

3. **Local Chapter Credentials.**

At the start of each administrative year (July 1); you will need to send the State Chapter Secretary a copy of your Chapter Local Board Members at:

cwcsecretary2023@gmail.com

4. **Local Chapter Calendar**

You should start establishing a Calendar of proposed events for your Local Chapter as soon as possible. It will be a working document, and your Board will update it as events are established or deleted. This calendar should accompany all of your newsletters and quarterly reports. A copy should be sent to the Web Administrator at: bjtsims@gmail.com

5. **Flyers**

All your flyers should be vetted for accuracy. Name of event, location, date/s, and times. This includes spelling, grammar, and people to contact. A copy of the flyer should be sent to your District Director and State President for review. A final copy should be sent to the Web Administrator at: bjtsims@gmail.com **several weeks before the event is due to take place.**

(These few steps will help your Local Chapter look more professional and interested in your members)

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.