Out of respect for each other’s time and in the spirit of your unselfish and dedicated volunteerism, it is important to clarify how our meeting will be run. Use these as a guide for making motions, amendments, voting, etc.

RECOGNITION:

An agenda will be distributed prior to the meeting. If you are presenting a committee report and/or will be introducing new business, please contact the President by no later than the Wednesday before the meeting to be put on the agenda.

RULES OF ORDER:

The President (or designated Chair) calls the meeting to order

A MOTION is a call for action and must have a vote. A MOTION must have a SECOND and dies of no SECOND is made.

PROCEDURE TO PLACE A MOTION

1. Introduce the motion
2. Obtain a second to the motion
3. The motion is read by the Chair (President, or designee)
4. Debate the issues of the motion
5. Call the question
6. Vote

DISCUSSION: After a MOTION is made, the Chair individually recognizes Board members and asks for discussion.

HOLDING THE FLOOR: Once recognized, you hold the floor. No one may jump in with discussion unless you yield the floor.

AMENDMENTS: Amendments are offered only to MOTIONS. Amendments need a second or they die. An Amendment is voted on first and then the MOTION is voted on. If the Amendment does not pass then the MOTION is voted on.

PROCEDURE TO PLACE AN AMENDMENT TO THE MOTION

1. Introduce the amendment (only when you have the floor)
2. Obtain a second to the amendment
3. Reading of the amendment
4. Debate the amendment (amendments can be amended if need be)
5. Call the question of the amendment
6. Vote on the amendment
7. Return to the main motion

CALL THE QUESTION: Any Board member can call for the vote. The Secretary can ask for a withdrawal of the call to vote if it is apparent more discussion is needed.

VOTING: Three of five elected officers and one-half (50%) of vote-eligible Board members attending a general meeting will constitute a quorum.

TABLE a MOTION: Tabling a Motion requires a vote. If a Motion is tabled it automatically goes on the next meeting agenda as a tabled item for action.

REMOVE FROM THE TABLE: Removing a Motion from the table requires a vote. If removed, the Motion dies.

WITHDRAW A MOTION, QUESTION OR REQUEST: The maker can withdraw and the seconder must agree to withdraw.

POINT OF ORDER: Made at anytime, a way to interject. Does not require a second or vote unless the Point of Order requires a vote.

MOVE TO ADJOURN: Requires a Motion, Second and Vote.