



# Board Of Directors Rules of Order

## Guiding Principles

---

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## Meeting Process

---

1. Meeting called to order (President)
2. Roll call of Board Members is taken (Registrar/Secretary)
3. Roll call of association members who requested to speak is taken (Registrar/Secretary)
4. First order of business will be for Board Members to provide updates for their areas of responsibility. These updates should be kept to under 10 minutes in length and any motions that need to be made as a result of the reports should be moved to "New Business" and discussed at that time.
5. Old business from previous meetings is discussed as needed
  - a. Motions will be made before votes to approve or close any item is taken
  - b. Votes will be conducted by roll call voting facilitated by the Registrar/Secretary



6. New business, newly submitted agenda items, are discussed as needed
  - a. Motions will be made before votes to approve or close any item is taken
  - b. Votes will be conducted by roll call voting facilitated by the Registrar/Secretary
7. Any items tabled or submitted as part of discussion will be added to the agenda for the following meeting(s)
8. Meeting will move to be adjourned

## How To Do Things

---

### **You want to bring up a new idea before the group for discussion, which is not on the current agenda.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

### **You want make a motion for the Board to take action with a vote.**

When requested by the President state "I move to...." Take whatever action is being discussed. The motion must then be seconded before a formal vote can be called. The vote will be done by a roll call vote in which each member will be asked to vote Yes or No to the motion at hand.

### **You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

### **You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee or specific person for further investigation. If a committee or individual is recommended try to be specific as to the charge to the committee.



**You want more time personally to study the proposal being discussed.**

Move to postpone to a future meeting with a definite time or date.

**You are tired of the current discussion or believe the discussion is at an impasse.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

**You have heard enough discussion.**

Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**

Call for orders of the day.

**You are unsure that the president of the board has announced the results of a vote correctly.**

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

**You want to take a short break.**

Move to recess for a set period of time.



## You want to end the meeting or the meeting has come to its end.

Move to adjourn.

## Interrupting a Speaker

---

You may INTERRUPT a speaker for these reasons only:

- to get information about business – point of information to get information about rules – parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. – question of privilege if you see a breach of the rules – point of order
- if you disagree with the president of the board's ruling – appeal

## Quick Reference

---

	<b>Must Be Seconded</b>	<b>Open for Discussion</b>	<b>Can be Amended</b>	<b>Vote Count Required to Pass</b>	<b>May Be Reconsidered or Rescinded</b>
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

