

Meeting Procedure

Purpose

It is essential that any governing body engaged in legislative, decision-making debate do so in a manner that is clearly consistent, truly democratic, and subject to rules that provide for fair and equitable expression of opinion and impartial administration.

Disputes

If there are any disputes as to what is appropriate, proper conduct of a discussion or decision, reference *Roberts Rules of Order Newly Revised* for resolution. It is available for purchase at most local bookstores.

Suggested Procedure

Below are the suggested procedures for Chapter Boards to follow to conduct effective and fair meetings.

Step	Action
1	Call to order
2	Roll call
3	Determination of quorum
4	Recognition of guests
5	Approval of minutes of last meeting
6	Adoption of agenda <ul style="list-style-type: none">Unlisted items will be considered for inclusion at this time.
7	Acceptance of directors' reports
8	Unfinished business <ul style="list-style-type: none">These are matters left pending at the adjournment of the previous meeting or postponed from the previous meeting.
9	Administrative items <ul style="list-style-type: none">These are informative or explanatory items and interim reports, which may or may not give rise to motions and/or decisions of the board.
10	New business <ul style="list-style-type: none">as listed on the agenda
11	Announcements
12	Adjournment

Conduct of Officers During Meetings

President

In chapters where the Immediate Past President does not serve as Chairman of the Board, the President shall assume the position of Chairman. They are responsible for starting and ending the meeting on time, as well as for keeping the meeting running smoothly and headed in the right direction..

Other Responsibilities of the President

Other responsibilities of the President include:

- being fair, and appearing to be fair;
 - maintaining an attitude of impartiality and putting aside personal views on any given issue;
 - conducting the meeting in an orderly and businesslike manner, and not permitting a member to have the floor without due cause;
 - disseminating information appropriately to board members and ensuring that the information is accessible to all chapter members;
 - where necessary, restating motions to ensure full understanding by all members;
 - not participating in debate in the normal course of events
(Such participation may take place upon relinquishing the chair to the Vice-President or President, if the meeting is conducted by the Chairman for the duration of the debate); and
 - not casting a vote except in the case of a tie among the members present.
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Past President

In chapters where the Immediate Past President becomes Chairman of the Board, he/she shall conduct board meetings as prescribed above. If the President is serving as Chairman, the responsibilities of the Past President are:

- providing executive guidance on all proposed items as may be necessary; and
 - participating in debate according to the rules of conduct applying to all members.
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Conduct of Officers During Meetings, Continued

Secretary The Chapter Secretary is responsible for accurately recording the proceedings; clearly restating all motions prior to vote; and ensuring all motions are accompanied by a second, with the exception of committee motions.

Absenteeism Any Board member who is absent from three consecutive meetings without adequate explanation will be considered to have abandoned the position and will be replaced by a presidential appointee. It is the responsibility of the board member to call the chapter telephone number or communicate via e-mail to advise when he/she can not attend an upcoming meeting.

Voting Procedure

Motions from the Board Any item presented as a formal motion before the Board of Directors must be accompanied by a second to be eligible for voting. The outcome of all motions shall be determined by a show of hands unless a ballot vote is ordered.

Majority of the Vote A majority vote is more than half of the votes cast, excluding blanks or abstentions. It is expected that in keeping with their representative responsibilities, all members will endeavor to cast a decisive vote. Except in cases of conflict of interest or similar circumstances, an abstention from voting is a counter-productive action and should be avoided.

Motions from Committees Motions originating from a committee do not require a second unless the committee is a committee of one.

Motions from Members In the case where a member shall call the previous questions, this shall require a second and a two-thirds majority vote to gain acceptance. Upon gaining acceptance, the question under debate shall immediately be put to vote.