

Robert's Rules of Order – Meeting Conduct

How to get the most out of a Meeting:

- Enter into the discussion enthusiastically
- Confine your discussion to the topic on the table
- Only one person is permitted to speak at a time. Avoid private conversations while others are speaking.
- Be patient with other members
- Appreciate others' points of view

Quorum

Quorum for Annual General Meetings shall be fifty (50) Active Members. In the event that quorum is not met, the meeting may continue with the reporting of activities, discussions and or the sharing of any information but such meeting shall not be considered valid, and no matter may be voted on or business conducted at such meeting.

Guidelines

- **Only one subject (motion) may be before the group at one time.** Motions should be made during appropriate times, such as after a presentation, or during new business.
To make a motion a member will state the question in the following way. For example: I move to accept the agenda as presented.
- **Seconding the motion.** A motion cannot move forward to discussion or vote unless there is a seconder. The seconder does not need to agree with the motion to move the motion. By seconding the motion they are indicating desire for discussion on the item.
- **Debate cannot begin until the Chair has stated the motion or resolution and obtained a seconder.** If there is no discussion the vote is called.
- **Speaking order.** The mover of the motion speaks first ... and last. In order to be placed on the speaker's list a council member will raise their hand and wait to be acknowledged by the chair. Obtain the floor (the right to speak) by raise your hand and be acknowledged by the Chair. You will be added to the speaker's list. Must be recognized by the Chair before speaking.
- **Speakers rights.** Each item presented for consideration is entitled to full debate. All members have equal rights to contribute. The discussion should be pertaining to the motion at hand and discussion that is off topic will not be heard.
No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
All remarks must be directed to the Chair. Remarks must be courteous in language - avoid all personalities, never allude to others by name or to motives.
- **Majority Rules.** After a motion is discussed, the chair will "call the question" or move to vote on it. It can also be voted on to "table the motion," or postpone discussion. The rights of the minority must be preserved, but the will of the majority must be carried out.
- **Resolutions** – pass with a simple majority (50% plus one) of the votes of the Active Members present. Active Members present at the meeting who do not vote will not be counted for the purposes of determining whether a motion has been passed or defeated.
- **Special Resolutions** – require a 75% majority of votes to pass.