

Board of Directors Meeting Rules of Order Policy

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Purpose

The Board of Directors is the governing body of the Guild and as such is charged with conducting regular business meetings. This policy sets down rules of order for conducting these business meetings.

Policy Statement

1. A quorum shall be required for the transaction of business as defined in the Guild bylaws.
2. The President or his designated alternative is the Chair of the meeting.
3. The Chair controls the meeting through a written agenda. The Chair recognizes members to speak. The Chair shall control the length and manner of discussion and whether discussion should be carried over to another meeting (tabled).
4. The Board of Directors Minutes of the previous meeting shall be accepted by a motion: "Do I have a motion to accept the minutes?" "Second?" No other reports are required to be accepted by vote.
5. Discussions are usually initiated by the person named on the agenda. It is not always clear if a motion made needs to be made after a report or discussion. Usually this would happen only in cases where a "proposal" is made. "Do I have a motion to accept the proposal?" "Second?"
6. If discussion is already underway by the time a motion is made and seconded, the chair must always ask, "Is there any further discussion?"
7. Once a motion is on the floor, all discussion and comments must be about that motion only, and any other topics are "out of order".
8. Any member may propose an "amendment" to a motion during the discussion period. If the proposed amendment is seconded, the amendment is now open for discussion, then a vote is taken on whether to accept the amendment. If the amendment is approved, then the original amended motion is discussed, followed by a vote. All amendments to motions

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must be positive, and not conditioned on a negative. A yes vote means yes and a no vote means no.

9. The person who made a motion may withdraw that motion during the discussion period. The person who seconded the motion must agree.
10. If a member believes that any procedure is improper, he may remind the Chair of the correct procedure by calling out, "POINT OF ORDER". One does not need to be recognized by the chair to make a "point of order".
11. Other than "Point of Order" and "Motion to Adjourn", no privileged motions such as "Call the Question" or "Motion to Table", etc. shall be allowed.
12. Prior to a vote, the secretary shall read the motion.
13. When the Chair determines that the discussion has ended, the vote is taken. "All in favor?" Even if there is a clear majority or the vote seems to be unanimous, the chair must ALWAYS ask, "All opposed?" It is OK to say "Any opposed?" if the vote has clearly passed.
14. A simple majority is required to pass any motion.
15. A "Motion to Adjourn" is a privileged motion unless it is qualified in any way (such as "adjourn at 10 p.m."). The motion to adjourn is used to end the meeting immediately without debate. If there is any unfinished business at the time of adjournment, it is carried over to the next meeting.