

Basic Meeting Procedures

1. MAKE AN AGENDA AND FOLLOW IT.

- Agenda should be available to all members before the start of the Meeting.

2. A MOTION IS A FORMAL PROPOSAL MADE IN A MEETING

- The language by a Member is: ..."I Move to...."
- Requires a "Second" by another Member.
- All Motions are followed by Discussion
- To Close Discussion, a Member may call for a Vote
- The President may limit the time for Discussion (i.e. 5 minutes)
- The President may call for a Vote by saying:...
- "If there is no further Discussion, all those in favor, all those opposed..."
- A Vote must be taken. No member should abstain.

A Motion IS DEAD IF THERE IS NO SECOND. MOVE ON TO THE NEXT SUBJECT

3. ONCE A VOTE IS TAKEN AND ANNOUNCED, THE SUBJECT IS CLOSED.

- An Amendment (a change, substitution, or addition) to the original motion may be formally made later to change a Motion.
- An Amendment requires a Second, Discussion, and Vote.

4. Tabling a Motion.

This is just a way to get rid of a motion that has already been made. For example, one member can decide that they want a motion talk about dirty dishes. Another member seconds the motion. However, most of the members don't even want talk about dirty dishes because they think it is a waste of time. Someone can move to "table" the motion.

- Language:..."I move to table a motion until (Specific Time)..."
- Requires a Second, and a Vote.
- There is no Discussion and the original Motion is Closed
- If the Tabling Motion is defeated, Discussion is again open on the original Motion, or Vote is called for that Motion.

6. EXPULSION OF A MEMBER FOR DISRUPTIVE BEHAVIOR REQUIRES:

- The Member must be present.
- The Member can participate in discussion.
- The Member has a right to vote.

7. ALL MOTIONS MUST BE RECORDED IN THE MINUTES AND VOTES RECORDED.

Example:

- A Motion was made by Jane Doe to... (record clearly what the motion was, how much, or what action is to be taken by whom.)
- The Motion was Seconded by Sue Smith.
- The Motion was Passed by 6 yes,1 no, 1 absent.
- House Secretary must write (Record) all Motions and Votes in the House Minutes Book.