

Description	Code
Rules of Order	G20

Meetings of the association will be conducted in an orderly, fair process, consistent with bylaws, led and defined by the President, the President’s designee, or, in the absence of the President, the next officer in line of succession as defined by the bylaws, or, in the case of a committee or council, the chairman of that committee or council.

1. Meetings will be conducted with punctuality and decorum
 - A. Meetings shall be called to order at the time specified in the notice of meeting (or as pre-arranged) and upon satisfaction of quorum, if any.
 - B. Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
 - C. Members must keep their comments relevant to the issue under consideration.
 - D. A majority vote will decide all motions before the board excepting those matters in the by-laws, which oblige a higher level of approval.
2. Meetings will be conducted at a level of informality considered appropriate by the presiding member, yet with predictable discipline.
 - A. Discussion of a matter not on the previously distributed agenda may not occur prior to a proposal that action be taken on the matter.
 - B. Proposals that action be taken, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by main motion of a member, discussed, and then voted on.
 - C. Motions, except those brought by a committee, require a second to proceed to discussion and subsequent vote.
 - D. The presiding member may not make motions or engage in debate unless another member director chairs that portion of the meeting. The presiding member may vote on any matter to be decided.
 - E. A motion to amend a main motion may be amended, but third level amendments are out of order.
 - F. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
 - G. Members may speak to a pending motion on as many occasions, and at such length, as the presiding member may reasonably allow.
 - H. A vote on a motion shall be taken when discussion ends but any member of the Board or committee, or the membership in the case of a meeting of the General Membership, may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
 - I. A motion to adjourn a meeting may be offered by any member or, on the conclusion of all business, adjournment of the meeting may be declared by the presiding member.
3. When further rules of order are to be developed by the Board, the Board will consider Robert’s Rules of Order as a resource guide. In the absence of a clear rule for governing the proceeding of an association meeting, Robert’s Rules of Order will govern the proceedings of a meeting of the association.

Adopted: February 24, 2009 (Board of Directors)
 Amended: July 15, 2019 (Board of Directors)