

BASIC MEETING RULES

1. The chair should use a written script, outline or detailed agenda. This document sets the demeanor of the meeting, tracks the action, and the inclusion of all new and unfinished business.
2. All pertinent documents should be available in the meeting room for the presider and the participants, either on paper or digitally:
 - a. the minute book, copies of the previous meeting's minutes, unless distributed previously;
 - b. copy of membership roster;
 - c. membership rosters of standing, special and ad hoc committees;
 - d. bylaws/constitution;
 - e. standing rules;
 - f. the parliamentary authority
3. Members are to be seated 5 minutes before the meeting commences. The meeting will be started on time.
4. Cell phones will be silenced, or placed on vibrate.
5. During the meeting members will refrain from speaking unless entitled to the floor.
6. If desired, an appointed member can assist the chair by keeping a list of those members who desire to speak to an issue or motion. The member will raise his/her hand to notice the member maintaining the list.
7. In the interest of moving business in a timely manner, the chair will utilize "*general consent*," "*without objection*," or "*if there is no objection*," in all appropriate actions. If there is objection, even by one member, a vote must be taken.
8. A motion must be on the floor prior to opening discussion. If discussion does begin prior to a motion being stated, the presider has the right to ask for a motion to be stated or to "assume" a motion. The chair verbalizes what s/he understands to be the action and verifies with the speaker. The chair then asks if the motion is seconded.
9. Determine a set amount of time for discussion on an item of business, and enforce the rule, but without being arbitrary. That is, if a speaker is truly advancing the discussion with information or facts, and the speaker's time is ending, the presider sensing the membership is interested in what the current speaker is saying, can state, "*if there is no objection* the member will continue to have the floor for an additional ___ minutes."
10. Speakers will be recognized alternately, pro and con. When it becomes clear that discussion is done, becoming repetitious or one-sided, the chair could state, "*if there is no objection*, the members will now vote."

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11. Before any vote be sure that members understand what is being voted on, and what the result will be if the motion passes/fails. The chair is to be objective when making these statements.
12. Determine the vote needed for each motion, using the parliamentary authority as a guide. In addition, a usual rule is that to change a preexisting action takes a great vote than what was needed for its adoption. Such as defining an initial set of bylaws requires a majority vote, to change the bylaws takes a 2/3 in the affirmative, and previous notice.
13. To finish the motion and move onto the next order of business, the result of the vote must be announced by the chair and the subsequent action that will, or will not be taken.
14. When business is concluded, adjournment can be stated by the chair, or moved by a member. If business is not concluded, or the current meeting is a part of a session, the chair could state the meeting is "adjourned to reconvene at _____ tomorrow morning."