

## **PROCEDURES**

### **PROCEDURES IN SMALL BOARD TELECONFERENCE MEETINGS**

1. Members are required to obtain the floor before making motions or speaking
2. Motions need not be seconded
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained
4. Informal discussion of a subject is permitted while no motion is pending
5. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by roll-call vote.
6. The chair (presiding officer) can speak in discussion

### **PROCEDURES IN SMALL BOARD MEETINGS**

#### **(FACE TO FACE)**

1. Members are required to obtain the floor before making motions or speaking, which they can do while seated
2. Motions need not be seconded
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained
4. Informal discussion of a subject is permitted while no motion is pending
5. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
6. The chair (presiding officer) need not rise while putting questions to vote
7. The chair (presiding officer) can speak in discussion without rising or leaving the chair

## PROCEDURES FOR SMALL BOARD ELECTRONIC MEETING

1. The presence of a quorum shall be established by audible roll call by the Secretary at the beginning of the meeting.
2. To ensure a quorum at all times during the meeting, the video function should be used by all participants at all times if possible. Should a member have electronic connection issues, a telephonic call may be made and member must identify themselves to Secretary.
3. To assist in the conduction of business, members are asked to “Mute” themselves unless recognized by the Chair to speak.
4. The Chair may order the Monitor to mute a member’s connection if it is causing undue interference with the conference call. The Chair’s decision to do so shall be announced during the meeting and recorded in the Minutes.
5. Members are required to obtain the floor before making motions or speaking. To obtain the floor, member should raise hand (push button showing the hand) and wait to be recognized by the Chair. Once recognized, please push button to lower hand.
6. If you wish to make a motion, please open the Chat box and type in your motion.
7. Motions need not be seconded.
8. There is no limit to the number of times a member can speak to a question; however, there is a time limit of two (2) minutes to speak.
9. Informal discussion of a subject is permitted while no motion is pending.
10. The Chair (presiding officer) can speak in the discussion.
11. In the event it is apparent to the Chair that a proposal is perfectly clear to all present, a vote may be taken without a formal motion. However, all proposed actions of the Board must be approved by vote under the same rules addressed herein.
12. All votes shall be taken by roll call; however, the results of the vote will only be noted in the Minutes as passing/failing.
13. Each member is responsible for her connection to the electronic meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.