

## **ARTICLE II: THE CHAPTER**

### **SECTION 2.2: RULES OF ORDER**

#### **PURPOSE**

To establish rules of parliamentary procedure for conducting various official meetings of the Chapter.

#### **AUTHORITY**

“Robert’s Rules of Order, Revised” is established in Article IX of the Chapter’s Bylaws as the general rules of parliamentary procedure to the extent that such rules are not inconsistent with special rules of the Chapter.

#### **POLICY**

1. *ROBERT’S RULES OF ORDER, NEWLY REVISED, TENTH EDITION*, October 2000, published by Perseus Publishing of Cambridge, MA, is the current and authorized edition of this document. The special rules contained herein are based upon that document.
  - 1.1 In the event of a conflict between the document named above and any other published version of “Robert’s Rules of Order”, the above named document shall prevail.
2. “Robert’s Rules of Order” and the special rules identified herein shall govern the conduct of all official meetings of the Chapter including meetings of the Quorum, meetings of the Executive Board, and meetings of committees appointed by the Executive Board.
  - 2.1 The President shall ensure that a copy of the current, authorized edition of “Robert’s Rules of Order” is available for reference at all meetings of the Quorum and of the Executive Board.
3. A majority of the applicable quorum (i.e. the Quorum or the quorum of the Executive Board) shall vote in favor of an action before such action may be implemented.
  - 3.1 Unless otherwise specified, the word “majority” shall mean a simple majority consisting of more than 50% of the applicable quorum. In general, members who “abstain” shall not be counted as part of the quorum for purposes of the vote.
  - 3.2 The Chair is cautioned that certain actions require that a “super majority” of either two-thirds of the applicable quorum or three-fourths of the applicable quorum to vote in favor of the action before such action may be implemented.

- 3.3 The Chair is cautioned that certain votes are based upon the total membership of the applicable body and not just those members in attendance. In such cases, members who are absent or otherwise abstain from voting have the effect of being a negative vote since they are included amongst the voting quorum for purposes of determining the number of affirmative votes needed for passage.
4. All votes on motions and other official actions shall be conducted in one of the following manners:
  - 4.1 By a voice vote wherein the Chair calls for “Ayes”, then “Nays”, and finally “Abstentions”. Members of the applicable quorum indicate their vote orally at the appropriate time. The Chair shall make a ruling as to the position receiving the required majority of the vote. In the event the Chair is unable to determine the position having the “majority vote” or in the event that a member of the applicable quorum calls for a “show of hands”, then the Chair shall discard the voice vote and proceed with a “show of hands” vote as described below.
  - 4.2 By a show of hands wherein the Chair asks all members in favor of the action to so indicate by raising their hand. The Chair then counts those members as “Aye” votes. Similarly, the Chair shall ask all members opposed to raise their hand and counts those members as “Nay” votes. Finally, the Chair shall ask all of those abstaining to raise their hand to be so recognized. The Chair then announces the final tally.
  - 4.3 By secret ballot wherein the Chair asks each member of the applicable quorum to indicate his/her preference on a piece of paper. The individual ballots shall be collected and counted by at least two individuals who shall make the final tally known. To the greatest extent possible, the individuals conducting the count shall be “disinterested parties”. If such “disinterested parties” are not available, then the individuals conducting the count shall represent both sides of the argument.
  - 4.4 For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast a “vote”.
5. The Quorum or the Executive Board may take action on a matter only as the result of a motion made by a member of the quorum of the respective body, the seconding of that motion by another member of the respective body, and a vote by the quorum of the respective body in accordance with the practices for handling motions as detailed in “Robert’s Rules of Order” except as noted below:
  - 5.1 A request from a member of the quorum to “Call the Question” shall not be interpreted to mean the motion “Previous Question” as defined in “Robert’s Rules of Order” unless the author specifically states his/her intent to make that motion. Rather, when such a “Call” is made, the President may proceed directly to conducting a vote on the matter then at hand.
  - 5.2 A motion to “Table the Question”, to “Table the Matter” or to similarly “Table...” shall be interpreted to be the motion “Lay on the Table” as defined in “Robert’s Rules of Order” unless the maker is otherwise specific as to his/her intent in making the motion. The requirement that another item of immediate urgency having arisen is waived.

- 5.2.1 Matters before the Quorum that are “Tabled” shall end with the closing of the business meeting if not acted upon.
- 5.2.2 Matters before the Executive Board that are “Tabled” may be carried from one meeting until the next.
- 5.3 A motion to “Adjourn” a General Business Meeting of the Annual Quorum shall allow for the ending of the then current meeting.
- 5.4 A motion to “Adjourn” a meeting of the Executive Board shall allow for the ending of the then current meeting.
- 6. The “Chair” shall be determined as follows:
  - 6.1 The President shall serve as the Chair of all meetings of the Quorum and the Executive Board:
    - 6.1.1 The First Vice-President and the Second Vice-President shall serve in order of seniority as the Chair in the absence of the President.
  - 6.2 The Chairperson of a committee shall serve as the Chair of all meetings of that committee.
- 7. The Chair shall have the following prerogatives:
  - 7.1 The Chair decides the applicability of the rules of order and parliamentary procedure and makes all interpretations of such rules and procedure. The Chair may appoint and seek advice from a “parliamentarian” on such matters, however, the decision of the Chair is final.
  - 7.2 The Chair shall recognize a member of the applicable quorum desiring to speak before such member shall be granted “ the floor”. The chair shall not unreasonably deny any member of the quorum the right to speak.
  - 7.3 The Chair shall recognize non-members of the applicable quorum desiring to speak before such non-member may be granted “the floor”. The Chair shall have sole discretion in granting this privilege to non-members of the quorum.
  - 7.4 The Chair may limit debate on a matter before the applicable body by taking any of the following actions:
    - 7.4.1 By limiting the time allocated to each speaker. In so doing, the Chair shall endeavor to grant an equal amount of time to each side of the argument.
    - 7.4.2 By limiting the number of speakers on each side of the issue. In so doing, the Chair shall endeavor to grant equal number of speakers to each side of the argument.
    - 7.4.3 By setting a specific time at which debate shall end. In so doing, the Chair shall endeavor to ensure that each side of the argument has had an equal opportunity to present its position.