

Best Practices Rule on Meeting Protocol

(APPROVED AT 12/13/2012 AVNC BOARD MEETING – Changed from Standing Rule to Best Practices 10/9/14)

I. Board of Governors Meeting

A. Speaking times are set by the agenda but may be temporarily suspended by the board.

B. The Sergeant at Arms will serve as the time-keeper and will alert the speaker when their time limit has passed. The Co-Chairs will be responsible for asking the speaker to stop speaking.

II. Motions

A. The person who submitted agenda item will make the motion. If the motion is on the behalf of an organization or individual, their sponsoring board member should make the motion, then introduce the speaker who will make an appeal to the board.

B. A motion is made and seconded. If there is no second, the motion fails.

C. After the second, the co-chairs ask for comments, questions and discussion from each board member (usually we go around the table individually). Then they ask for comments from the audience. If discussion was heated or confusing, they may ask for additional comments from the board.

D. Once the co-chairs are satisfied that opinions have been fairly heard a vote is called for. We typically vote by raising our hands. A motion loses with a tie.

E. A board member may offer to amend, postpone, call for an immediate vote, or kill the motion under discussion when they have their chance to speak.

i. An amended motion creates a second motion and one or the other is chosen,

ii. or neither.

iii. Letters of Support

A. The entire board must have the proposed letter of support at least a day prior to the meeting (an emailed copy is sufficient). The person introducing the issue will make copies available to the public at the meeting and on the website.