

AAUW NC Meeting Rules

AAUW NC meetings have two distinct sections:

1. Discussion and information sharing where all are welcome to contribute, and the discussion is generally led by someone other than the presiding officer.
2. Debate and decision making where we allow only limited participation by those who are attending the meeting as non-voting participants.

Since we are a small group, we honor the opinions of all our members, and there are relatively few formal decisions made at each meeting, we spend much of our meeting time in “discussion” mode. During these times we ask that we all

- Demonstrate mutual support, trust, respect and commitment
- Value everyone’s contribution
- Provide opportunities for everyone to participate
- Encourage innovation and new approaches

Specifically, we ask

1. Identify yourself and your position before you speak if there is **any** chance a new person may not know who you are.
2. Be sensitive to the time constraints of the meeting. Be sure your comments are succinct and add value to the discussion.
3. Unless you are leading the discussion or are asked a direct question on your previous comments, allow all others who wish to speak to have their turn before you speak a second time.

In addition, during the more formal parts of the meeting, where the board or delegate body is finalizing decisions and there may be strict time constraints, the following rules apply:

4. All motions and amendments must be written.
5. No delegate may speak longer than two (2) minutes on a question without the approval of two-thirds of the board/delegate body.
6. Speakers shall alternate on pro-con basis.
7. Only those certified as voting members of the board/delegate body shall vote.

The presiding officer shall clarify when the meeting shifts from “discussion” to “debate” and back. The secretary shall act as the credentials chair to certify voters at board meetings.

Conducting an Effective Meeting

The effectiveness of meetings can be greatly enhanced if parliamentary procedures (often referred to as Robert's Rules of Order) is followed. Following is a condensed version of Robert's Rules which may be helpful.

Activity		You Say This	May you interrupt speaker?	Must you be seconded?	Is motion debatable?	What vote is required?
I	1. Introduce business	I move that...	No	Yes	Yes	Majority
II	3. Amend a motion	I move that this motion be amended by ...	No	Yes	Yes	Majority
	4. Have something studied further	I move that we refer this matter to committee	No	Yes	Yes	Majority
	5. Postpone consideration of something	I move we postpone this matter until ...	No	Yes	Yes	Majority
	7. End debate in order to vote	I move the previous question	No	Yes	No	2/3 Vote
	8. Suspend further consideration of something	I move we table ...	No	Yes	No	Majority
III	10. Complain about something (noise, room temp, etc.)	Point of privilege	Yes	No	No	No vote
	11. Recess the meeting	I move that we recess until	No	Yes	No	Majority
	12. Adjourn the meeting	I move that we adjourn	No	Yes	No	Majority
IV	Object to procedure	Point of order	Yes	No	No	No vote: Chair decides
	Vote on ruling by the chair	I appeal the chair's decision	Yes	Yes	Yes	Majority
	Request information	Point of information	Yes	No	No	No vote
	Ask for a vote by actual count to verify a voice vote	I call for a division of the house	No	No	No	No vote
	Object to considering some undiplomatic matter	I object to consideration of this question	Yes	No	No	2/3 vote
V	Take up a matter previously tabled	I move to take from the table	No	Yes	No	Majority
	Reconsider something already disposed of ... (made by member of prevailing side)	I move we reconsider our action relative to ...	Yes	Yes	Yes	Majority
	Consider something out of its scheduled order	I move we suspend the rules and consider	No	Yes	No	2/3 vote

I: Main Motion; II: Subsidiary Motions; III: Privileged Motions -- higher numbers indicate higher precedence when a main motion is pending

IV: Incidental Motions; V: Motions that bring a question again before the assembly -- no precedence