Rules

B&P Board Meeting

As stated in the ADDC Bylaws, Parliamentarian attends the Board of Directors Meeting with no voice or vote.

1. The ADDC Bylaws and Standing Rules shall govern the affairs of this meeting, and the Latest Edition of Robert’s Rules of Order Newly Revised shall be the parliamentary authority for all rules not covered by the ADDC Bylaws and Standing Rules.

2. Members shall obtain recognition by raising their hand (this can be done in virtual meetings) or requesting via the “chat box”. The presiding officer will assign the floor.

3. All motions shall be recorded by the secretary who will read the motion, if requested.

4. You do not have to obtain recognition to second a motion, simply say “second” or “I second the motion.”

5. A motion is open to discussion after it has been seconded, and the presiding officer has stated it and calls for discussion. Remember wait to be recognized before speaking.

6. All remarks should be addressed to the presiding officer, and should pertain to the immediate pending question.

7. The presiding officer has the authority to request that any guest leave the meeting if he/she decides the situation requires it.

8. Only one person speaks at a time when called upon.

9. The speaker in a virtual meeting should be on “mute” unless the member has the floor to speak.

10. Be respectful of everyone’s opportunity to speak and give their opinion. We are all here for the same purpose.