

RULES OF ORDER FOR SMALL MEETINGS

Adopted by the Club Board

1. Calling the Meeting to Order

The presiding officer (President or Chair) opens the meeting by stating: "The meeting will come to order." A quorum must be present before any business can be conducted.

2. Quorum

A quorum is the minimum number of members required to conduct official business, as defined in the bylaws. If a quorum is not present, the meeting may not proceed.

3. Agenda

A prepared agenda should be distributed in advance whenever possible. The presiding officer guides the meeting through each item in order. Members may suggest changes to the agenda by majority vote.

4. Minutes

The Secretary reads or distributes the minutes from the previous meeting. Members may offer corrections. Minutes are then approved by majority vote and entered into the official record.

5. Making a Motion

Any member may bring a matter to a vote by stating: "I move that..." Another member must second the motion by saying "I second." If there is no second, the motion does not proceed.

6. Discussion

Once a motion is seconded, the floor is open for discussion. Members speak one at a time, recognized by the Chair. Discussion should remain focused on the motion at hand. The Chair may set a time limit if needed.

7. Voting

After discussion, the Chair calls for a vote: "All in favor say aye... all opposed say nay." A simple majority carries the motion unless the bylaws require a higher threshold.

8. Tabling a Motion

If a decision is not ready to be made, a member may move to table the motion. If seconded and passed by majority, the matter is set aside for a future meeting.

9. Point of Order

Any member may call a "Point of Order" if they believe the rules are not being followed. The Chair rules on the point immediately and the meeting continues.

10. Amendments to a Motion

A member may move to amend a motion currently on the floor. The amendment must be seconded and voted on before returning to the original motion.

11. Closing Discussion

"I move the previous question" or "I move we vote." If seconded and passed by a two-thirds vote, discussion ends immediately and voting begins.

12. Adjournment

Any member may move to adjourn. If seconded and passed by majority vote, the meeting ends. The Chair declares: "The meeting is adjourned."

General Principles

- Every member has an equal voice.
- Only one topic is discussed at a time.
- The Chair remains neutral and does not participate in debate.
- All members are treated with courtesy and respect.
- Decisions are made by the group, not by any one individual.

Adopted: April 2, 2026