NC AWWA-WEA
POLICIES AND PROCEDURES
BOARD PARLIAMENTARY PROCEDURE

Date: July 22, 2010
Approved By: 
Policy Title: BOARD PARLIAMENTARY PROCEDURES
Number: 
Revisions:

PURPOSE

The NC AWWA-WEA Board hereby establishes the following rules for conducting business at meetings of the Board of Trustees, and at any Committee of the Board, in order to allow everyone participating in the meeting to be heard, and to allow decisions to be made in a courteous way, and without confusion.

PROCEDURE

1. Agenda

A fixed agenda shall be established for each regular meeting of the Board of Trustees, which will include:

   a. A Call to Order
   b. The taking of roll
   c. Presentation of Minutes of prior meetings for approval
   d. Officers’ Reports
   e. Committee Reports
   f. New Business
   g. Other Business, such as Announcements
   h. Adjournment

2. Motions

   a. There are five general types of motions:
      i. Main Motions – introducing a subject for consideration. Main motions cannot be made when there is another motion before the Board, however, Main motions yield to privileged, subsidiary and incidental motions.
      ii. Privileged Motions – concern special or important matters not related to pending business, and in general, Privileged Motions are considered before any other types of motions. An example would be a Motion to Adjourn for Lunch.
      iii. Subsidiary Motions – These change or affect how the Main Motion is handled, and they are voted on before the Main Motion. An example would be a Motion to Amend the Main Motion.
      iv. Incidental Motions – These are questions of procedure that arise out of other motions. They must be considered before the other Motion. An example would be a Motion to suspend the rules, or a Motion to take the vote by written ballot.
v. Motion to Bring the Questions Before the Board – These enable certain items to be reconsidered and should be brought up when no other Motion is pending.

b. A motion shall be made for any proposal on which the Board is to take a stand or take action, but Motions should be in Order, that is, they should relate to the business at hand and must be presented at the right time. They should not be obstructive, frivolous, or against the rules as set forth in the Board Bylaws.

c. Any member of the Board may propose a motion with the permission of the Chair. Motions should be stated in the affirmative.

d. Any other member may express support for discussion of the motion by seconding the motion.

e. Once a motion has been made and seconded, it is the property of the Board, and cannot be changed without the consent of the members.

f. The Chair shall state the motion “it is moved and seconded that....” and thereafter,

g. The Chair shall invite the mover of the motion to speak first on the matter.

h. Members of the Board shall then be invited by the Chair to debate the motion.

i. Motions may be amended, however, proposed amendments must relate to the subject as presented in the main motion. Motions to Amend require a second, and a vote of the membership of the subsidiary motion to amend is required before the main motion is taken up.

j. Some motions can be debated again and revoted to give members a chance to change their minds. However, a motion to reconsider must come from the majority side of the original vote on the motion.

k. Following debate, the Chair will ask if the Board is ready for the question.

3. Voting

a. If there is no further debate, the chair may invite a voice vote, with those in favor to agree by saying “aye” and those opposed to vote by saying “no”. Those members who do not wish to vote may advise the Secretary that they abstain from voting.

b. Alternatively, the Chair may invite a vote by general consent, by stating: “If there is no objection...” and the members shall show their consent by remaining silent. Or, the Chairman may request a vote by show of hands, by roll call, or by written ballot.

c. The Minutes shall reflect the number voting in support of a passing motion, but those opposing any motion shall have their names recorded with their “no” votes. Those abstaining shall have their names recorded with their abstention.

d. Any member of the Board may make a motion to have the vote taken by exact count, by roll call, or by written ballot.

e. A motion is pending when it has been stated by the Chair, but has not yet been voted upon.

f. A motion “To Lay on the Table” can be made to set aside a motion temporarily, in order to allow the Board to take care of a more urgent matter.

g. Members of the Board can “take from the table” a motion for reconsideration, but this must happen by the end of the current meeting of the Board.

h. A motion “To Postpone Indefinitely” is a strategy that allows the members of the Board to dispose of a motion without making a decision for or against the motion.
<table>
<thead>
<tr>
<th>To Do This</th>
<th>A Board Member Says</th>
<th>May you interrupt the Speaker?</th>
<th>Do you need a second?</th>
<th>Is it debatable?</th>
<th>Can it be amended?</th>
<th>What vote is needed?</th>
<th>Can it be reconsidered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn the meeting</td>
<td>“I move that we adjourn”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Call a recess or break</td>
<td>“I move that we recess for…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Complain about heat, noise, etc.</td>
<td>“I rise to a question of privilege…”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
<td>No</td>
</tr>
<tr>
<td>Temporarily suspend</td>
<td>“I move to table the motion.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>consideration of an issue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Debate and Amendments</td>
<td>“I move the previous question.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Two-thirds</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone discussion for a</td>
<td>“I move to postpone the discussion until…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>certain time</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Give closer study of</td>
<td>“I move to refer the matter to {name of committee}.”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>something</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend a motion</td>
<td>“I move to amend the motion by…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Introduce business</td>
<td>“I move that…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The motions listed above are in order of precedence, for these below, there is no order

<table>
<thead>
<tr>
<th>To Do This</th>
<th>A Board Member Says</th>
<th>May you interrupt the Speaker?</th>
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<th>Can it be reconsidered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protest a breach of rules or</td>
<td>“I rise to a point of order”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
<td>No</td>
</tr>
<tr>
<td>conduct</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Vote on a ruling of the Chair</td>
<td>“I appeal from the Chair’s decision.”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Suspend the rules temporarily</td>
<td>“I move to suspend the rules so that…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Two-thirds</td>
<td>No</td>
</tr>
<tr>
<td>Avoid considering an improper matter</td>
<td>“I object to consideration of this motion.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Two-thirds</td>
<td>Yes</td>
</tr>
<tr>
<td>Request Information</td>
<td>“Point of Information…”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
<td>No</td>
</tr>
<tr>
<td>Take up a matter previously</td>
<td>“I move to take from the table…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>tabled</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconsider action</td>
<td>“I move to reconsider the vote on....”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
</tbody>
</table>

1 Unless Moved when no question is pending
2 Affirmative votes may not be reconsidered
3 Unless vote on question has begun
4 Unless the committee has already taken up the subject
5 Unless the motion to be amended is not debatable
6 Unless the Chair elects to submit the matter to the Board for a decision
7 A 2/3 vote in the negative is needed to prevent consideration of the main motion
8 Only if the main question has not been debated yet
9 Unless the motion to be reconsidered is not debatable

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