



Guide to the Business Meeting

Use the following as a guide to learn more about and follow along with the business meeting. The reverse includes information on Parliamentary Procedure. Should you have suggestions of items to add to this document, please contact secretary@glacuho.org.

General Information

- Please review all materials prior to the meeting (Candidate statements, minutes from 2017). Plan to arrive by 7:55 AM to ensure your institution is signed in, and you are able to find a seat prior to the start of the meeting.
- We encourage all members from individual institutions to sit near one another during the Business Meeting. This is helpful during caucus time for elections.
- When someone would like to conduct business (ask a question, call to questions etc.) raise your institution placard. The speaker will call upon the institution. We ask each speaker to stand, if you are able, while speaking. Microphones are available in each room. Members are encouraged to engage in the meeting.
- Any member present is allowed to engage in the business meeting. You do not have to be the voting delegate to take part in the business.

Agenda

- Call to Order (*The President will open the business meeting*)
- Appointment of Parliamentarian (*A member well versed in parliamentary procedure ('parli pro') is selected to ensure parli pro is being followed*)
- Announcement of Quorum (*To ensure business can be conducted, quorum must be met. Quorum is 50 plus 1 of the registered institutions at the Annual Conference*)
- Approval of Business Meeting minutes from the previous year. Minutes are available on our website under *About Us*
- Reports (*Elected Board Members as well as guests will provide an update from the year*)
- ACUHO-I Presentation (*A representative on behalf of ACUHO-I will update membership on ACUHO-I Business*)
- ACUHO-I Foundation Regional Representative (*Our regional representative will update members on the ACUHO-I foundation, as well as GLACUHO's Endowment of the ACUHO-I Foundation*)
- Old Business (*Any business not finalized from previous year, any updates from the previous Business Meeting*)
- New Business (*Elections and any business presented to the membership that have not been presented prior*)
- Announcements (*Open floor for announcements from members*)
- Annual Conference Bid/Request for Proposal (RFP) procedure
- Adjournment

The voting delegate signed in for the Business Meeting will be the voting delegate on record for the year. This person will be GLACUHO's contact for any business. If updates are needed, email secretary@glacuho.org.

Elections

This year we have elections for President-Elect (3-year term) and Committee Chair Delegate (New position, 2-year term). This is the last year where elections will be held at the Business Meeting. Those elected will begin their term immediately following this annual conference. Members are allowed to be nominated and run from the floor for either of these positions. Any member present may ask questions and engage in discussion. Elections for next year, will take place in May 2019, where those elected will begin after the 2019 Annual Conference in East Lansing, MI. Please refer to the GLACUHO calendar for more information.

President-Elect: The President-Elect shall preside at all functions in the absence of the President; and perform other duties and responsibilities as assigned by either the President or the Board of Directors. The President-Elect shall solicit nominations and coordinate the elections of the Board of Directors. In addition, the President-Elect shall assist the President to solicit bids for the Annual Conference.

Committee Chair Delegate: The Committee Chair Delegate shall coordinate the work of the Committees of the Association; select and appoint committee members, represent the committee chairs on the Board of Directors, and perform other duties and responsibilities as assigned by either the President or the Board of Directors.

Parliamentary Procedure Guide

You Want To	You Say	2 nd Needed	Debate?	Can You Amend?	Votes Needed
Make a Motion	“I move to...(fill in the blank)”	Yes	Yes	Yes	Majority
To Vote on a Motion on the floor	“I move we vote to approve...(fill in the blank with the motion on the floor)”	Yes	Yes	Yes	Majority
Reconsider the motion	“I move to reconsider the vote to....”	Yes	Yes	No	Majority
End Debate/Move to vote	“I call the question” or “I move to vote”	Yes	No	No	2/3
Postpone a Motion	“I move to table the motion”	Yes	No	No	Majority
End Meeting	“I move to adjourn” or “I move to end the meeting”	Yes	No	No	Majority
Questions/Enforce Rules	“Point of Order” (<i>Insert procedural issue or concern</i>)	No	No	No	No
Change the Motion	“I move to amend the motion (Insert proposed amendments)”	Yes	Yes	Yes	2/3
Change the Motion (friendly amendment) *this is an amendment to a motion already in discussion*	“I propose a friendly amendment (insert proposed changes)”	Yes	Yes	Yes	2/3

Motions and Voting

Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a member ("I move that...") A second motion must then also be made (raise your placard and say, "I second.") After discussion the group then votes on the motion. A majority vote is required for the motion to pass.

The following guides are used for motions and voting in Business Meetings:

- Any Member can make a motion; any other Member can second. This does not have to be voting delegate.
- All Members present can engage in discussion, and call the question.

Elections

- President opens the floor for nominations. (Any members present can be nominated from the floor, if they meet the qualifications for the position).
- Member moves to close nominations.
- Candidate will give their speech (5 minutes) *Candidates will present in alphabetical order by last name. Candidate not presenting will leave the room.*
- Question and answer with candidate (5 minutes, non-extendable).
- Once all candidates for a position have gone, the floor will open for discussion (Members will have a 5 minute discussion on all candidates for each position, non-extendable). To end discussion, a member can “call the question.”
- After the question has been called, ballots will be passed out to each voting delegate. Institutions will have time to caucus as a group. (5 minutes)
- State Delegates will collect ballots, and the Past-President and one non-Board member will count ballots.