

## **BOARD MEETING (on-line) STANDING RULES**

1. All speakers shall state their name and the name of their chapter to which they belong.
2. All items of new business, including motions, must be in writing and submitted to the Recording Secretary prior to the start of the business session.
3. When speaking to a motion, each speaker will declare if speaking in the affirmative or the negative and will be limited to two minutes.
4. Only members of the Board of Directors shall make and second motions and vote.
5. Non-Board Members attending the meeting may speak to the motion, however, they may not vote.
6. A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
7. Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
8. The privilege of the floor may be given to a guest by majority vote of the Board of Directors.
9. There shall be a timekeeper at all business sessions.
10. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business.
11. The President is empowered to make changes in the Business Agenda and Board Meeting Schedule to expedite the business of the Organization.
12. Anyone making an oral addition to a written report will be limited to three (3) minutes.
13. It is recommended that all attendees mute their device unless recognized by the Chair to speak.