

Tips for Understanding the Rules of Order for the Meeting

Prepared by Maurice S. Henderson, Professional Registered Parliamentarian

The excerpts are rules established by the MAHA Bylaws that are pertinent to the consideration and voting upon any proposed rule changes are listed below.

MAHA Bylaw 7: Meetings

A. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association in all cases and all meetings to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the association may adopt.

B. Meetings of the Board of Directors

2. Special Rules of Order

- b. During a voting session, persons acknowledged by the presiding officer to address the Board of Directors will be allowed 1.5 minutes, per item, to state their case. Allowed time is not transferable or cumulative.
- c. A silent vote or a roll call vote may be called for, but not both on the same issue. Whichever is requested first will be the only method honored, for that particular vote.
- d. A Roll Call of all voting members will be taken at the start of any session that requires the Board of Directors to vote. Any Director not present at the time of Roll Call will not be allowed to vote during that entire session.
- e. Quorum.
At least a majority of the Board of Directors shall be present to constitute a quorum for the purpose of conducting business.
- f. An amendment to strike out one word or a set of words in multiple places and to insert a different word or a set of words in all of those places shall be in order, and shall be deemed to include appropriate modifications in capitalization, number (singular or plural), and case (possessive).

MAHA Bylaw 8: Voting

A. Voting

At all Board meetings, each Board Member, except the President, shall have one vote on any and all matters which come before the Board. In matters which require only a simple majority, the President shall vote only in the event of a tie. In all other matters which require more than a simple majority of those voting, the president shall have a vote. The President shall vote in all elections of Officers.

MAHA Bylaw 11: Amendments

- A. Proposed changes to these Bylaws and/or the Rules and Regulations shall be submitted by members to the Rules Committee Chairperson, and must be postmarked before December 15 of odd-numbered years. All proposals must be submitted on the MAHA rules change proposal form and must include all of the required information to be accepted by the Rules Committee Chairperson. All proposals are to be submitted in electronic format (on disk or via e-mail). All such proposals shall be read at the Winter Meeting with a recommendation offered by the Rules Committee. An advisory vote of the Board shall be taken at this time. All Proposals which do not receive support from a majority of the Board Members voting at the Winter Meeting shall be rejected.
In an exceptional circumstance, a rule proposal can be submitted in an even-numbered year. To be placed on the agenda, the proposal must receive a two-thirds affirmative vote by both the Playing Rules Committee and by the Executive Committee. Once placed on the agenda, the proposal shall follow the approval process as specified in Bylaw 11.
- B. Amendments (not new proposals) may be made to said proposals by Board Members at the Winter meeting by a simple majority vote, or by a three-fourths vote at the Summer Meeting.
- C. Between the Winter and Summer meetings, Board Members shall discuss the merits of the various proposals carried forward in their home Districts.
- D. For Bylaw and Rules and Regulations amendments, adoption shall require a two-thirds majority vote of the Board Members voting at the Summer meeting.
- E. Any Bylaw or Rule change proposal determined by the Executive Committee to be the same, or substantially the same as one rejected at the previous Summer or Winter meeting cannot be placed on the agenda unless it receives a two-thirds majority vote by the Board members voting at the Winter meeting.
- F. All proposals postmarked on or after the December 15 deadline must receive approval of three-fourths of the Board members voting at the Winter or Summer meeting to be placed on the agenda.

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- G. Proposals to change these Bylaws and/or the Rules and Regulations may be incorporated in a special committee report. If the committee report includes rule or bylaw changes then the Board shall vote separately from the report on the proposed changes and shall pass the rule or bylaw change by a two-thirds majority at the Summer meeting.
- H. Any amendments to these Bylaws and/or the Rules and Regulations necessitated by amendments to USA Hockey Bylaws and/or Rules and Regulations shall be automatically effected by the rules committee and report to the board members at the Winter or Summer meeting following the adoption of such amendments by USA Hockey.

HOW TO PARTICIPATE IN THE MEETING/WHAT TO SAY & WHEN

IF YOU WANT TO SPEAK: If you wish to obtain the floor during the board of directors meeting, approach the nearest microphone and wait to be recognized by the Chair, then identify yourself by stating your name and affiliation. This procedure assists the secretary in keeping accurate note of the proceedings.

As needed, the Chair will advise the members if a motion is not debatable, not amendable, and if more than a majority vote is required.

DESIRED ACTION	SAMPLE STATEMENT
To introduce a subject to the assembly. (Main motion)	I move that... <i>OR</i> I move to...
To modify or change the motion (Amend)	I move to amend the motion by...[<i>see below</i>]
To have the question investigated before voting on it. (Refer to a Committee)	I move to refer the pending motion to the _____ committee.
To postpone the question to consider later. (Postpone to a Certain Time)	I move to postpone the pending motion to our next regular meeting.
To limit or extend (regulate) the time of debate—total amount of time/number of speeches/etc. (Extend or Limit Debate)	I move to limit debate to four speeches—2 speeches in the affirmative, 2 speeches in the negative. <i>OR</i> I move to limit debate to 10 minutes.
To end debate and amendments and force a vote on the pending question(s). (Previous Question)	I move the previous question. <i>OR</i> I move the previous question on all pending questions.
To request information or ask a question of another member. (Request for Information)	I have a request for information. [<i>Ask the question that you want answered.</i>]
To call attention to a breach of rules or conduct. (Point of Order)	I rise to a point of order. [<i>The member was not recognized to speak.</i>]
To determine the correctness of a voice vote. (Division)	Division! <i>OR</i> I call for a division of the assembly.
To provide for a brief intermission. (Recess)	I move to take a ten-minute recess.
To close the meeting. (Adjourn)	I move to adjourn.

Amending Motions

An amendment may be introduced for any motion that contains a variable. The methods of amending are:

- To **insert** a word or consecutive words between two words within an existing sentence or paragraph
- To **add** a word or consecutive words at the end of a sentence or paragraph
- To **strike out** a word or consecutive words from a sentence or paragraph
- To **strike out and insert** a word or consecutive words from within a sentence or paragraph
- To **substitute** an entire sentence or paragraph