

Osseo-Maple Grove Athletic Association

Rules of Order

Parliamentary Procedure for Board of Directors Meetings.

The OMGAA *Rules of Order* are based on principals laid out in Robert's Rules of Order, and where issues arise that are not addressed herein, Robert's Rules of Order may be consulted for resolution. OMGAA meetings have been, and should continue to be, conducted in an informal manner which helps to promote a friendly and respectful discussion of matters before the board.

The degree to which the Board applies the rules of order will undoubtedly vary with the makeup of membership, the severity of matters at hand and other social influences present at each individual meeting. These rules are not intended for strict compliance, but to provide formal guidance when needed.

Conduct of OMGAA business shall be as outlined in the OMGAA By-Laws. All regularly scheduled monthly or ad hoc meetings of the Board of Directors shall be generally conducted according to these rules. These rules do not apply for individual standing or ad hoc committees unless adopted by such committee at the first meeting.

In accordance with the OMGAA By-Laws, no business shall be conducted unless a quorum of Directors is present and voting. In addition, no business shall be conducted in the absence of the recording Secretary or an appointed alternate recorder.

Elements of Procedure

The following elements shall be used to conduct all meetings.

1. **Motion:** To introduce a new piece of business or propose a decision or action by the Board, a motion must be made by a Director, stated as "I move that/to.....". A Second must then be made for any motion before it may be voted on. (The President/Chair may not make a motion, though may call for a motion to be made on his/her behalf, stated as "I would like a motion....." which must be moved by a member stated as "So moved" and seconded as above. When multiple motions are on the table, they are approved in reverse order of their making (most recent first).
2. **Consideration:** Prior to consideration, a motion must be seconded. If no second is forthcoming, the motion is declared dead by the Chair and no discussion should be allowed. To debate or discuss a motion, the Director who made the motion is entitled to speak first. Every member then has a right to speak and the Chair, when possible, should alternated discussion between those for a motion and those opposed. Discussion should be related to the pending motion with all questions directed to either the Chair or the member who has made the motion. The Chair may limit a members time provide all members receive equal time if desired. Asking a question is not considered part of the debate.

3. **Amend:** This is used to change a motion currently under consideration, and is in itself a motion within the original motion, stated as “I move to amend the motion...” A motion to Amend must receive a second before consideration can continue. Consideration of the Amendment and the Original motion may proceed together. However, the motion to amend must be voted on before the Original Motion.
4. **Commit:** This is used to place a motion in committee, and requires a second. Consideration of the Motion to Commit shall proceed prior to further discussion on the Original motion or any Amendments. If approved, the assigned committee must be instructed to prepare a report and recommendation prior to the next Board Meeting. If an appropriate committee does not exist, a new committee is established. If approved, consideration of the original motion and all amendments is tabled until the committee returns its report or recommendation. (A motion may be Re-committed if the committee requires additional time to complete its charge).
5. **Withdraw:** This is used to end debate on a motion (and all subsequent amendments) and remove it from the table. A motion to withdraw may only be made by the Director who made the original motion and is stated “I withdraw my motion ...”, and does not require a second. A motion to Withdraw means the Director making the original motion no longer wishes it considered, and debate shall end immediately. The Chair shall declare the “Motion is Withdrawn”. Though withdrawn, the motion may be re-made later in the proceedings or at future meetings. (A Motion to Withdraw may be applied to motions made on behalf of the Chair, by the Original Director only).
6. **Table:** This is used to lay aside further discussion for a specified time or until a specified date or event has occurred, and is stated “I move to Table this discussion until...”, and must be seconded. A motion to Table shall be voted on immediately without discussion.
7. **Remove from the Table:** This is used to reopen discussions of a motion previously Tabled and is stated “I move to remove from the table the motion to...”, and must be seconded. A motion to Remove from the Table is voted on immediately without discussion.
8. **Postpone Indefinitely:** This is used to kill a motion and is stated “I move to postpone this discussion indefinitely”. A second is required. A motion to Postpone Indefinitely shall be voted on with or without discussion. If approved the motion cannot be reintroduced at that meeting, but may be reopened at a later meeting.
9. **Continue:** This is used to reopen discussion on a motion previously “Postponed Indefinitely and is stated as “I move to Continue Consideration of the Motion to....”. A second is required. A Motion to Continue is not required when the Postponed motion has been listed in the subsequent meetings Old Business agenda items. A Motion to Continue is voted on after discussion.
10. **Question:** This tactic is used to end debate immediately. Any Director may Call the Question stating “I call the question”, and a second is required. A Call of the Question refers to the original Motion and all subsequent amendments in reverse order they were made. If seconded, voting on amendments and the motion is held immediately without further discussion. The Chair may call the question without a Motion, when he/she feels the discussion is complete or has fallen off the matter at hand.
11. **Adjourn:** This motion is made to end the meeting, is stated as “I move to Adjourn” and requires a second. A motion to Adjourn may not be made while another motion is on the table for Consideration. After a Motion to Adjourn, Directors may make announcements or friendly comments only prior to the vote.

These elements are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

At any time during presentation of committee or Director reports and old or new business discussions, a Director may make a motion for any action or decision that requires Board Approval. Motions should never be made over discussions by other Directors or members present.

In Meeting

When introducing a motion, do so only when you have the floor. Introduce the motion and wait for a second before speaking. All motions except Motion to Withdraw, require a second and Vote for resolution (see Withdraw above). When seconded, the Chair or Secretary shall clearly repeat the motion for all to hear.

In consideration of a motion, Directors should, as much as possible, avoid using a person's name. Members should indicate a desire to speak, but wait until recognized by the Chair. As consideration progresses, motions to **Amend, Commit, Withdraw, Table, Postpone Indefinitely, or Call the Question** may be made when the maker has the floor. Motions and Amendments are voted on in reverse order in which they were made.

As determined in the OMGAA By-Laws, some motions may require a 2/3 or greater vote to pass. Unless specifically required otherwise, motions before the board require only a simple majority vote, where a majority is defined as MORE than 1/2 of the voting Directors present whether voting or abstaining. When a 2/3 or greater vote is required the Chair shall direct a show of hands, a roll call or a ballot vote.

- A simple majority vote is a voice vote and is recorded only as passed or failed.
- A show of hands vote is recorded as the number for, against and abstaining without mention of directors position or name.
- A roll-call vote is recorded with Directors position (not name) and vote, along with the total votes for and against.
- A ballot vote is written in secrecy and recorded as total votes for and against as counted by the Secretary and verified by the President or Vice President.

The President or Chair may vote on all matters before the board, however as a matter of tradition, the President or Chair votes only to break a tie and in Election of Officers. An unbroken tie vote is considered defeated. An "Abstention" is a vote, and counts as an "Against" vote. The requirement for a majority of those present and voting must be met.

Example: Six (6) votes "for", four (4) votes "against" and two (2) abstentions does not grant a majority of those present and voting.

Note: MORE means at least 1/2 plus 1 of the members present and voting

MOTIONS AND AMENDMENTS SIMPLIFIED SUMMARY

- A Motion is made
 - a. If not seconded, the motion is dead
 - b. If seconded, the motion is considered
- Consideration

During consideration a motion may be:

 - a. Amended (primary amendment)
 - There may be more than one primary amendment
 - A primary amendment may be amended (secondary amendment)
 - A secondary amendment may not be amended
 - b. Committed (sent to committee)
 - c. Tabled (set aside for later discussion)
 - d. Postponed indefinitely (set aside without established timeline for continuation)
 - e. Withdrawn (removed from consideration by maker of original motion)
 - f. Called to question (by President/Chair or any Director, then voted on without further discussion)
- Voting

Voting may require a simple majority or greater (if specified in the By-Laws)

 - a. Simple Majority (voice vote)
 - b. Show of hands
 - c. Roll Call Vote
 - d. Ballot vote

ELECTION VOTING

Election voting differs from motion voting in that votes are cast either “For” a candidate or “Abstain”, even if only one (1) candidate is on the ballot. The candidate with the greatest number of votes “For” is the winner. If only one (1) candidate is on the ballot for an Election Vote, then only one (1) vote “For” is sufficient to win.

This is different from Appointments votes in that Appointment are made through the normal “Motion and Vote” procedures at any regularly scheduled Board Meeting. In appointments, voting may be “For”, “Against” or “Abstain” and a majority of those present and voting must be achieved for the motion to pass (same as any other motion before the board).