

# Lee DeForest Amateur Radio Club

## Board Meeting Guidelines (Simple Version) *Based on Robert's*

*Rules of Order, 12th Edition*

### 1. Call to Order

The President (or Vice President if needed) starts the meeting at the scheduled time and leads the meeting.

### 2. Speaking at Meetings

- **Signal to Speak:** Raise your hand or signal to be recognized before speaking.
- **Wait Your Turn:** Wait until the chair calls on you.
- **No Interruptions:** Only interrupt for official reasons (like a Point of Order).

### 3. Follow the Agenda

- Stay on the current topic listed on the agenda.
- Discussion should only be about the motion or issue currently being considered.

### 4. Respectful Conduct

- **Address the Chair:** Speak to the chair, not directly to other members.
- **Professionalism:** Be respectful—no personal attacks or questioning motives.
- **Courteousness:** Let others speak without interruption and stay focused on the business of the meeting.

### 5. Confidentiality (Executive Sessions)

- Anything discussed in a closed (executive) session should remain confidential.
- Do not share this information unless the ~~information~~ Board agrees to release it.

### 6. Making Motions and Discussion

- You must be recognized before making a motion.
- Most motions need a **second** to move forward.
- Discussion begins after the chair repeats the motion. Keep discussion related to the motion.
- Discussion ends when everyone is finished or when the Board votes to close debate.

### 7. Voting

- Voting happens after discussion ends.
- Each Board member has one vote. Most decisions require a **simple majority** (more than half).
- The chair may vote in small boards

### 8. Adjournment

A motion to end the meeting requires a second and a majority vote (unless a set ending time was already agreed on).

### Adoption of These Guidelines

The Board agrees that these guidelines will be followed during all Board meetings. They can be changed or removed by a future Board vote.

### Motion to Approve These Guidelines

Motion: Larry Watson Second: Duane Denton

Board Vote: "Simple Quorum" Yes - No

*None opposed, Passed unanimously.*

*05/30/24*