

AS Board Parliamentary Procedures

1. Amendments will be made by acclamation: an amendment is proposed and the chair asks for Acclamation if a member thinks it needs to go to a vote they would tell the chair.

(The Board decided against the friendly amendment procedures because they feel that once the motion is proposed and seconded it becomes the property of the whole Board and therefore every member should have say in changes made to that motion.

2. Voting Rules:

agree- yea

disagree- nay

abstain- oi

Silence in a vote is recognized as voting in the affirmative.

3. Closing discussion: the chair will ask if there is any dissent.
4. Calling to a vote: needs a second and then must be voted on by the Board.

AS Board Meeting Operational Guidelines

1. When a Board Member sponsors an item they have the responsibility of reviewing the document to ensure that it is complete enough to be brought before the Board.
2. Each Board Member has the responsibility of carefully reviewing each document prior to the meeting. If at all possible, they should make the sponsor of the document aware of any questions or concerns they have before the meeting. Questions asked during the meeting should help gather information that will allow the Board Member to make a decision on an item.
3. The Board agrees to take minor changes or grammatical edits to the sponsor for that item in between Info and Action on that document.
4. The Board recognizes that 90 minutes is an ideal amount of time for decision making at a meeting. The meeting is scheduled for two hours with the understanding that the remaining time is to be used for Board reports and sharing of information. The chair may limit Agenda items to ensure that good decision making is possible for each item.
5. Wait to speak until recognized by the chairperson. This protects the rights of each committee member. The speakers list maintained by the chair is generally opened to the Board and other meeting attendees unless the chair limits discussion to just voting members.

There are two times when the chair moves off the speakers list:

- a. Chair can take comments/concerns on a specific subject and then return to the list.
 - b. If Advisor holds up Process/Content card it stops the speakers list to allow the advisor to provide information important to the discussion, not just an opinion.
6. The chair can make a decision to move on from a speaker, this may be overruled by a vote of the Board.
 7. Write down all substantive motions. (e.g. if the motion is simply pass the item as stated in Doc. 5 it doesn't need to be written down. If the motion is pass the item as stated in Doc. 5 with changes to sections 2a, 5d, etc. the motion would need to be written and include the language for proposed changes.)
 8. Discussion options
The Board will have short discussion period to answer questions and then someone proposes a motion.
Things that would be discussed before a motion include, but are not limited to: general comments (e.g. "This is great!") and general questions.
Things discussed after the motion is on the table include, but are not limited to: specific questions about the motion or amendments to the motion.
 9. Time for discussion of an item after a motion is on the table:
Once a motion is made speakers get two minutes for personal debate. The vice chair will track time and there should be 10 minutes total for discussion. Debate time may be extended per Robert's Rule of Order.
 10. If there is a proposed motion written, that motion should be placed on the table.
Amendments to that motion should happen during discussion, to allow clarity about the changes from the motion on the Agenda.
 11. The Chair decides when the talk is going from general discussion to trying to create a motion. In the latter case, the chair will ask for motions.
 12. If there are many issues with a document, perhaps the Board should consider tabling.
 13. If the chair wants to actively participate in the discussion of an item on the agenda, the vice chair should take over facilitation for that item.

Editing that happens to a document by the Program Assistant (with final approval by the sponsoring Board member) can include any grammatical or spelling errors (including the wrong date) can be changed, even ones not noted at the Board meeting when the document was passed.