

GCCC Board of Trustees Adapted Rules of Board Meeting Decorum

Oct. 2021

Rules Governing Debate

- The maker of a motion is entitled to speak first
- No one may speak more than twice to the same question on the same day
- No member is entitled to speak a second time while any other member wishes to make a first speech

Decorum in Debate

- Small board of six members- Etiquette rules relaxed
- Remarks must be confined to the merits of the pending question
- A member's motives must not be attacked
- Discussion is welcomed as if in a committee style
- No member may comment adversely on any prior act of the assembly that is not pending

The Chair calls for any further discussion and if none, calls for vote

Method of voting: voice, roll call

The chair announces the result of the vote:

Tie vote

- If the chairman does not vote and there is a tie vote, the chairman may cast the deciding vote
- If the chairman has voted and there is a tie vote, the motion is defeated because a majority is needed to pass the motion

Amendments

- To change a motion, move to amend by inserting, deleting, or substituting words
- The amendment will be voted on
- Resume action on the motion

Call the Question

- Motion used to close debate
- Maker must have the floor

- Requires a second
- Two-thirds vote required for adoption

Table a motion

- To set aside a motion until the next meeting

Abstentions

- instances in which members who are present refuse to vote
- In the usual situation where either a majority vote or a two-thirds vote is required, abstentions are not counted and have no effect on the result. However, if the vote required is a majority or two-thirds of the members present, an abstention has the same effect as a “no” vote.

Conflict of interest

- Board members who have an actual or potential conflict of interest should **not** participate in discussions or vote on matters affecting transactions between the organization and the other group.

Adjournment

- The chair may declare the meeting is adjourned when the meeting is complete, and the agenda is completed
- Members may make a motion to adjourn a meeting if there is no active motion on the floor. An example would be to move to adjourn and continue at another time, or if there is a need for an emergent adjournment.