

SRI STEERING COMMITTEE RULES OF ORDER

1. Organizing a Meeting
 - a. The Chair will keep the meeting orderly. Anyone can step forward and say 'I move that X be named Chair. Attendees vote on the nomination of 1 or more people. Simple majority prevails.
 - b. The selected Chair now calls for nominations for Secretary. A vote will confirm the Secretary.
 - c. The Secretary will record the minutes.
 - d. If elections have been held, the Chair and Secretary will not require a vote of the attendees during the yearly term.
 - e. The full SAA membership may vote for the Offices of President, Secretary and Treasurer.
 - f. The Steering Committee votes for any other positions to be named.
2. Regular and Special Meetings may be held.
 - a. Regular meetings are held according to the schedule determined by the Steering Committee. At present this is the second Thursday of each month. Regular meetings of the full Membership are held according to the schedule determined by the Steering Committee. At present this is in the fall, on a Thursday. The specific date will be made known to all members in a timely fashion.
 - b. Special meetings may be called as needed.

ARTICLE I. Introduction of Business

- A. Introducing Business
 1. To present a plan of action for the Committee to undertake, say "I move that" at a meeting or by other communication means.
 2. To present a Communication (from within or outside the group) ask to present the communication at a meeting.
 3. Motions for actions and requests to present a communication are best presented to the President in time to set an Agenda for the meeting. This will ensure that the Agenda does not contain too many items to be covered in the session.
 4. The President shall set the agenda and chair the meeting but may delegate some responsibilities.

- 5. Members are not required to obtain the floor and can make motions or speak while seated.
- 6. Motions need not be seconded.
- B. The Chair restates motions and opens the floor to discussion and closes the floor when
 - a. A motion to vote on the motion has been made and passed
 - b. a motion to table has been made and passed or
 - c. a motion to refer the discussion for resolutions by a new or existing Sub-Committee has been made and passed
 - d. a motion to withdraw the motion has been made and passed
- C. The Secretary puts in writing all Motions, Amendments and Instructions to Sub-Committees.
- D. A new motion cannot be made while any other motion is on the floor and cannot conflict with any bylaws.
- E. The Chair sets a target adjournment time and ensures that adjournment takes place at that time, or requests attendees to continue at most another half hour. The attendees may agree or may vote to set a subsequent meeting time or means by which to resolve any issues on the table.

ARTICLE II. Agenda

- A. The Chair prepares an agenda and ensures that all attendees have the agenda at least 24 hours prior to the meeting.
- B. The Chair may remind the attendees of the items that still need to be discussed in order to move the discussion to a faster resolution.
- C. If a majority of the attendees vote to continue the current discussion as more important than the remaining items, discussion can continue.
- D. The Chair can suspend the SAA Rules of Order at most once during a meeting.
- E. The Chair can make motions and usually votes on all questions.

ARTICLE III. Committees/Informal Action

- A. In addition to the Steering Committee, there are 2 types of Sub-Committees:
 - a. Standing Committees: appointed for a period of time, until dissolved by the Steering Committee
 - b. Special Committees with a specific task. These Sub-Committees are dissolved upon completion of the task.
 - c. The first person named to a Committee acts as Chair. The second person named acts as Chair in absence of first, etc.
- B. Forms of Reports

- a. Reports from the (sub)Committee can be added to the Agenda by submission to the chair prior to the meeting. The Chair can determine whether the full report is distributed to all (Sub)-Committee members and/or if a summary of it is to be submitted during the meeting. The Chair decides if the full report or summary goes in the minutes.
- b. The chair also decides how much time is allocated on the for the Report
- c. Reports can indicate progress of the sub-Committee or completion of its task (leading to the dissolution of the sub-Committee)
- d. Disagreeing sub-Committee members may submit a 'minority report'

ARTICLE IV. Discussions and Decorum

- A. After a Motion is made, the floor is opened for discussion
- B. The person making the motion has the right to speak first. If the motion is from a Sub-Committee, the Sub-Committee Chair is considered the maker of the motion.
- C. The Chair decides how much time is to be allocated for discussion.
- D. Issues, not personalities, must be discussed
- E. Improper/inappropriate language is never to be used
- F. Discussion is closed by Chair, or by passed motions (to Table, to Vote, to Delegate).

ARTICLE V. Voting

- A. When discussion is closed, the Chair immediately puts it to a vote.
- B. A majority vote is sufficient for passage.
- C. Voting can be by voice vote, raising of hands, standing secret ballot, or by electronic means.
- D. The Chair announces the results and it is recorded in the Minutes.
- E. Although a majority vote is sufficient in most cases, a 2/3 vote is required in the following cases:
 - a. Amendment of the Rules or Bylaws
 - b. Suspension of Rules
 - c. Debate extension
 - d. Closing discussion.

ARTICLE VI. Officers and Minutes

- A. Duties of the Chair
 - a. Opens the meeting at the correct time

- b. Announces the Agenda in order of consideration (preferably prior to the meeting)
 - c. States and puts to vote all motions
 - d. Announces result
 - e. Maintains order within the discussion, and adjourns if that cannot be done.
 - f. Decides all questions of order, which may be appealed if two or more members disagree
 - g. Reminds attendees of agenda and allocated times
- B. Duties of Secretary
 - a. Records, maintains and distributes the Minutes of the Meeting
 - b. Maintains custody of Minutes and all other documents of the group.
 - c. Assists the Chair with preparation of the order and times

ARTICLE VII. Miscellaneous

- A. The specific number of members required at a meeting to legally conduct business is a majority of the membership for the Steering Committee. For the SAA it is the number in attendance.
- B. Amendments to Rules of Order require 2/3 vote of membership and must be announced to membership in a timely fashion.
- C. The SAA By-Laws include more details on roles and responsibilities.