

Summary of Key Protocols from Roberts Rules  
Which will be Followed for SNC General Meetings

Purpose of Roberts' Rules:

1. Order
2. Respect for all opinions with courtesy and equality in mind
3. Efficiency in managing meetings, which allows majority to rule with adequate hearing of all individual opinions (therefore protecting all rights)

Agenda for meetings will consider all existing and new business and will allocate time appropriately. Agenda will be sent out, as possible, 24 hours in advance of meeting. Topics to be proposed from membership need to be conveyed to President at least 48 hours in advance, in order to allow appropriate allocation of time on agenda for each topic.

Time will be allowed for New Business at each meeting, during which members may proposed new topics. However, if President doesn't expect any new business, time on agenda for this new topic under New Business may not be adequate, requiring that it be deferred to another meeting.

Agenda should follow accepted format/order:

1. Call to Order
2. Roll call for Quorum (as necessary)
3. Reading and approval of minutes from prior meetings
4. Reports of officers, standing committees
5. Reports of special committees
6. Unfinished Business
7. New Business
8. Adjourn

Quorum for Meetings and Votes. SNC By-laws require 51% members to be present or quorum for meetings to be official, and 51% of members to be present for votes to be taken. If members intend to leave a meeting before its conclusion it would be wise to inform the chairman at the beginning of the meeting, so that votes may be taken at a time when quorum can be assured.

Reports will be read and if there are no questions, as determined by the President or designated chair of a meeting, they will be filed by the Secretary; **Reports do not need to be voted for approval.** If there are questions, they will be answered before the President (or designated chair of a meeting) will file the Report officially with the Secretary and move on to other agenda topics.

Votes need only be taken for those issues germane to the legal objectives of the Organization or SNC, as determined by the By-laws. Votes do not need to be taken for those matters peripheral to the SNC's purpose.

**Note:** SNC By-laws (approved August 23, 2005) state:

*The purpose of the Organization shall be to explore, develop and act on opportunities of common interest to the membership that may be presented to members of the Organization.*

This is so general that voting on issues should be subject to the discretion of the President (or designated chair of the meeting).

Motions may be proposed by any member, but they must be Seconded by a different person, indicating general support or interest in further discussion of the motion. Once Seconded, the President (or designated chair of a meeting) must *place the motion before the members* for discussion by re-stating it, then opening discussion.

Discussion of a Motion: The person who presents the motion has the right to speak first about it, followed by others in an orderly fashion, as acknowledged by the President (or designated chair of a meeting). In general, each member is allowed to speak only twice on an issue, taking the second turn in speaking only after all other persons have had their first opportunity to speak.

Debating a Motion: Same rules as Discussion of Motion apply. However, time of each person's remarks will be limited to 10 minutes, in orderly succession (i.e., 2 times per speaker, as noted above). Comments must be germane, addressed to the chair and recognized by the chair, and there should be no side-bar whispering or discussions while others speak.

Vote on Motion: After each member has had two opportunities to speak, the President (or designated chair of a meeting) may call for the vote: yeah or nay. There is no need to ask for abstentions, unless the vote is unclear. Then, the President (or designated chair of a meeting) must declare results for the minutes.

Motions which do *not* need to be entertained by the President (or designated chair of a meeting):

- Any motion outside the scope of the SNC Objective, outside the By-laws (which must be amended first to consider it);
- One that may be illegal or in conflict with state or federal laws;
- One that may be in conflict with a decision already made by the SNC (in the same session) which is still in force (such an decision may be rescinded through other procedures);
- One that reverses a decision already voted upon and still in force (such an decision may be rescinded through other procedures); or
- One that rewords one that was already adopted during the same session and rejected by vote

To Table a Motion (To set a Motion aside temporarily): When a Motion is Tabled, it must be acted upon by the next meeting or it dies. Action means it must be Seconded, voted upon by the majority with no debate and it cannot be reconsidered.