

SIMPLIFIED MEETING RULES

In a small group a formal parliamentary procedure may be unnecessary since many decisions can be reached quickly by general agreement. However, if a subject is controversial, the chair may use formal procedures.

Rules for a *simplified* meeting:

1. Courtesy is the Rule! Consideration is expected. Interruptions are discouraged. Be attentive when others speak.
2. Formal recognition is not required before speaking. If you wish, make a gesture.
3. Business may be discussed and general agreement reached without any motions when there is no evident difference of opinion.
4. If a discussion leads to no general agreement, or if someone simply *chooses* to make a motion, a second is needed e.g., "I move that ...", "I second the motion ...". A motion formalizes the discussion, and requires a second. Discussion then takes place followed by a vote. A member can request the vote if the discussion seems unproductive.
5. If it is obvious that a discussion is going nowhere, the Chair may ask for general agreement (no difference of opinion). If that is not possible, the Chair may ask for a motion and a second, which may be voted up, down, withdrawn, or tabled. If no motion is made, the Chair may declare the discussion dead and move to other business.
6. The chair may participate in the discussion but should refrain if no agreement is obvious and a motion is forthcoming.

Responsibilities of the **Chair**:

- Prepare an agenda.
- Start the meeting on time with a quorum (majority of members).
- Encourage order and allow only one subject for discussion at a time.
- Manage discussions and decisions per these Simplified Meeting Rules.

Responsibilities of the **Secretary (Board meetings only)**:

- Record attendance at each Board meeting.
- Summarize Key Points at the beginning of the minutes.
- Record pertinent details of discussions and decisions.
- Provide Board members with minutes prior to the next meeting.
- Read the minutes at subsequent meetings.