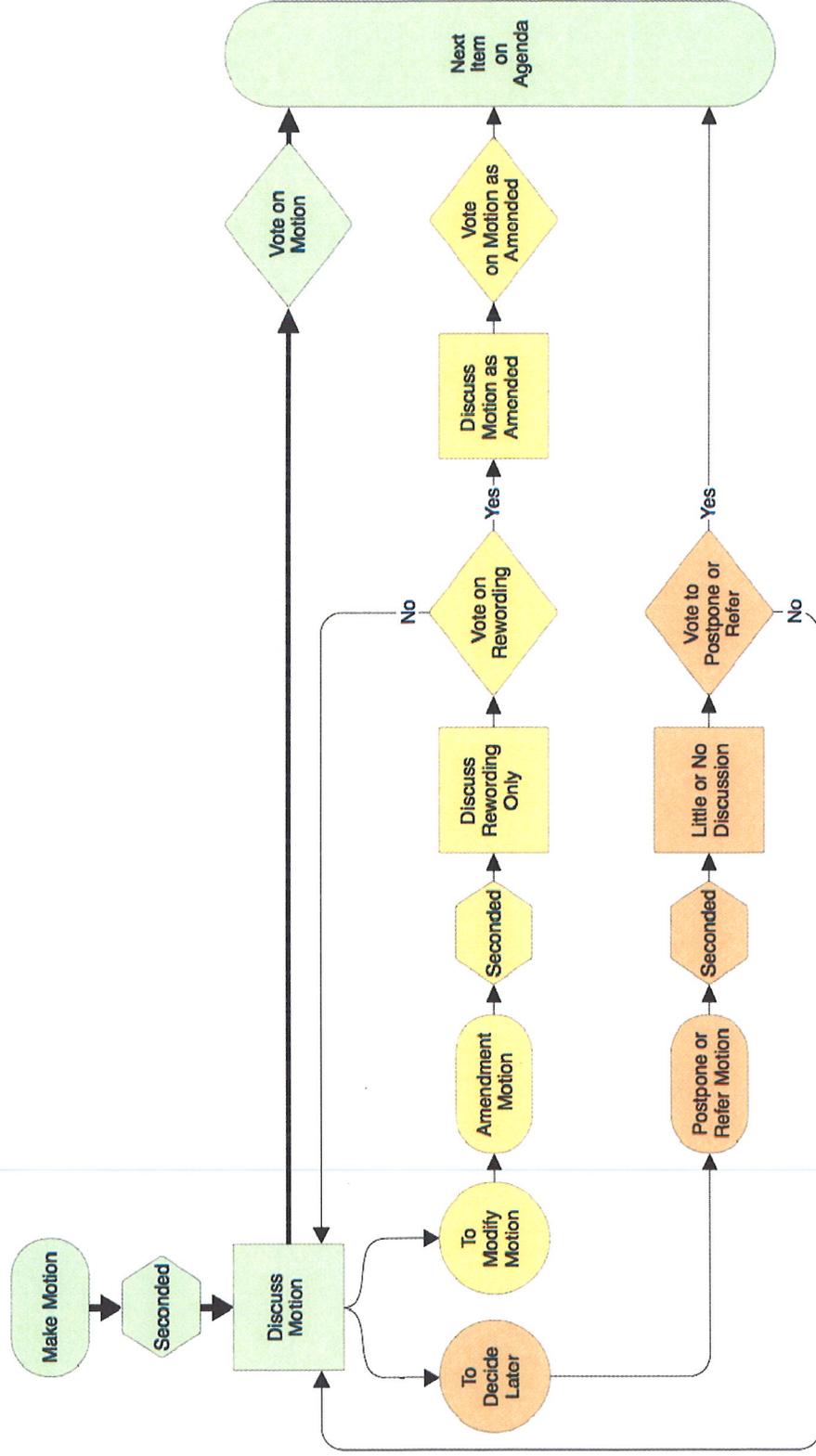




Flow Chart Using Democratic Rules of Order



GOOD ORDER

- Stay on topic
- One speaker at a time, acknowledged by chair
- No interrupting

POINT OF ORDER

- Member explains how a law or good order is being breached
- Chair rules on point of order
- Vote if necessary





Tips for meetings

- Be prepared. Copies of the agenda and financial reports should be available for all members to see before the meeting.
- Discuss ideas together, informally, before forming a motion.
- After a motion is stated, let the mover, aided by the members, modify it before voting. But if more than one member objects, changes require formal amendments.
- Never allow an amendment to the amendment. The motion can be defeated and stated again if necessary.
- The Chair must never allow a member to interrupt a speaker or personally criticize or ridicule another member.

“For meeting tips”

A new chair can use or adapt this outline to present to the group before a meeting to make sure that all members are playing by the rules!

The Rules

The meeting will be run democratically. The final authority is the will of the members as a whole.

We will have a formal chair. The chair will direct traffic only and may not participate in the discussion.

The chair has confirmed that we have a quorum. There are _____ members total, _____ members present and the bylaws state that we need ____% for a quorum. (This varies check your organizations constitution.)

To talk you must address the chair and wait until you are acknowledged.

To make a decision you must make a motion. The motion must be affirmative. You can't make a motion to not do something.