

National Association for Kinesiology & Physical Education in Higher Education

Board of Directors *Rules of Order*

1. The rules contained in the most recent edition of Robert's Rules of Order, Revised, shall govern all meetings of members and directors and committees of this corporation where those rules are not inconsistent with the Articles of Incorporation, these Bylaws or special rules of order of the corporation. As outlined in the Article XI of the Bylaws. The Parliamentarian shall interpret the rules and shall advise the Chair, who shall have the responsibility for the decision.
2. These rules shall be adopted, suspended, or rescinded by a two-thirds vote of the members present and voting, provided a quorum is present.
3. Members of the Board shall utilize, whenever possible, the simplest and least complicated procedures (within Robert's Rules) in making and adjusting motions. Unnecessary amendment and substitute motions are to be avoided.
4. The approved agenda will be followed unless there is a motion to consider a matter out of its approved order or there is consensus to interrupt the agenda.
5. All motions shall be written on the approved form and signed by the maker and the seconder of the motion. Makers of motions *may* seek the advice of the parliamentarian as to their format.
6. No discussions should be permitted on an item until a motion has been properly made, seconded, and placed on the floor by the President.
7. Members shall be recognized by the Chair before speaking. Comments should be directed to the Chair. Avoid satellite conversations.
8. Debate on one subject shall be limited to twenty (20) minutes unless a motion is approved to debate for a specified additional period. The parliamentarian shall serve as timekeeper.
9. No individual shall speak to an issue a second time until all who desire to speak have been heard for the first time.
10. All motions shall be received, discussed/debated, and then voted on. Motions having financial implications will be considered last. All budget requests with fiscal implications must be sent to the Finance Committee before Board consideration. Requests that have been rejected by the Finance Committee may be brought to the Board for further consideration.
11. To stop debate, a member must seek recognition and then say, "I move the previous question." If the motion is seconded, no further discussion can take place, and the Chair must call for the vote on stopping debate. If the motion receives two-thirds of the votes, the Chair will immediately call for a vote on the main motion. If the motion receives less than two-thirds of the votes, debate may continue.

12. Vote will be by voice unless the decision is uncertain or challenged. The vote can then be by show of hands or ballot.

13. The President, with the approval of the Board, may commit the Board to "*Informal Consideration*" with a terminating deadline for recovering the Board. Informal consideration simply removes the normal limitations on the number of times members can speak in debate. The President remains in the chair. The results of votes taken during this period are decisions of the Board, which are not voted on again, and the proceedings during this period are recorded in the minutes just as they would be if the considerations were formal.