AOAO BOARD MEETING RULES

A Practical Guide for an Orderly and Productive Meeting

This resource provides practical meeting guidelines for AOAO Boards. It is intended to promote orderly, respectful, and efficient meetings and may be adapted to the Board's governing documents, adopted parliamentary procedure, and applicable law.

1. ONE MEMBER SPEAKS AT A TIME

- Only the member recognized by the Chair has the floor.
- Do not interrupt, speak over, or engage in side conversations with another member.
- Raise your hand and wait to be recognized before speaking.

2. STAY ON THE ISSUE

- Discussion should relate to the agenda item or motion currently before the Board.
- The Chair may redirect discussion that is off-topic, repetitive, or not relevant to the matter being considered.

3. ADDRESS THE ISSUE — NOT THE PERSON

- Members may disagree with an opinion, proposal, or decision when they have the floor.
- Personal attacks, insults, accusations about motives, or comments about another member's character are not permitted.
- If a discussion becomes personal, the Chair will stop the exchange and redirect the discussion to the issue.

4. MAKING A MOTION

To ask the Board to take action:
Wait to be recognized, state "I move that…" and state the proposed action.
A second is generally required before discussion and voting.
The Chair will state the motion, allow discussion, and then call for a vote.

5. ENDING DISCUSSION

When you believe enough discussion has occurred, wait to be recognized and say:
"I call the question."
This asks the Chair to end discussion and proceed according to the applicable procedure. It is not a vote on the motion.

6. POINT OF ORDER

If you believe the meeting procedure or these rules are not being followed, wait to be recognized and say:
"Point of Order."
Briefly state the procedural concern. The Chair will rule on the point.

7. THE CHAIR

The Chair will:

- Recognize speakers and control who has the floor;
- Keep discussion focused and orderly;
- Stop interruptions and personal exchanges;
- Ensure that all members have a reasonable opportunity to speak;
- Establish reasonable time limits for individual comments or debate when necessary; and
- Conduct votes and announce the results.

The Chair will apply these rules fairly and consistently to all members.