

**ALPHA IOTA STATE-MICHIGAN EXECUTIVE BOARD AND GENERAL MEMBERSHIP  
JOINT MEETING RULES**

**1. MEMBERSHIP**

**a. Executive Board**

(1). Only those so designated in Article VIII, Section 1.A of the Alpha Iota State Bylaws shall debate or vote on questions on which the Executive Board has the exclusive authority to act. Article VIII states: "The members of the Executive Board shall be the elected officers, all past state presidents, chapter presidents, and all state committee chairmen. The executive secretary, the treasurer, the editor, and the parliamentarian shall be ex-officio members without vote."

(b). A quorum of the Executive Board shall be a majority of the voting members of the Executive Board. The recording secretary shall inform the president when a quorum is present.

**b. General membership**

(1). Every member who is registered for the convention and present at the business meeting may debate and vote on all questions except those on which the Executive Board has the exclusive authority to act.

(2). A quorum of the general membership shall be a majority of those members who registered at the convention. The recording secretary shall inform the president when a quorum is present.

**2. ORDER OF BUSINESS**

The order of business shall be that presented in the printed agenda. The presiding officer may change the order of business, as necessary and appropriate.

**3. DECORUM**

**a.** Members shall refrain from speaking during the business meeting unless entitled to the floor.

**b.** Any member desiring the floor shall move to the microphone to speak. She shall address the chair and, on being recognized, give her name and the name of her state position or chapter.

**c.** All questions and debate shall be addressed to the chair.

**d.** Members shall remain in the room and seated while a vote is being taken.

**4. Motions**

All motions, amendments, or resolutions shall be written on the official sheet, signed, and sent to the chair before or immediately after being proposed. No action can be taken on the motion until the chair has the written copy.

**5. Debate**

**a.** Debate shall be limited to two minutes for each speaker and ten minutes for each question except by consent of the voting body. The timekeeper shall signal expiration of the allotted time. The speaker shall relinquish the floor without further comment.

**b.** No member may speak a second time on the question so long as any member who has not spoken on the question desires the floor.

**c.** Monitors assigned to each microphone shall line up speakers in the order of appearance and distribute pro/con cards. The presiding officer shall recognize alternating pro and con speakers. A speaker for a proposal shall use a green (pro) card. A speaker against a proposal shall use a red (con) card. A yellow card shall be used to get immediate attention for business such as point of information, appeal, etc. A white card shall be used if a speaker wishes to offer an amendment to a motion.

**6. Voting on motions**

**a.** When voting on questions on which the Executive Board has the exclusive authority to act, the Executive Board shall vote by raising their assigned cards unless otherwise instructed by the presiding officer.

**b.** The presiding officer shall determine the method of voting by the general membership unless a method is requested by the assembly.

**c.** Tellers shall be assigned to assist the presiding officer.

**d.** Unless otherwise specified, a majority shall be considered as more than fifty percent of those voting.

**7. *ROBERT'S RULES OF ORDER NEWLY REVISED (11<sup>th</sup> ed.)* shall be the basis for all other rulings.**