

## **APPENDIX 2: Simplified Roberts Rule of Order**

The following amendments will be observed:

- Chairperson presides over meeting – recognizing all speakers, calling them out of order, and etc. The Chairperson should have with them a copy of Roberts Rule of Order when other questions come up that are not addressed in approved amendments.
- Order of the Meeting- The President states the agenda item. A motion is then made by a director. The motion does not need to be seconded. The President then recognizes all guests who wish to make a statement as listed on the sign-in sheet. Then the chairperson recognizes each director who wishes to make a statement. After all board members have spoken they are allowed to address the issue the second time. All statements are directed to the Chair not each other. The Chair has the right to call a board member out of order. After they are called out of order three times, they will be asked to leave the meeting. Once discussion has ended, a motion is made by a director to "call the question". The Chair has the option of calling for vote by hands, voice vote or roll call vote. Meeting minutes must reflect if the vote was unanimous or name each director's vote as either for or against the motion. Amendments to the original motion are voted on in the order they were made and then the original motion as amended is voted on.
- Guest Procedures at Meetings - Prior to the meeting there will be a sign-in sheet with each agenda item listed - members are to add their names under the topic they wish to address. When the topic is introduced by the President (chairperson) members are called on to make a statement, not to last more than two minutes. They are not permitted to address the item again unless a Board member asks a clarifying question. The Chair can table an ongoing discussion topic for a future meeting.
- Meeting Agenda: All Directors and residents have the right to submit topics for the agenda. Agenda topics must be received by the Secretary 7 days prior to meeting so the agenda can be finalized. It is suggested proposed agenda items provide a description around the topic. The agenda will be distributed to board members and residents at least 5 days prior to the meeting, via website, posted on the bulletin boards and e-mail. Only in case of an emergency can an item be added to agenda by the Chairperson after it is published. The order of the agenda will be as follows:

1. Meeting is called or order by the Chairperson
2. Roll Call - establish a quorum
3. Approval of Minutes
4. Treasurer Report - accepted for information
5. Reports of Directors
6. Committee Reports