



BETTER ATHLETES
BETTER PEOPLE

Rules of Order

Rules of order are parliamentary rules that are used to make board meetings more orderly and govern the transaction of business.

For a detailed description of proper rules of order, check out the book *Robert's Rules of Order*.

Calling a meeting to order

The calling of a meeting to order is the announcement of the formal beginning of the meeting. The president of the board of directors generally calls the meeting to order, and once the meeting is called to order the minutes begin to be recorded.

Making a motion

When a board member makes a motion, that member is suggesting that the board vote on a particular policy or action to be taken.

Once a board member has made a motion the motion is then up for debate and discussion.

After sufficient debate and discussion the president of the board will call for a vote on the motion.

The board members will vote on the motion in the way specified in the by-laws.

The president should then announce the result of the vote.

In a more informal setting, an action can be voted upon without a motion having first been made; however, all board members must be clear what action is being addressed. Even without a motion, an official vote should always be taken.

Ending a meeting

Formally, a motion should be made to end a meeting. However, more informal boards of directors simply end a meeting when they have completed all of the items on the agenda.