

Meeting Rules, Nancy

AAUW NC meetings have two distinct sections:

1. Discussion and information sharing where all are welcome to contribute, and the discussion is generally led by someone other than the presiding officer.
2. Debate and decision making where we allow only limited participation by those who are attending the meeting as non-voting participants.

Since we are a small group, we honor the opinions of all our members, and there are relatively few formal decisions made at each meeting, we spend much of our meeting time in “discussion” mode. During these times we ask that we all

- Demonstrate mutual support, trust, respect and commitment
- Value everyone’s contribution
- Provide opportunities for everyone to participate
- Encourage innovation and new approaches

Specifically, we ask

1. Identify yourself and your position before you speak if there is **any** chance a new person may not know who you are.
2. Be sensitive to the time constraints of the meeting. Be sure your comments are succinct and add value to the discussion.
3. Unless you are leading the discussion or are asked a direct question on your previous comments, allow all others who wish to speak to have their turn before you speak a second time.

During the more formal parts of the meeting, where the board or delegate body is finalizing decisions and there may be strict time constraints, the following additional rules apply:

4. All motions and amendments must be written.
5. No delegate may speak longer than two (2) minutes on a question without the approval of two-thirds of the board/delegate body.
6. Speakers shall alternate on pro-con basis.
7. Only those certified as voting members of the board/delegate body shall vote.

The presiding officer shall clarify when the meeting shifts from “discussion” to “debate” and back. The secretary shall act as the credentials chair to certify voters at board meetings.

Meeting Rules, before and after Nancy

[This was a half-page sheet that was handed out at all the meetings. It never made much sense to me, which is why I rewrote it for my term as president. Millie went back to it.]