

## **Conduct of Board Meetings - Robert's Rules of Order**

### **Procedure in Small Boards**

In a Board meeting where there are not more than a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated;
2. Motions need to be seconded;
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained;
4. Informal discussion of a subject is permitted while no motion is pending;
5. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by general consent, however, all proposed actions of a Board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings;
6. The chair need not rise while putting questions to vote;
7. The chair can speak in discussion without rising or leaving the chair; and subject to rule or custom within the particular Board (which should be uniformly followed regardless of how many members are present), can usually make motions and vote on all questions.