

SPECIAL RULES OF ORDER
MCMLA Annual Business Meeting
October 9, 2015
1:00 – 2:30 p.m.

1. Prior to the start of the meeting, each group site shall solicit a volunteer to serve as Teller. Tellers shall count MCMLA members at their site so a quorum can be determined. When a vote is required, Tellers shall count votes of MCMLA members. Tellers must be members of MCMLA.
2. The Chair shall open the meeting and immediately call for items of business from the floor. There will be no second call for items from the floor.
3. The Chair will then proceed with the published agenda. Business from the floor will be added to the agenda and discussed after standing items of business.
4. When multiple members wish to address an issue, once a person has spoken, s/he will not be recognized to speak again until all others in the queue have had their turn.
5. If debate is lengthy, the Chair may equitably limit speaking time so that all may express their view on the agenda item being discussed. The time limit shall be at the discretion of the Chair.
6. Voice voting will not be permitted during this business meeting. At group sites, Tellers shall count a show of hands and report the count to the Chair. Individually registered members shall cast their votes using the voting software provided by the conference vendor.
7. If either or both methods of voting fail, the issue will be electronically balloted via the MCMLA website within ten days of the close of the business meeting.
8. After the published agenda has been addressed, the Chair shall then introduce business items submitted from the floor at the beginning of the meeting. These shall be discussed in the order submitted to the Chair.