

CONDUCTING MEETINGS PER ROBERT'S RULES OF ORDER

The Oklahoma Federation President, as the Chairperson, typically facilitates the board meetings but may grant this role to another. So long as the by-laws are followed, the President has discretion to run the meeting as he/she deemed appropriate.

1. **Quorum**

- a. Oklahoma Federation board meetings must have a quorum (**at least 7 of 11 members**) to vote on any matter, even convening the meeting.

2. **Calling to Order and Adjourning**

- a. The Federation President or designee calls the meeting to order at the set time.
- b. No motion is necessary to convene the meeting.
- c. The Chairperson typically calls for a motion to adjourn to close the meeting. A second is needed.

3. **Non-Members at a Board Meeting**

- a. Non-members or ex-officio members of the board may participate in discussion or present reports at the discretion of the Chairperson but may not **make motions or vote**.

4. **Types of Motions**

- a. **Main Motion:** Introduce a new item. Most of our business will be conducted as a simple "main motion."
- b. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- c. **Privileged Motion:** Urgent or important matter unrelated to pending business.
- d. **Motion to Table:** Kills a motion.
- e. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

5. **Steps of Motion**

- a. Motion is stated.
- b. Motion is seconded.
- c. The Secretary ensures that the motion has been recorded properly along with the names of board members making and seconding the motion.
- d. Chairperson calls for discussion, questions, and comments on the motion.
- e. Chairperson calls for a vote on the motion.
- f. Chairperson states the outcome: "Motion passes" or "Motion fails."

6. **Requesting Points of Something** (situations requiring attention during the meeting)

- a. **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- b. **Point of Information:** A member may need to bring up an additional point or additional information in order that members can make a fully informed vote.
- c. **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better informed voting decisions.
- d. **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.