

Utah Polyamory Society

Bylaws

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Article I: Statement of Purpose

The Utah Polyamory Society (UPS) provides an environment for education, outreach, and support for Utah's polyamorous community. Polyamory is simply defined as mutually consensual non-monogamy, which has many permutations that reflect the choices and philosophies of its practitioners which tend to share common themes such as equality, honesty, inclusion, integrity, communication, compersion, and compassion.

Article II: Utah Polyamory Society Board Bylaws

1. Preamble:

We, the members of the Utah Polyamory Society Board, have formed for the purpose of establishing a rotating governing body of UPS who shall act as guardians of the organization's integrity and values (see Appendix II: Participation Guidelines). In all its proceedings the UPS Board will observe the spirit of our Community Guidelines and the procedures set forth in this document; In all its proceedings the Board shall place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy.

2. Structure:

2.1 Elections to the UPS Board

2.1.1 Diversity and Representation

The members of the Utah Polyamory Society are diverse. The Board shall strive to reflect the geographic, socioeconomic, ability, gender, and sexual diversity that exists in the community we serve.

2.1.2 Election and Appointment of Board Members

The UPS board shall consist of 12 members, two-thirds of whom shall be democratically elected by members of UPS. The remaining 1/3rd shall be appointed by the Board keeping Article II, section 2.1.1 in mind. Each year, UPS will elect two of its members to serve a term of three years on the Board and Board will appoint one additional member. The Board term will begin on January 1st of each year and shall last 3 years. Elections should be held no later than October 30th of each year. Incoming Board members will not be required to assume an active role until their term start date. However, they are encouraged to participate in any Board meetings and/or activity prior to their term start, though they will not have a recognized vote.

2.1.3 Requirements for Board Membership

Candidates for service on the UPS board must be members of UPS. It is suggested that individuals selected be active participants in the online forum, and, if possible, regular attendees of live events. Additionally, it is suggested that candidates for service on the UPS board have some experience with community organizing, Robert's Rules of Order, forum moderation, sex education, and/or alternative justice processes. In the spirit of rotation, no individual shall serve more than two consecutive terms (6 consecutive years) on the Board.

2.2 Resignation

2.2.1 Failure to meet the terms of membership

Any member of the Board who is charged with, or convicted of a felony for a violent and/or sex crime will be considered to have resigned.

2.2.2 Failure to Attend

Any member who fails to attend two consecutive Board meetings without notifying the Chairperson, Vice-Chairperson or Secretary has voluntarily resigned.

2.3 Removal

2.3.1 The Board shall have the power, by a two-thirds majority of its membership, to remove any member of the Board for some, any or all of the following causes:

- (a) Theft, fraud, or other deliberate illegal conduct damaging to the financial or reputational interests of UPS.
- (b) Consistent neglect of their position's duties and/or communication with the Board Chair regarding their duties.
- (c) Non-Compliance with the UPS Membership Policy (see Appendix I)
- (d) Disclosing confidentially reported information to non-Board members.

2.3.2 In the event that a Board member resigns or is removed the Board may, by a simple majority vote, appoint an individual to fill that position. Should the member have more than one year remaining on their term of service, there shall be a special election to fill the role.

2.4 Terms of Membership

2.4.1 Training

All newly elected board members will be required to complete training as designed and provided by the Board within 30 days of the beginning of their Term. The Board shall give new members reasonable notice of this training and shall make reasonable accommodations for those who cannot attend in person. Re-elected board members shall also be required to complete this training unless they have completed a similar training sponsored by the UPS Board within the previous 12 months.

2.4.2 All elected Board members must comply with the UPS Membership Policy (see Appendix I)

2.4.3 Attendance:

- (a) All Board members will have input in deciding the date, time and location of quarterly Board meetings.

- (b) Board members must notify the Chair, Vice-Chair or Secretary as well as forward any reports via email to one of the aforementioned officers in the event that the individual will not be able to attend the meeting.
- (c) Board members are encouraged to arrange for and attend Board meetings in person; however, in the event that a member is unable to travel to the meeting location, accommodations may be made for the individual to participate in the meeting via phone or video call.
- (d) All subcommittee members are honorary members of the Board but do not carry a vote in meetings.

3. Board Committees and Member Roles

The Board shall consist of at least 12 members divided into the following three groups: the Operating Committee, Committee Chairs, and Members at Large. The Board may, by a simple majority of its members, create or remove positions as it sees fit.

3.1 Operating Committee

The Board Operating Committee shall consist of the following officer positions: Chairperson, Vice-Chairperson, Secretary, Treasurer.

3.1.1 Operating Committee Elections

- (a) The Board shall elect, by the process outlined in Appendix II, from its membership an operating committee consisting of, but not limited to a Chairperson, Co-Chairperson, Secretary, Treasurer. They shall not take any actions outside of their stated position responsibilities contained in these bylaws individually or collectively without the consent of the Board.
- (b) Upon election members shall serve for two years in their position and may be elected or re-elected to one additional term. Should an Operating Committee member's term of service in their position on the operating committee exceeded their term of service on the Board, they shall remain on the Board and in their position until their operating

committee position term ends. However, regardless of their position, no board member may serve longer than 6 total consecutive years on the board.

- (c) No one may hold more than one position unless there is no one else available the position or the person holding the position is temporarily unable to fulfill their duties, in which case the individual will agree to fill in on a temporary basis.

3.1.2 Suggested Requirements for Service

Due to the nature of the duties of the Chairperson, Vice-Chairperson, and Treasurer, candidates for service in these positions must meet the following requirements:

- (a) have at least 1 year of experience serving on the Board as a member at large or as a committee chairperson
- (b) possess a working knowledge of Robert's Rules of Order

3.1.3 Duties

3.1.3.1 Chairperson

- (a) Build consensus and serve the mission of the group, keeping in mind the common welfare of the Board, the Group, and the values laid out in the UPS Community Guidelines.
- (b) Facilitate discussion and maintain order in the committee by conducting meetings in accordance with UPS by-laws and "UPS Motions and Voting Procedures". (See Article II, Section 4.1 and Appendix III)
- (c) Create and announce the agenda for all Board meetings.
- (d) Vote only in the case of a tie. (If the chair has a stake in a particular issue, the chair may ask the vice-chair to take on the

duties of the chair to allow for the chair to participate in the discussion and the vote. The chair will then act as vice-chair, and then resume duties as chair at the next Board meeting.)

- (e) Maintain regular correspondence with all Board members to ensure that all Board tasks are being attended to and pertinent information is being properly disseminated.
- (f) Stand ready to assist in any tasks where assistance is requested or required.
- (g) The Chairperson under no circumstance may hold another position on the Board

3.1.3.2 Vice-Chairperson

- (a) In the absence of the chair, fulfill all duties of the chairperson.
- (b) Carry the right to vote, so long as the chair is present. (See Article II, Section 3.1.3.1.e)
- (c) Assist all committee chairs, serving the common welfare and the overall conscience of the Board.
- (d) Facilitate and/or coordinate all required Board member training.
- (e) Facilitate Board elections

3.1.3.3 Treasurer

- (a) Keep accurate financial records of all Board transactions including receipts, bank transactions, check stubs and other pertinent information regarding account status.
- (b) Give financial reports at Board meetings.
- (c) Submit a financial statement at each meeting and attend each meeting with all bank statements, deposit slips, and checkbooks, in order to be prepared to make disbursements and reimbursements as per Board approval.
- (d) Maintain all accounts which are subject to inspection at any time.

- (e) Must have personal financial autonomy and a personal checking account
- (f) Work with an accountant or other professional to ensure all financial and tax obligations are met.

3.1.3.4 Secretary

- (a) Record the minutes of all Board meetings.
- (b) Maintain a roll and attendance of Boardmembers.
- (c) Submit typed reports of the minutes at each meeting for approval. Once approved (and redacted if necessary), make reports publicly available.
- (d) Maintain a Board contact list.
- (e) Keep a compilation of the Board's agendas, minutes, treasury reports, receipts, and all other reports.
- (f) Serve as a custodian of the aforementioned materials in such a way that there is no distortion of items.

3.2 Committee Chairs

The Board shall also elect the following committee chairs: Programs Committee Chair, Outreach Committee Chair, Event Committee Chair, Forum Committee Chair, Peer Support Chair.

3.2.1 Committee Chair Elections

- (a) The Board shall elect by democratic process from its membership (see Appendix III) the aforementioned committee chairs. They shall not take any actions outside of their stated position and responsibilities contained in these bylaws individually or collectively without the consent of the Board.
- (b) Upon election members shall serve for one year in their position and may be elected or reelected to one additional term.

However, regardless of their position, no board member may serve longer than 6 total consecutive years on the board.

- (c) No one may hold more than one position unless there is no one else available the position or the person holding the position is temporarily unable to fulfill his/her duties, in which case the individual will agree to fill in on a temporary basis.

3.2.2 Suggested Requirements for Service

Due to the nature of the duties of the for service in these positions must meet the following requirements:

- (a) have at least 1 year of experience serving on the Board as a member at large, or serving on a committee.

3.2.2 Duties

3.2.2.1 Education Chair

Forms a committee to research, plan and execute in-person, and/or online educational programming, such as workshops and resource guides. The Education Chair is also responsible, with assistance from the co-chair, for developing and organizing trainings for board members and volunteers. The Education Chair shall present a budget to the Board semi-annually and all related expenses will be paid by the treasurer. The Education Chair shall consider the diverse population UPS serves, seek input from the community in its programming decisions and utilize local educational resources when possible.

3.2.2.2 Outreach Chair

Forms a committee to identify opportunities for outreach to related communities such as the LGBTQ+ community, kink community, communities of color and with different abilities around the state of Utah. The Outreach chair is responsible for maintaining any public facing

communication channels such as the public UPS Facebook page and website. The outreach chair is responsible, in conjunction with the Events Chair for planning, “staffing” and coordinating our annual participation in Pride festivals. The Outreach chair must have a deep understanding of intersectionality and is responsible for considering and advocating specifically for the needs of underserved members of our community.

3.2.2.3 Events Chair

Forms a committee to plan and execute events including but not limited to, an annual fundraiser, bi-monthly cocktail socials, etc. The Events Chair will be responsible for posting event details to the group in a timely manner, and attending all events, or ensuring that they are attended by another Board or Events Committee member. The Events Chair shall work closely with the Outreach Chair, and shall make themselves available to assist with outreach events such as Pride Festivals.

3.2.2.4 Forum Chair

Forms a committee to moderate UPS’s Facebook Group. This committee should have no fewer than 5 members. The Forum Chair is responsible for ensuring that the group is moderated in accordance with community guidelines and that, should substantial issues arise, they are brought to the attention of the Board as a whole. The Forum Committee Chair is responsible for coordinating with the Education Chair to ensure that moderators are provided with sufficient training prior to assuming their duties.

3.2.2.5 Peer Support Chair

Forms a committee to plan and facilitate peer support groups including but not limited to QuiP and the Polyamory Support Group meetings. The

peer support chair shall work in conjunction with the Programs Chair and Outreach chair to ensure that the needs of our community are met.

3.2 Members At Large

Members at Large are voting members, and are expected to participate in the work of the Board, not just in the decision making. At Large Members shall actively participate on various committees.

4. Board Meetings

4.1 Place, Quorum, Voting

The Chairperson shall call for and arrange a meeting place and agenda for all Board Meetings. There shall be four Board meetings per year and at least two of these shall include a public forum for non-board members to address the Board. A quorum of at least two-thirds of the Board members must be present (in person or via telecommute) in order for the Board to conduct business. Motions and resolutions shall require a simple majority. All Board members shall have one vote and will vote on all matters, except for the Chairperson. Absentia voting is not permitted. The Chairperson shall conduct the meeting in accordance with the “Meeting Format and Voting Procedures”. (See Appendix X)

4.2 Group Consensus

The Board shall act as a body. No one member shall act independent of the majority opinion.

5. Finances

5.1 Bank Account

A bank account is to be maintained. All Board financial transactions must be made through its bank account. The Treasurer shall hold the check book, make deposits, disbursements and maintain accurate records of account transactions.

5.2 Operating Budget

Each year the Board will set an operating budget. These funds may be allocated as needed to any project or purpose including but not limited to events, outreach, reimbursement for travel expenses, etc.

6. Amending the By-Laws

Amendments to the by-laws must be submitted to the Chair and Board in written form by motion and duly seconded. A motion to amend the by-laws may be passed by a two-thirds majority of Board members.

Appendix I: Utah Polyamory Society Membership Policy

Overview

The Utah Polyamory Society does not keep an official membership roster and does not charge membership fees. Membership in the group is constituted by participation in UPS activities, including online forums, and is open to the general public. The UPS administrators make a reasonable effort to vet members to ensure a safe and supportive atmosphere, but no guarantees nor endorsements are implied.

Reasons for rejection from the group may include, but are not limited to:

- exhibiting a fundamental misunderstanding of polyamory and/or hostility toward those who practice it¹
- engaging in non-monogamous activities that are explicitly illegal (e.g. practicing polygamy with minors)
- having been convicted of a felony for a violent and/or sexual crime¹
- being on a government-issued sex-offender list¹
- disrespecting the physical and/or mental boundaries of other members within the context of the group²
- abusing the group as a solicitation channel. This includes both personal and commercial solicitations.²
- violation of any other UPS policy

Attendance of In-person Events

¹ Due to limited resources, the UPS admins/moderators are not able to pre-emptively investigate the criminal history of members. If a member's criminal history is brought to the attention of one of the admins, they will consult with the other admins about appropriate action, which may include removal from the Facebook group and/or exclusion from events.

² First instances of low severity will receive a warning. High-severity instances or repeated instances will result in stronger repercussions, which may include removal from the Facebook group and/or exclusion from events.

Official UPS events that are held in public places (coffee shops, clubs, libraries, etc.) are generally open to the public. While the respective venue is ultimately responsible for deciding who may attend the event, the admins reserve the right to work with the venue to ensure a safe environment for the UPS members, which may include restrictions on attendants.

Official UPS events that are held in private places (residences, rented party spaces, etc.) will have attendance restrictions set by the host(s) in conjunction with the admins.

Unofficial UPS events are not regulated by the UPS admins, and the UPS group claims no responsibility regarding their attendance.

Appendix II: Utah Polyamory Society Facebook Group Rules and Participation Guidelines

Mission

The Utah Polyamory Society (UPS) was founded when a small group of polyamorous folk identified a need for a community centered around support and education *rather than dating*. Today, UPS exists to create and foster an environment to educate, support, and reach out to those practicing, interested in, or learning about polyamory. Polyamory is simply defined as mutually consensual non-monogamy. While consensually non-monogamous relationships may be structured in various ways, all forms share common themes such as equality, honesty, inclusion, integrity, communication, compersion, and compassion. To this end, UPS facilitates in-person support groups, meet-ups, and educational events, attends community events around the state, and administers and moderates this Facebook group.

Values

Our community is comprised of individuals of diverse identities, circumstances, and experiences. Our four community values of **inclusion**, **compassion**, **growth**, and **accountability** guide all the work we do, and how we facilitate and moderate online discussions and in-person events.

Admission to the Facebook Group

The vetting process for the Facebook group involves a series of questions about the person's relevant history and interest in polyamory. Members must live in Utah or the surrounding areas or have a direct connection to the Utah polyamory community. Admission to the Facebook group is granted or denied at the admin's/moderator's discretion based on the applicant's answers. Membership in the Facebook group may be revoked at any time for failure to adhere to the participation guidelines, group rules, or for any reason outlined in the membership policy.

Facebook Group Rules: (50 character limit for title, 200 character limit for content)

1) Practice good internet etiquette

No trolling, flame-baiting, flouncing, piling on, etc. If the point's been made, like it and move on. Engage respectfully & with compassion-no derogatory language or hate speech, or personal attacks.

2) Follow the participation guidelines (link)

This is a diverse community and we strive to create a brave space where we all can learn and grow. All posts and interactions/engagements in this group are expected to adhere to our interaction guidelines and community values: link.

3) All posts should be on-topic.

Appropriate topics include polyamory, relationships, gender, sexuality, community gatherings, and related communities (e.g. LGBTQ+, BDSM, swinging, etc).

4) Help keep the feed clear of clutter.

Certain types of posts are consolidated into designated threads. Please add a comment here.

** Intros: <http://bit.ly/2EYjRwr>

** #polyproblems and #happypolymoments: <http://bit.ly/2BTKNcZ>

5) Help keep the feed clear of clutter.

Certain types of posts are consolidated into designated threads. Please add a comment here.

** Selfies: <https://bit.ly/2F29W92>

** Requests to join other polyam/related groups <http://bit.ly/2SuZla3>

6) This is not a dating group.

Consent is one of our guiding principles. We recommend before sending someone a PM or friend request, you ask their consent in engagement in a thread. Create space for, and respect others' "no"s.

7) You can find community events under the Events tab

and on the UPS Google calendar (<https://goo.gl/Pv8tW1>). Members are welcome to post additional events at their discretion. Please indicate in the title that these events are "Not UPS Sponsored."

8) Maintain the confidentiality of the group.

Outing members of this group without their consent (including sharing screenshots of any discussion held here) is not allowed and will result in action up to and including removal from the group.

Participation Guidelines

This group is an intersectional community, where people from all walks of life meet and interact. In order to properly welcome and encourage amicable and productive discourse between so many different people, we must outline and encourage behaviors that honor the varied life experiences and opinions that are found within this space. Some of the language of these guidelines is borrowed from Multiamory's Patron-Only Facebook Group Guidelines, and from the Solo Polyamory Group with their permission.

Communication

When starting a new thread, we suggest **communicating your hopes and intent:**

- Are you building connection by posting an open discussion topic, sharing a meme or an article?
- Are you seeking support or validation, hoping that others will share similar experiences or offer sympathy?

- Are you hoping to solve a problem and seeking input and advice? What kind of response are you hoping for?
- If you are feeling tender, and requesting sensitivity, let folks know that too!

This is not the place for ranting into the void. If you post, expect a response, and respect that response to reflect the diverse identities and experiences of folx in this group.

“I’m Full”: If you are feeling overwhelmed by the responses you receive consider editing your OP to add that you’ve gotten the feedback you are looking for. You can also turn notifications off for any post, including your own.

When responding to posts please check for any specific requests posters have made for what kinds of response they’re looking for. If you are unable to respond in alignment with their request, consider skipping that post. If you feel the post is problematic in a way that counters the justice-focused and power/privilege conscious ethos of the group, it’s appropriate to say so either directly or by notifying the admin team.

Inclusion

Our group contains members from all demographics and levels of experience with polyamory. When posting, consider the language you use. Are you presuming that everyone reading your post has the same sexual orientation, polyamory-philosophy, racial identity, or ability as you? Does your post exclude folx of different identities than you?

Compassion

Assume positive intent of everyone in our community. We are all in a process of learning and growing. When reading or responding to a post or comment assume positive intent. The person posting most likely was not intending harm, we must treat each other with care in moments of vulnerability and moments of conflict.

This of course does not mean that you cannot or should not give them feedback about the impact of their comments this is an important part of the process for everyone. Start from a place of realizing they may be unaware that what they said is hurtful or offensive. Aim for understanding rather than punishment when you are responding. If you are being called out on a mistake or for hurting someone else, assume good intentions. Start from a place of realizing that those calling you out may want to guide you and help you avoid making the same mistake in the future. (The same way you'd want a friend to let you know you have a chunk of spinach stuck in your front teeth.) Aim for understanding rather than defensiveness when you are responding. If you do not have the energy or availability to engage compassionately, tag a moderator.

Growth & Accountability

The purpose of this group is to support each other in our process of learning and growing in polyamory. Growth can be painful and messy. We will sometimes hurt people without knowing it.

Growth requires taking accountability for our mistakes, and committing ourselves to learning from them. Accountability requires us to engage honestly, without hyperbole or defensiveness. It also means knowing our limits and taking responsibility for managing our own experiences. Use the tools Facebook provides for taking care of yourself and curating your experience.

Trust that the community has your back and that things like homophobia etc will not go unchallenged. If you can't handle responding with compassion, let someone else take the baton for a while. Tag a moderator if you see something that needs attention.

Confidentiality

This is a space where people are welcome to share intimate and vulnerable details about their relationships, sex life, orientation, emotional and psychological makeup, and many other ins and outs of their personal lives. As such, it is imperative to maintain confidentiality and privacy. In order to avoid “outing” anyone who may not already be out of the closet on their social media, do not share posts, comments, or images that are posted within the confines of the group, unless the original poster has given you explicit permission to share them. This applies both online and offline. Be discerning in protecting the privacy of people who are not in the group as well.

What you can expect from us:

The board, admins, and moderators of Utah Polyamory Society are all volunteers, as such we request your patience and understanding as we learn and grow with you, and as we also have very full lives outside of this group. If something needs our attention, please tag us, give us feedback, let us know what is going on!

We will moderate the group with our values and participation in mind.

We will strive to preserve the confidentiality and privacy of our group members, and will honor requests for confidentiality/anonymity of those asking questions, making complaints, or bringing concerns to the admin or moderator team.

We will strive to mediate and resolve disputes when they arise, and will remove/ban members from the group only after an attempt is made at a dispute resolution process, unless a member uses overt or explicit hate speech.

Appendix III: ELECTION PROCEDURE OF BOARD MEMBERS

1. At least thirty days prior to the opening of the official UPS Board Member Elections UPS council shall:
 - a. Notify the UPS Group of upcoming elections
 - b. Open the Self-Nomination Form and notify the Group
 - c. Post the election procedure, and suggested board member requirements
2. No more than fourteen days before election open, close nominations, and confirm nominee information.
3. At least seven days prior to the opening of the Election Ballot, post nominee biography information to group
4. On election open day, post link to google form for voting <link>, 7 days later, delete post and close voting.
5. The candidates (2019 elections, this will be 3, in future elections this will be 2) with the most votes will become members of the board.
6. Should a candidate be elected who fails to complete required training, or does not wish to assume the role the board may appoint someone in their stead.

Suggested Requirements for Board Members

Appendix IV: ELECTION PROCEDURE FOR BOARD POSITIONS

- 1) Candidates for a board position may self nominate or be nominated by another member of the board. The names of all nominations shall be read or posted for the board members to see, and members of the board shall vote by secret ballot.
- 2) The first candidate to receive two-thirds of the total vote is elected. If after the first ballot no one candidate receives more than two-thirds of the vote, there shall be a second ballot.
- 3) Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- 4) After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- 5) After the fourth ballot, if no candidate has two-thirds of the total vote, If after the fourth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). The candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.
- 6) Lots are then drawn by the co-chairperson, and the first one “out of the hat” is elected

Appendix V: Motions and Voting Positions

Suggested Meeting Format

- 1) Read and approve minutes
- 2) Committee Chair Reports
- 3) Old Business
- 4) New Business
- 5) Open Discussion
- 6) Announcements
- 7) Close Meeting

- Regular business meetings should be no longer than 2 hours.
- Any committee member may ask to take an item of business out of order as set forth by the chair. There is no discussion and only a simple majority is required to pass.
- Committee Chair Reports should be clear, well prepared, and limited to 2 minutes. No motions may be made during committee reports and questions should remain limited. Items of discussion from committee reports requiring a motion should be discussed in New Business.

Motions and Voting Procedures

1. Moving to a Motion
 - a. A motion is a proposal that the entire membership take action on an issue. Original motions may yield to subsidiary motions such as amendments and procedural motions.
 - b. In order to be discussed it must be seconded. If a motion is not seconded, then it will not be discussed unless brought up at a later date.

- c. Motions may be withdrawn by the member making the motion at any time prior to vote.
2. Discussing a Motion
- a. Discussion will open by the chair saying “There is a motion on the floor to (describe motion) and it has been seconded. Is there any discussion of this motion?”
 - b. In the discussion of a motion, the member who made the motion has a right to speak first.
 - c. In order to discuss a motion, one must be recognized by the Chair. The Chair will call on members of the committee in the order by which they raise their hands.
 - d. All discussion shall be concise, courteous and respectful. Each person should only speak once until all others who wish have had a chance to speak or until called upon by the chair to answer a question.
 - e. The chair may interrupt someone during discussion under the following conditions: he or she is speaking off topic, speaking out of turn, speaking too long, or repeating previous points at length.
 - f. Discussion will yield to procedural motions which may be made by any committee member.
3. Amending a Motion
- a. When a motion requires change before approval, amendments may be made.
 - b. A “friendly amendment” is suggested to the person making the motion and must be accepted by them to proceed with the change. If accepted the altered motion must be restated and seconded before discussion on the amended motion continues
 - c. A formal motion to amend supersedes the opinion of the person making the original motion by engaging procedure. Formal motions to amend must be seconded. If seconded, discussion focuses on the amendment

instead of the intent of the original motion. Discussion of the main motion resumes after the amendment has been voted on.

4. Voting on a Motion

- a. Before a vote the Chair will ask the Secretary to reread the motion.
- b. At the discretion of the chair one of three methods of voting may be used:
 - i. By Voice
 - ii. By a show of hands
 - iii. By ballot
- c. Members may vote for, against or abstain from voting. An abstention vote is tallied for the minutes but will have no effect on the overall voting result.
- d. All votes on business should, whenever possible, pass by substantial unanimity, but require only a simple majority unless otherwise specified in the by-laws.
- e. If any vote does not show substantial unanimity, is the cause of major disagreement, or is lacking significant participation, the chair may choose to postpone the motion.

5. Minority Opinion

- a. Automatically following a vote, the minority opinion has an opportunity to be voiced. The chairperson may select more than one person to give their minority opinion. This is not a discussion. Rebuttals by members of the majority are not permitted.
- b. If a voting member of the majority is swayed by the minority opinion a motion to “reconsider the original motion” may be made. This motion may be seconded by anyone, does not require discussion and only requires a simple majority to pass.

- i. If a simple majority votes against “reconsidering the original motion,” the original vote stands and minority rights no longer apply.
- ii. If a simple majority votes to “reconsider the original motion,” the motion is reopened for discussion, followed by a second vote. Minority rights no longer apply and the second vote on the motion stands as counted.

6. Procedural Motions

a. Calling the Question

- i. Any member may ask to “call the question” at which time the chair will ask the body to vote on closing debate. Requires a motion and a second but is not debatable and requires only a simple majority to pass. If the motion passes then the discussion ends immediately and the body votes on the motion as stated.
- ii. If the chairperson “calls the question” without opposition, the body will vote immediately on the motion stated.

b. Postponing a Motion

- i. The chair or any member may ask to postpone a motion. Requires a motion and a second but is not debatable. Requires only a simple majority to pass. If passed the discussion and voting of the original motion will be delayed until the next scheduled business meeting.