

Honor Board Meeting Rules of Order

Last Revised: 19 December 2018 by T. Kolankowski



Opening a Meeting and Meeting Structure

- a. After the time set for the General Body Meeting, the Chair may open the meeting and start discussion on agenda items. In order for a meeting to open, quorum must be met.
- b. The discussion of agenda items will happen in the following order:
 - i. Approving the previous GBM's meeting minutes by unanimous consent.
 - ii. Discussion of each open case. The order of discussion of cases will be determined by chronological order.
 - iii. Updates from the Executive board, Committee Chairs, and the Webmaster.
 - iv. Miscellaneous or extraneous circumstances may be addressed on an ad hoc basis. This includes discussion on internal nominations, or elections.
 - v. Updates from the general membership.
 - vi. The final order of each week's agenda is at the discretion of the Chair.

Discussion of Casework

- a. Discussion of a case will open when the Chair states the case number and calls upon the IC team to present updates on the case. Members who have a conflict of interest involving the case must leave the room during the update.
- b. After the update is given and all motions are made, discussion from the Board will open.
 - i. An active list of members wishing to be heard will be kept by the Chair. Members will be called upon in chronological order.
 - ii. The acting chair of the GBM may interrupt a member who they believe is intentionally delaying discussion.
 - iii. During penalty discussion, a member may propose an amendment to a proposed penalty. The proposal requires a second by another member and a simple majority vote to pass. The amended penalty can then be voted upon by the Board following the appropriate Bylaw.
 - iv. When the Chair's discussion list is empty, one of two motions can be made:
 1. For a case with no proposed motion, a member may motion to table discussion if the Chair has not already tabled discussion on the case. This motion requires a simple majority to pass.
 2. For a case with a proposed motion, a vote is immediately taken, with voting requirements determined by the appropriate Bylaw.
 - a. Votes are taken by hand, unless a member requests that the vote is taken by roll call or secret ballot.
 - i. If the vote fails, discussion will re-open and amendments may be voted upon. If the Board is unable to pass a motion, the Chair may table discussion until the next meeting.

Non-Casework Discussions

- a. Agenda items other than casework will be discussed in order by a Chair-designated Honor Board Member.
- b. See rule b/b.i/b.ii under “Discussion of Casework”

Internal Elections

- a. At the GBM the week before the first date of internal elections, the Chair will call for nominations for all internal positions.
 - i. Members can nominate other members or themselves. Present nominees may accept, decline or defer nominations. Non-present nominees are counted as deferring. Deferred E-Board nominations must be accepted or declined before the first night of elections. All other deferred nominations must be accepted or declined before the second night of elections.
- b. During the weeks of internal elections, elections will be the last agenda item. Any non-elected member may still run for other positions they have accepted nominations for.
- c. The order of the positions to be elected on the first night of internal elections shall be:
 - i. Chair
 - ii. Vice Chair
 - iii. Corresponding Secretary
 - iv. Recording Secretary
- d. The order of the positions to be elected on the second night of internal elections shall be:
 - i. Governance Chair
 - ii. Outreach Chair
 - iii. Webmaster
 - iv. Co-Chairs of the Impeachment Committee
- e. For each position, the Chair shall select one candidate at random to present. Non-presenting candidates must be excused from the room. Presentations shall take no longer than 15 minutes and follow up questioning shall take no longer than 15 minutes.
- f. After all candidates have presented, discussion for the position shall open.
 - i. An active list of members wishing to be heard will be kept by the Chair. Members will be called upon in chronological order.
 - ii. The acting chair of the GBM may interrupt a member who they believe is intentionally delaying discussion.
 - iii. When discussion has concluded, a member may motion to vote. The motion requires a second and a simple majority to pass.
 - iv. The candidate receiving the largest number of votes shall win.
 - 1. If there is a two person tie, other losing candidates will be eliminated, and discussion will reopen following the same procedures listed in the above. Another vote between the two candidates will then be taken.
 - 2. If there is a tie between more than two people, other losing candidates will be eliminated, and discussion will reopen following the same

procedures listed in the above. Another vote between the remaining candidates will then be taken.

Closing a Meeting

Once all agenda items have been discussed, the Chair will ask the membership if they have anything to discuss. Discussion will follow the above listed rules. When there is no more response from the membership, the Chair may close the meeting.