

# Rules of Order for Honor Board General Body Meetings

*Created: S. Arlington 11-14-12*

*Last Revised: E. Piper 2-12-16*

1. Opening a General Body Meeting
  - a. At any point after the time appointed for the General Body Meeting, if quorum for the Board has been met, the Chair may announce that the meeting is open, and discussion of the agenda items will commence.
2. Agenda Structure
  - a. The Agenda for General Body Meetings will follow the structure outlined below. The specific agenda for the week will be created in advance of the meeting by the Chair.
    - i. The previous week's meeting minutes will be approved by unanimous consent.
    - ii. Discussion of each open investigation, in chronological order of the date the investigation was opened.
    - iii. Reports from executive board members and chairs.
    - iv. Upcoming events, in order of their dates.
    - v. Updates to any internal documents.
    - vi. Miscellaneous items. The ordering of these items will be determined by the Chair in collaboration with the executive board. If any of these items are deemed critical by the Executive Board, they may be moved before the open investigations.
    - vii. Nominations or voting for internal elections.
  - b. The final order of each week's specific agenda is at the discretion of the Chair.
3. Discussion of Honor Board Investigations.
  - a. The discussion of each investigation shall open with the Chair introducing the case number and calling upon a member of the investigative committee to present updates since the last General Body Meeting. Honor Board members who were witness to the violation to which the case pertains must leave the room for the duration of the update.
  - b. Once the investigative committee has presented the new information, or explained their proposed penalty, the Chair will open and facilitate discussion.
    - i. An active list of members wishing to be heard will be kept by the Chair, and members will be called upon in order once the previous member has concluded speaking.
    - ii. In the case that the Chair (or acting chair of a meeting) feels a member is intentionally delaying the discussion by filibustering; he may interrupt the member.
    - iii. If a penalty is being discussed, a member, at any time during discussion, may propose an amendment to the proposed penalty. For the amended penalty to become the active item, it requires a second from another board member and a majority vote by hand. (\*Note: this penalty does not immediately pass. The

amended penalty replaces the original proposition as the active discussion item, and will follow relevant voting requirements.)

- iv. At any time when the discussion list kept by the Chair is empty, any member (including the Chair) may make one of two motions depending on whether or not a penalty vote is to be taken.
    - 1. For an investigation with no penalty or motion to drop on the table, the discussion may be closed by one of two methods.
      - a. The Chair, upon receiving no response after asking the assembly for further discussion, may table the discussion.
      - b. If a member believes discussion has become cumulative, he or she may make a motion to table discussion. This vote must be seconded and passed by majority consent.
    - 2. If a penalty is being discussed, a motion to vote followed by a second will result in the vote immediately being taken by the Chair – whether or not it is passed to be determined by the governing bylaw.
      - a. The vote will be taken by hand unless it is requested by any member that the vote is taken by roll call or by paper ballot. Such a request may not be ignored, and requires no second.
        - i. If two members separately request a vote by roll call and paper ballot, the vote will be taken by paper ballot.
      - b. If the vote fails, discussion will immediately re-open.
        - i. If, in the course of discussing a penalty, the membership is unable to have a passing vote on any proposed penalties, the Chair (or acting Chair of the meeting) may motion to table discussion of the penalty until the subsequent meeting. This motion must be seconded, and requires a 3/4<sup>th</sup> vote of the membership in attendance to pass.
4. Discussion of Other Concerns
- a. Each agenda item will be explained in order by a member of the Executive Board or by a member of the Board called upon by the Chair.
  - b. Upon explanation of each item, if a vote is to be taken, discussion will be opened by the Chair putting the question to the members.
    - i. An active list of members wishing to be heard will be kept by the Chair, and members will be called upon in order.
    - ii. In the case that the Chair (or acting chair of a meeting) feels a member is intentionally delaying the discussion by filibustering; he may interrupt the member.
    - iii. At any time when the discussion list kept by the Chair is empty, any member (including the Chair) may make a motion to vote, which requires a second.
      - 1. Unless otherwise provided for, any such vote requires a simple majority of the votes cast to pass.

- c. If an item is not to be voted upon, the appropriate member will give his/her update to the Board. Discussion of the ongoing investigation will automatically open. To ensure that all members have an opportunity to speak, the discussion will remain open until the discussion list kept by the Chair is empty. At that time, any member (including the Chair) may make a motion to table discussion, which requires only a second to pass.

#### 5. Internal Elections

- a. At the general body meeting the week prior to the internal election date governed by Bylaw XII, Section 12.02, the serving Chair will call for nominations for each executive board position.
  - i. Any member may nominate any other member or himself/herself. If present, the nominee may accept, decline, or defer the nomination, with any nominees not present counted as deferring. All deferred nominations will be accepted or declined at or before the beginning of the following meeting.
- b. As per Section 2.A.V, the voting during the week of internal elections shall be the last agenda item. The order of positions to be elected shall be as follows – any member who is not elected for a position may automatically transfer their nomination to the subsequent position to be voted on. The Chair (**\*If the Chair is running for the position to be voted on, then all responsibilities herein described shall be appointed to another Board member**) shall ask each such candidate their preference in-between the vote being taken on each position.
  - i. Chair
  - ii. Vice Chair
  - iii. Corresponding Secretary
  - iv. Recording Secretary
- c. For each position, the Chair shall select one candidate at random to present first. The other candidates will be excused from the room while the selected candidate speaks to the Board. This presentation shall last no longer than 15 minutes, with up to 15 minutes of questioning from the membership. Each subsequent candidate will be called in and will present in the same manner.
- d. After each member has presented, the Chair shall moderate discussion between all board members on the candidate. There shall be no time limit upon discussion, and only in extreme circumstances wherein quorum is lost may the discussion be tabled.
  - i. An active list of members wishing to be heard will be kept by the Chair, and members will be called upon in order.
  - ii. In the case that the Chair (or acting chair of a meeting) feels a member is intentionally delaying the discussion by filibustering; the Chair may interrupt the member. The membership will be polled, and if they disagree with the Chair, the member may continue with his or her comment.
  - iii. When any member, including the Chair, believes that discussion has reached a natural conclusion, they may motion to vote. This motion requires a second and majority consent before the vote is taken.

- iv. At such a time as the vote is cast, the candidate receiving the largest number of votes cast shall be the victor.
    - 1. In the case of a tie where there were more than two candidates, the other candidates shall be eliminated and a re-vote shall be immediately taken.
    - 2. In the case of a tie where only two candidates were in consideration, discussion will immediately re-open as provided for above.
- 6. Closing a Meeting.
  - a. Once the end of the week's agenda is reached, the Chair will ask the membership if they have any matters that must be discussed. Any matters brought up by the membership shall be discussed, following the provisions laid out under Section 4 of these Rules of Order.
  - b. When the Chair's requests for further items to discuss no longer elicit any response, he may close the meeting.