Meeting Etiquette and Voting Protocols

Occasionally, matters of Importance are presented to the Command Board that have been brought forward by a motion and carried by a second and third motion. These items will sometimes require that a vote be taken by the Command Board in order to be implemented, enforced or executed, etc.

When these situations arise, there are certain protocols for proper proceedings during meetings and especially during voting sessions. Below is a list of both expected Etiquette during Meetings and the Procedural Protocols for voting activities.

MEETING RULES OF ETIQUETTE:

> Arrive early and resolve any connection problems prior to the scheduled meeting time.

> Before the meeting, try to isolate yourself and minimize all background noise so there will not be any interference or disruptions, coming through your microphone.

> When the meeting starts, Mute your microphone and only turn it on when it's your turn to speak or you have been called upon.

> As discussions proceed, if you wish to participate then you can indicate so by entering into the chat box "HAND UP". This will alert the Host that you desire a turn at adding your input to the conversation.

> Keep all idle chit chat in the chat box to a very minimum, while the Meeting is in session, this will prevent the Host from missing the indications that people have their "Hand Up" in the chat box area.

> Please wait for the Host to call your name before jumping into the conversation. If for some reason, you are skipped over, then simply re-type "Hand Up" again so you can be acknowledged.

> Do not attempt to Introduce one motion on top of another that is already in progress.
PROTOCOLS OF THE VOTING PROCEDURE:

1) A Command Board Member has brought forth an issue that requires or has been approved for a vote by the Board.

2) The National Director introduces the Topic or Issue and then hands over the floor to the Member(s) who tabled the Item, for them to present their discussion.

3) Once the presentation is complete, the National Director will open the floor for discussion at which time the Board Members shall indicate they have input by typing "Hand Up" in the chat box. The National Director will call upon each Member in turn of which they Raised their hand.

4) After everyone has been given the opportunity to present their questions, comments or suggestions, etc., the National Director will summarize any conclusions based on the discussion that just took place regarding the Issue.

5) Once the Summary of the Issue has been presented, he will call for a Motion on the Issue at hand.

   The Motion can either be to simply adopt any resolutions that were summarized or to take a formal Board Vote in certain matters of greater importance, such as vettings, suspensions, new policy, benefit changes or additions, etc.

6) If the motion to vote is accepted, then the actual vote issue itself is to be typed into the Chat Room Box for all to read and clearly understand what they are voting for or against. Yes or No

7) The National Director will read the Vote topic one more time and then he will go through the room list of all those who are present and call for each persons vote.

   This will include each Commander, Executive Officer, State Coordinator and all other National Staff Members and Officers ,with voting privileges, who are present.

   If a person misses the meeting for any reason, excused or un-excused, and is not present, then they forfeit their opportunity to vote. There will be no votes by proxy, unless otherwise approved beforehand by the National Director.
8) When all the Votes are taken, they will be counted and a Vote shall Carry or Stand with a majority cast of 2/3rds.

If a Vote does not Carry by the required 2/3rds. then a motion can be made for further discussion of the topic or issue.

At the end of this additional discussion, a motion will be made to take a Final Vote on the Topic.

If the second Vote produces the same result then the vote will Not Carry and the subject matter will be closed at that time.

**SUMMARY OF PROCEDURES**

1) Motion Brought Forth to National Director

2) Motion Introduced

3) Motion Presentation by Sponsor(s)

4) Motion is Opened for Discussion

5) Summary Conclusions and Request for Motion to Vote

6) Voting Procedure and Count

7) 2/3rds Vote Carries the Motion to Adopt

8) End of Motion Procedure or Final Discussion for Re-Vote

End of Procedure