

CONDUCT OF MEETINGS

(This policy also applies to committee meetings, as appropriate.)

- A. Call meetings to order at appointed time, or as soon thereafter as a quorum is present.
- B. If requested, have the Minutes of the previous meeting read aloud (if lengthy, a summary will do), make corrections and/or approve.
- C. If committee is making a recommendation to the VTDDC it should be in the form of a written motion and included on the VTDDC agenda.
- D. The President should repeat all motions and ensure that the recorder has a proper written motion before it is seconded or debated. After debate closes, the motion should be read to the assembly and the effect of a “yes” or “no” vote will be explained before a vote is taken.
- E. Prior to each formal vote, the VTDDC will take a break for up to 5 minutes in order to provide members with time to think and to discuss decisions with support people or other VTDDC members or staff. Additional time will be given to members upon request.
- F. Votes shall be made by voice and by raising one’s hand.

[Adopted October 22, 2004.]
- G. After every vote, the President should state whether the motion passed or failed and the next order of business.
- H. Robert’s Rules of Order Revised should be followed as much as possible. Realizing that most people are not experts on Rules of Order, the President should be allowed considerable latitude while conducting business – Rules of Order should not be allowed to impede the conduct of VTDDC business. However, standard procedures for making motions and amendments and disposing of each should be followed.
- I. The President should adjourn meetings at the prearranged time or ask for a motion for a meeting extension.

[Adopted November 19, 1982. Revised September 14, 1992. Revised May 2, 2003. Sections E & F adopted October 22, 2004.]