

## Roberts Rules of Order

- According to our By-Laws the annual meeting must be conducted in accordance with Roberts Rules of Order (Newly Revised Edition). The following is a summary of Roberts Rules for our annual meeting.
- Speaking at the Meeting:
  - In order to bring discussion to a meeting conducted in accordance with Roberts Rule, a member must make a motion. The motion needs to be seconded, then the “question is put” to the assembly by the chair, then debate (discussion) is allowed. There will be two opportunities for motions: One in the “Questions” period following the Annual Report and another in “New Business.”
  - In order to speak you must be a member in good standing. To speak you must first obtain the floor by rising after the floor has been yielded and then you must be recognized by the Chair. After being recognized, state your name then state your position or question. When completed be seated then the floor is yielded in debate.
  - In speaking at an assembly the following rules of decorum should be followed:
    - There should be no attack on a member’s motives. Statements should be limited to the merits of the question.
    - All remarks should be addressed to the chair.
    - The use of member’s names should be avoided.
    - Members should refrain from disturbing the assembly by talking when someone else has the floor or any other action that disturbs the assembly.
  - Speeches/questions will be limited to 3 minutes.
  - A member is only allowed to speak 2 times on an issue and will not be recognized to speak the second time until all other speakers have spoken one time.
- Voting:
  - No matter how many lots a member owns they are only entitled to one vote. If more than one person is listed as the owner of a lot only one person may vote. A member must be “in good standing” (dues paid) in order to vote.
  - Approval of motions requires a majority of votes cast and will be by a show of hands. Proxies are allowed.
  - Election of Directors will be by secret ballot or by voice vote. Proxies are allowed. A maximum of one vote per vacant position is allowed (i.e., you cannot vote for more than 3 candidates). The person(s) receiving a plurality of votes cast shall be elected.