

## Rules for Meetings

The St Michaels Art League adopts the following rules for the conduct of its meetings including General Membership, Special, Executive Board and Committee meetings.

### Scheduling of Meetings

- A. General Membership meetings are held on the third Monday of Sept, Oct, Nov, Jan, Feb, Mar, Apr and May at 9:30 am at the Christ Church parish hall, St. Michaels, MD. Special meetings or changes in dates and locations may be made by e-mail notification to the membership and posting on the Art League's web site ([www.smartleague.org](http://www.smartleague.org)). The Art League President or other designated member will preside.
- B. Executive Board meetings are normally held on the Tuesday preceding a meeting of the General Membership. The time and place as designated by the President. Notification is by phone or e-mail to the officers and invited committees. The Art League President or other designated officer will preside.
- C. Special Meetings are held in accordance with the requirements in the Bylaws.
- D. Committee meetings are at the call of the committee chair who will preside.

### Agenda

- A. The meeting chair should prepare an agenda of items to be discussed at the meeting. The agenda may be sent to participants in advance for Board or committee meetings, but is not required. The agenda need not be formally adopted for any meetings.
- B. A Treasurer's report shall be made at both general membership meetings and Board meetings.
- C. Reports and discussion of upcoming events shall be included in both general membership and Board meetings.

### Conduct of Regular Meetings

- A. The chair may call a meeting to order formally or with simply statements such as, "Let's get started."
- B. Agenda Items
  - a. The chair will introduce each agenda item and open it to committee reports and/or informal discussion.
  - b. Members wishing to speak will raise their hand to be recognized at general membership meetings, or speak when the prior member has finished in smaller meetings.
  - c. Members may speak several times during each discussion, but the chair will assure that all interested members have an opportunity to address the topic, and to prevent one member or group from dominating the discussion. If the chair believes a view has been adequately stated, the chair may end discussion.
  - d. The chair may participate in discussions.
  - e. If discussions appear to have reached a consensus, the chair or other member may state the conclusion as reached "subject to any objections". If there are no objections, the

stated consensus has been adopted without formal process of motions, seconds and votes.

- f. Items may be deferred for further consideration by a committee or at a subsequent meeting, again by a consensus statement subject to objection.
  - g. No action, whether by vote or consensus subject to objections, is required for announcements or reports, and no minutes are required of such reports.
  - h. If a member desires, a formal vote may be requested.
    - i. In this case, the consensus shall be reduced to a written motion, which will be read aloud. A second is required.
    - ii. Discussion of the content and meaning of the motion shall follow.
    - iii. After which the chair shall call for a hand vote “for” and then “against” the motion. The hands for and against shall be counted and recorded in the minutes.
- C. Non-agenda Items – at the conclusion of the agenda items, the chair will ask for any other topics to be discussed or other announcements. Discussion and any needed resolution shall follow the procedure of agenda items.
- D. Reconsideration – if a member has new information for consideration of an issue that has been already decided in the meeting, it may be proposed for reconsideration, stating the reasons. A hand vote is required to reconsider a previous decision.
- E. Adjournment – When all items have been dealt with, the chair may adjourn the meeting.

#### Special Meetings

- A. Meetings held to elect officers or to change By-laws are Special Meetings.
- B. Specific requirements for notices, quorums, and items to be considered at Special Meetings are specified in the By-laws.
- C. A Special Meeting may be conducted within a Regular Meeting and follow the process below.
- D. Special Meeting Process
  - a. The chair will state that a formal meeting is being called to order to address the specific topic under consideration.
  - b. The chair shall assess whether a quorum, as stated in the By-laws, is present and so state. If there is not a quorum, the Special Meeting shall be adjourned without consideration of the issue.
  - c. The chair shall introduce the topic and open it to discussion.
  - d. When discussion has been concluded, the chair or other member may make a motion to approve or disapprove of the proposal as presented or with changes raised by the members. The motion must be seconded.
  - e. A hand vote may be taken, and those in favor or opposed will be counted and recorded in the minutes of the meeting.
  - f. Any member may call for a secret vote by ballot. At which time, each member shall be given a slip of paper on which to write their vote in favor or opposed (or similar words).
  - g. No new issues which had not been included on the notice for the Special Meeting may be considered.
  - h. When all issues of the Special Meeting have been handled, the chair shall adjourn the Special Meeting and continue with the regular meeting, if appropriate.

## Minutes

- A. Formal minutes of General Meetings and Board Meetings shall be kept by the Recording Secretary, or designee, of resolved issues. Reports and announcements which do not include an action by the meeting, need not be included in the minutes.
- B. At a minimum, the minutes shall contain:
  - a. The date and location of the meeting.
  - b. The quorum requirements of the By-laws or the names of Board members present at their meetings.
  - c. Any decisions reached during the meeting, noting either the votes in favor and opposed, or if adopted by consensus without objection.
- C. The Recording Secretary (or designee) shall prepare minutes for general membership, special and Board meeting actions and present them to the Board for approval at the next Board meeting.
- D. The Recording Secretary shall retain copies of these meeting minutes in official records of the Art League.
- E. Committee Meeting minutes may be kept as desired by the committee and retained in their informal committee files.

## Parliamentarian

- A. The Recording Secretary shall act as the parliamentarian to rule on questions as to compliance with these rules.

Adopted by the Executive Board of the St. Michaels Art League at the Board Meeting on January 9<sup>th</sup>, 2018.