



## Homes First Society - Rules of Order

### Background:

Some key guiding principles:

- The Chair must recognize or acknowledge before anyone speaks.
- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Listen to the other side.
- Focus on the issue, not personalities.
- Avoid questioning motives.
- Be polite and respectful.
- Only one thing (motion) can be discussed at a time.
- Discussions are to be brief, on topic, and move along.

### Purpose:

Some key procedural rules for HFS Board and Committee meetings are outlined below and should be followed at all Board and Committee meetings.

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made (“I move that....”). A person must second the motion (“I second it”). After discussion the group then votes on the motion. A majority vote is required for the motion to pass (as specified in the bylaws).
2. **Postpone Indefinitely:** When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion (“I move to postpone indefinitely...”). A second is required. A majority vote is required to pose the motion under consideration.
3. **Amend:** this is the process used to change a motion under consideration (“I move to amend the motion”). This also requires a second. After the motion is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended version.
4. **Commit:** this is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. **Table:** to table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time (“I make a motion to table this discussion until...”). A second is needed and a majority vote is required to table the item being discussed.

Note if more than one motion is proposed, the most recent takes precedence over the ones preceding it.

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- Created in May 2019.
  - Approved by the HFS Governance and Nominating Committee on May 8, 2019.
  - Approved by the HFS Board of Directors on May 14, 2019.
  - This policy applies to all Homes First Society Board and Committee meetings.