A note from the Parliamentarian.

Following the July Virtual General meeting some feedback was received suggesting that the meeting was not conducted properly and that the Parliamentarian did not provide proper guidance. While I agree that it could have gone smoother, I offer up the following:

We are all volunteers

Virtual meetings are new to most of us

Some of us are not as computer savvy as others

My copy of Roberts Rules is 670 pages of small print

We are doing the best we can

With that said, **Per RR, someone is designated Chair to conduct the meeting**. Usually this would be the Commodore, but the Commodore may designate someone else. In our case, that would probably be the Vice Commodore, but another individual may serve as well. Their job is to make sure the meeting stays on track. This can include responsibilities such as reading agenda items, stopping arguments, and interrupting when a discussion has gone on too long.

**Everyone else’s job is to stay on topic**

**Participants get their turn to speak.** In a virtual meeting this is accomplished by the “raise hand” button. The Chair will recognize the raised hands in fair order, allowing everyone who wishes to speak to have their turn. Before an individual can speak again, the Chair will ensure that everyone who wishes to speak to the motion being considered has had the opportunity to do so.

As a reminder:

Motions presented on behalf of a committee do not need a second, provided the committee consists of more than one individual. (Robert’s Rules, 11th edition, page 36)

All motions need to allow for discussion prior to voting.

Meeting minutes are intended to capture the main points of a discussion. They are not a verbatim recording of the discussion.

At the conclusion of the meeting, the opportunity for anyone to speak “for the good of the club” will be observed. The Chair will call for “good of the club” and members may use the “raise hand” function to be recognized.

Only the Chair or designee may call for a motion to adjourn. At that point anyone who is authorized to make a motion may do so. At a Board Meeting, this would be restricted to a member of the Board. At a General Meeting, any member in good standing may make the motion.