

Reminder- Robert's Rules of Order. Please remember to follow Robert's Rules of Order when running your SAC meetings. Any item that is being voted on must have a motion made and then a second before voting. Items that must be voted on include meeting minutes, funds requests, and other SAC decisions that require consensus of the group.

Here are some tips:

When a motion is made, someone else must second it or it cannot be voted on. The name of the person who makes the motion and seconds it should be in the minutes.

Then discussion is held.

After the discussion, if no changes need to be made to the motion, the chair repeats the motion and asks for everyone to vote by saying "aye".

They must also ask for "nays" even if everyone said "aye", just to be sure all votes are verified. The outcome of the vote needs to be in the minutes.

Ex. Jim Smith made the motion to " ". It was seconded by Carol Johnson. After discussion, the vote was taken and a majority of the board approved the motion.

If after the discussion of the motion, it appears most want the original motion to be modified, someone can make a motion to "amend" the original motion.

It needs a second.

Then the amendment to the motion is voted on first.

Then the original motion including the revised amendment is voted on with both "ayes" and "nays" votes being taken.

Ex. of how to put this in the minutes -

Jim Smith made the motion to " ". It was seconded by Carol Johnson. After discussion, Tom Smith made a motion to revise the original motion by " ". It was seconded by Sharon Jones. When the vote was taken, a majority of the board approved the amendment. The original motion including the amendment was then reviewed by the chair. When the vote was taken, a majority of the board approved the revised motion. The final approved version of the revised motion is " ".