

101<sup>ST</sup> AIRBORNE DIVISION ASSOCIATION

BOARD OF GOVERNORS MEETING

**RULES OF ORDER**

1. When the President takes the chair, the Officers shall take their positions and the Governors shall be seated, and at the sound of the gavel there shall be general silence.
2. The President shall ascertain that a quorum is present and then open the meeting in due form.
3. The President shall preserve order and pronounce the decision of the Governors on all subjects; he shall decide all questions of order without debate, subject to an appeal to the Governors in attendance by any member thereof, which appeal must be seconded, when the question shall be: "Shall the decision of the chair stand as the judgment of the Governors?"
4. No question shall be stated unless moved and seconded, not to be opened for discussion until stated by the President and when a question is before the membership the only motions in order shall be:
  - a. To Lay on The Table
  - b. The previous question
  - c. To indefinitely postpone
  - d. To postpone to a day certain
  - e. To recommit
  - f. To refer
  - g. To amend

Such motion shall take procedures in the order here arranged, and the first two shall be decided without debate.

5. On the call of three members for the previous question, the chair shall put the question in this form: "Shall the main question now be put?" If the motion be carried, the vote shall first be put upon all pending amendments after which upon the main question.
6. No motion shall be made by any Governor or Committee Chairman while another is speaking. The chair shall not recognize a motion or second made contrary to this rule.
7. If, on taking a vote upon any question (except in balloting for Officers), the Governors are evenly divided, it then becomes the duty of the President to give the casting vote; in so doing he may, if he desires, give the reason for such vote.
8. Resolutions shall be presented in writing, signed by the Governor or member offering the same and shall not be before the Governors until it has been read by the President or the Secretary. Any member may bring an emergency matter before the Board of Governors during 'New Business' of the agenda.
9. When any communication, petition or memorial is presented, a brief statement of its contents shall be made before it is read, and after it has been read a brief notice of its purpose shall be entered on the minutes of the meeting.
10. When the reading of any paper is called for, and an objection is made by any Governor, it shall be determined by a vote of the members of the Board of Governors.
11. No Governor, or member of the Association, shall be interrupted while speaking, except to be called to order, or for the purpose of an explanation.
12. If, during a Governor's remarks, any other Governor, or member of the Association should desire to give information pertinent to the subject and short in nature, or to ask a question of the same character, to be answered by the Governor, or Association member having the floor, said Governor or Association member must request, through

the chair, the Governor, or Association member having the floor for permission to that effect, and, if refused, shall immediately resume his seat, the floor still remaining in possession of the first mentioned Governor, or Association member, but no Governor, or Association member shall keep the floor more than five minutes if any objection is made.

13. If a Governor, Association or guest member, while speaking be called to order, he shall, at the request of the President take his seat until the question of order is determined, when a question of order is resolved if permitted, he will again claim the floor and resume.
14. When a Governor, or Association member, has the occasion to make any verbal communication to the Governors, motion or otherwise, he shall address himself to the President by his proper title, who shall thereupon announce the Governor, or Association member to the membership as having the floor by calling the name of same. Until thus recognized by the President no Governor or Association member shall attempt to speak.
15. Governors, or Association members, shall confine themselves to the question under debate, and avoid all personalities, indecorous or sarcastic language.
16. If two or more Governors, or Association members, or any combination thereof endeavor to obtain the floor at the same time, the member first addressing the President by his proper title, and first heard by him, shall be adjudged the floor; and no Governor, or Association member shall speak more than once on the same subject or question until all who wish to speak shall have had an opportunity to do so, no individual will address a question more than twice, without permission of the President.
17. Before putting the question the President shall ask "Is the membership ready for the question"? When, if no member requests permission to speak, he shall rise and put the question, and after he has risen for that purpose, no further discussion or motions shall be entertained until the question has been decided. While the President is addressing the membership, or putting the question, silence shall be observed in the meeting place.
18. After any question, except one of indefinite postponement, has been decided, any member who voted with the majority may, at the same or next Board Meeting, move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered. A motion to reconsider a vote to reconsider cannot be entertained.
19. A motion to rescind can only be carried by a two-thirds vote of the Governors present and voting.
20. When a member has been called to order for a manifestation of temper or improper conduct he shall not be permitted to speak again on that subject, unless by advice and consent of the Governors voting in the affirmative.
21. In speaking on points of order, the President shall have the precedence; but he cannot speak on any other subject, except to state the facts within his own knowledge.
22. No Governor shall retire without permission of the President. During the opening and closing of the meeting, reading of the minutes, balloting and installation of officers the doors of the meeting place shall be closed and no one may enter till the issue is concluded.
23. Any member having made a motion may withdraw it with the consent of his second before it is debated, but not afterwards without permission of the membership of the Board of Governors.
24. No motion to adjourn can be entertained; but when the regular order of business shall have been completed, the meeting shall be closed in due form, except that the President may adjourn any meeting for the purpose of maintaining order and reopen it any time after order has been restored.