

ICCMC Meeting Protocol and Procedures



MOTION:

1. To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in our bylaws.).

TABLE:

2. 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 the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

VOTING ON A MOTION:

3. Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "**Aye.**" Those opposed say "**No.**" Wait, then say "**The motion is carried,**" or "**The motion is lost.**"
4. The meetings conclude with **action items, due dates, accountability** and **closing prayer.**