

## **ADDENDUM**

### **RECOMMENDED AMERICAN SOKOL RULES OF PROCEDURE**

1. The Sokol greeting shall be “Nazdar!” and members shall address each other as “Brother” or “Sister”.
2. All proceedings should be proper and worthy of the enlightened mission of Sokol.
3. All personal terms listed in the Constitution and Bylaws shall be considered non-gender specific unless stated.
4. Every adult American Sokol member has the right to attend the meetings of any Sokol Unit or District in the American Sokol as a guest, without voting rights. Every adult member of a Sokol Unit has the right to attend the committee meetings of that unit as a guest, without voting rights.
5. Attendance at a meeting by telephone or similar technology is allowed if authorized by that body.
6. Each body or committee sets the minimum number of members needed for a quorum.

### **GENERAL MEETING PROCEDURE**

1. Sokol meetings generally follow the procedures set forth in the current authorized edition of Robert’s Rules of Order.
2. The meeting is opened and conducted by the President, or the Vice-President in the President’s absence. If neither the President nor Vice President(s) are present, the Secretary calls the meeting to order and calls for the election of a Chair pro-tem.
3. It is the duty of everyone present to behave properly and attend to the proceedings. No one may speak without the President’s permission.
4. Only omissions or errors of the Secretary may be corrected in the minutes of preceding meetings.
5. If there is no objection, the President shall decide upon the questions of procedure without debate. If there is any objection, the question is submitted to the assembled members for decision.
6. Whoever wishes to speak asks the President for the floor. Securing it, the individual rises and addresses the President, never another individual.
7. Only one member may speak at a time.
8. If a number of members request the floor at the same time, the President shall decide, according to his own notations, the order in which they shall speak.
9. The speaker must restrict himself to the matter under discussion, and avoid insulting or indecent language, or personal attacks. Failing this, the President will call the speaker to order. If the speaker continues improperly, the floor will be taken from him and permission denied to speak further on the matter under discussion.
10. No one should interrupt the speaker in any way except to call him to order if it is felt he is straying from the matter under discussion. The President decides the issue.
11. Every member has the right to speak twice to each motion, except the person proposing the

motion who may speak three times. No one will be permitted to speak a second time until all those who requested the floor had the opportunity to speak once. Anyone wishing to speak for a third time must secure the permission of the assembly. If a time limit has been set for each speaker, they may continue beyond the time limit only with the permission of the assembly.

12. The President may direct that a motion be tabled for study by the proper committee or a newly-formed committee before further action is taken in open meeting.
13. A motion without a second is not acted upon.
14. A motion may be withdrawn or amended only with the agreement of the proposer and the person seconding it.
15. Two different motions cannot be presented at the same time.
16. During the discussion of any motion, it is permissible to make any of the following motions: a) to adjourn the meeting, b) to table the motion, c) to end debate and vote, d) to postpone the issue, e) to send to committee. An immediate vote will decide the request.
17. If a motion to end debate is passed, those who had requested the floor before the motion was carried are allowed to speak.
18. A matter that has been tabled cannot be acted upon if another matter has not been presented in the meantime.
19. The President names the members of temporary committees. It is customary for the President to name first the member who made the motion for the committee, who becomes the committee chair.
20. A motion to reconsider a matter that has already been voted on must be presented by a member who did not vote with the non-prevailing side. If the motion to reconsider receives a two-thirds (67%) vote of those present the original decision is set aside and a new motion proposed.
21. Voting will be by show of hands unless a roll call or secret ballot is requested.
22. The presiding officer has full voting rights, however to protect his impartial position should not exercise those rights unless his vote would affect the outcome; either to break or cause a tie; or to achieve or not achieve a required percentage (50% or 67%).
23. Should the presiding officer decide to participate in a debate, he surrenders the chair to the Vice-President or next succeeding officer for the duration of the issue.