



## EXPAND-ABLE HORIZONS

### RULES OF ORDER

The purpose of this document is to set the guidelines and procedures necessary to ensure that meetings - either formal or informal – are conducted in an organized, effective and efficient manner as to guarantee respect, participation, and acknowledgement of all members and ideas.

1. Meetings shall be held as prescribed in the Bylaws for Expand-Able Horizons and may be attended by any members in good standing.
2. The President will guide the meeting according to the agenda and actions of the meeting will be recorded by the secretary.
3. Business will be conducted one item at a time with one person speaking.
4. Meetings should resolve and discuss major issues. Details should be assigned to committees or individuals as necessary.
5. One person, identified by the President or presiding officer, will speak about each topic at one time. Individual input per item, per topic is limited to 3 minutes.
6. Discussions are limited to the topic at hand.
7. Discussions should be stopped when they become redundant. Points requiring additional discussion or information should be assigned to an individual or committee or tabled as unfinished business in the agenda for the next meeting.
8. The Board will take action following a motion, a second, and a discussion.
9. Votes will be called by the President and a majority will rule.
10. Meetings will be limited as close as possible to two hours. If all agenda items cannot be completed in that time, a special meeting should be scheduled.
11. Every meeting should be conducted according to an agenda provided by the secretary one week prior to the meeting and to include the following topics as necessary and available.
  - a. Welcome
  - b. Approval of minutes (from previous meeting)
  - c. President's report
  - d. Treasurer's report
  - e. Secretary's report
  - f. Individual or Committee reports
  - g. Unfinished business
  - h. New business
  - i. Member's comments/concerns (limited to three minutes per member)
  - j. Date of next meeting
  - k. Future agenda items
  - l. Adjournment
12. All meeting individuals will conduct themselves according to the **Code of Conduct** and assist in furthering the goals and success of the organization.

---

#### Expand-Able Horizons