

Parliamentary Procedures

Aki. Nishihara
IEEE Region 10
Former Bylaws Coordinator

IEEE Bylaws

- I-300 General

Parliamentary Procedures. **Robert's Rules of Order** (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Executive Committee, Major Boards, Standing Committees and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.

Robert's Rules of Order

- Official page

<http://www.robertsrules.com/>

First edition in 1876, latest is version 10 in 2000

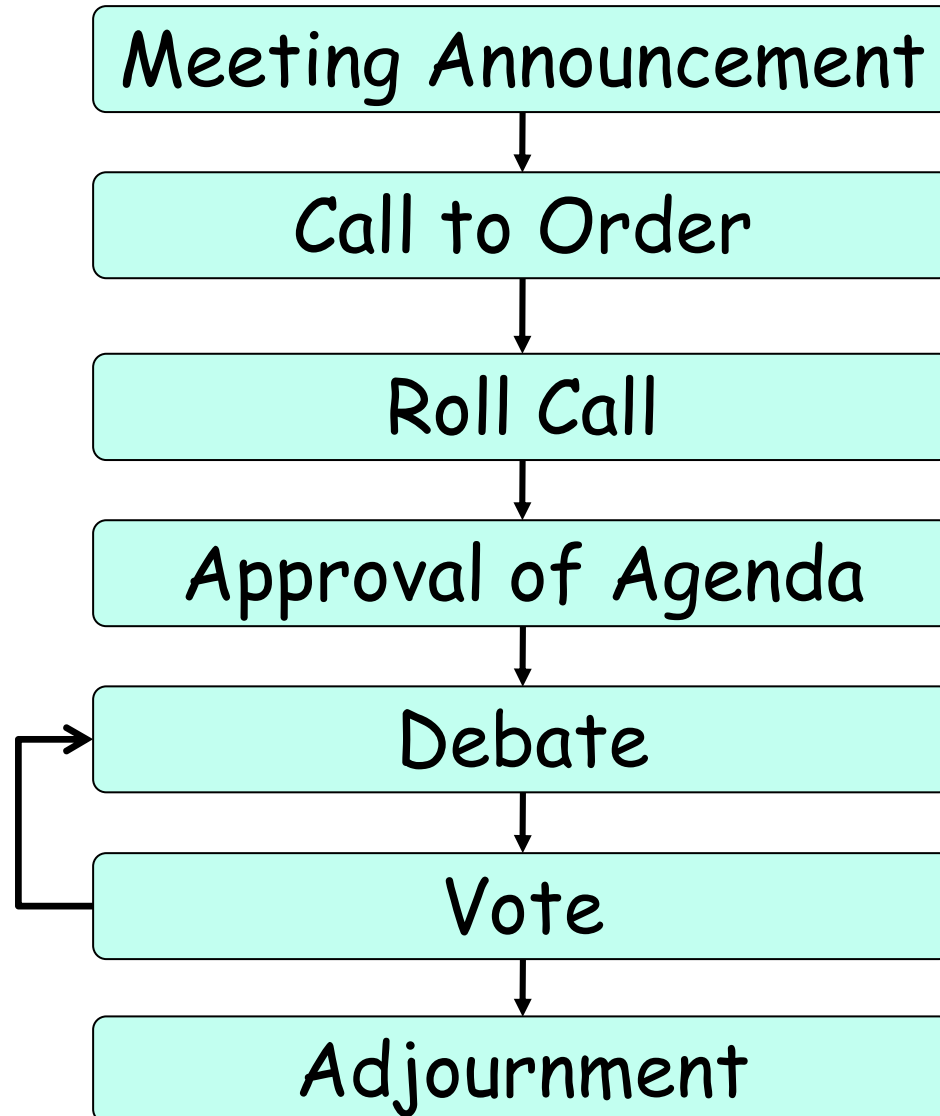
- Public domain version (version 4 in 1915)

<http://www.constitution.org/rror/rror--00.htm>

Order of Business

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of the Minutes
- Reports of Officers, Boards & Standing Committees
- Reports of Ad Hoc Committees
- Announcements
- Special Orders
- Unfinished Business
- New Business
- Adjournment

Meeting Process



Check Quorum - majority
at least half of Sections
Proposed in advance
in principle

Regional Committee

5.1 Voting Members

- Region 10 Officers
 - Chair (Director)
 - Vice Chair (Director-Elect, Immediate Past Director)
 - Secretary
 - Treasurer
- Ex-Officio
 - Section Chairs
 - SAC Chair
 - Standing Committee Chairs and Coordinators
- Appointees
 - by Director (Council Chairs, Ad Hoc Committee Chairs)



Rules for Debate

Floor

- with permission of Chair
- No member is entitled the floor more than twice or for a duration greater than 10 minutes on the same question on the same day

Motion

needs to be seconded

Original Main Motion

bring new subjects

Incidental Main Motion

incidental to, or relate to, the business of the assembly, or its past or future action

Subsidiary Motion

the original motion may be modified, or action postponed, etc

Incidental Motion

Questions of Order and Appeal
Suspension of the Rules, etc.

Previleged Motion

Adjourn, take a recess, etc.



Decisions

Region 10 Bylaws 5.3

- The Regional Committee meeting shall generally be conducted in accordance with Robert's Rules of Orders.
- But, decisions will normally be arrived at **by consensus**.
- In cases where a consensus is not achieved after normal channels of persuasion have been tried, decisions may be taken by voting.
- All Committee members are entitled to vote, each member present having one vote.
- The motion will be generally decided by majority vote unless specifically stated otherwise in the Regional Bylaws.

Voting

- Right of Abstention
- No member should vote in a matter of personal interest
- One may not explain their vote during voting
- One may change their vote up until the time the chair has announced the vote
- Voting Procedures are to be determined by the assembly
- The Chair may vote when the vote will change the outcome of the result or when voting by ballot

