

National Association for Kinesiology in Higher Education
Board of Directors
Rules of Order

1. Roberts Rules of Order (as revised) are the Official Rules for use in NAKHE meetings as outlined in **Article XI of the Bylaws**. The Parliamentarian shall interpret the rules and shall advise the President/Chair, who shall have the responsibility for the decision.
2. These rules shall be adopted, suspended, or rescinded by two-thirds (2/3's) vote of the members present and voting provided a quorum is present.
3. Members of the Board shall utilize, whenever possible, the simplest and least complicated procedures (within Robert's Rules) in making and adjusting motions. Unnecessary amendments and substitute motions are to be avoided.
4. The approved agenda will be followed unless there is a motion to consider a matter out of its approved order or there is consensus to interrupt the agenda.
5. All motions shall be written on the approved form and signed by the maker and the seconder of the motion. Makers of motions *may* seek the advice of the parliamentarian as to their format.
6. No discussion should be permitted on an item until a motion has been properly made, seconded, and placed on the floor by the President/Chair.
7. Members shall be recognized by the President/Chair before speaking. Comments should be directed to the President/Chair. Avoid satellite conversations.
8. Debate on one subject shall be limited to twenty (20) minutes unless a motion is approved to debate for a specified additional period. The parliamentarian shall serve as the timekeeper.
9. No individual shall speak to an issue a second time until all who desire to speak have been heard for the first time.
*(For meetings held via conference calls; please identify yourself before making comments).
Individuals participating in conference calls *may* be asked to mute their phone until they want to speak. This helps to cut down on background noise.
10. All motions shall be received, discussed/debated, and then voted on. Motions having financial implications will be considered last. All budget requests with fiscal implications must be sent to the Finance Committee before Board consideration. Requests that have been rejected by the Finance Committee *may* be brought to the Board for further consideration.

11. To stop a debate, a member must seek recognition and then say, "I move the previous question." If the motion is seconded, no further discussion can take place, and the President/Chair must call for the vote on stopping the debate. If the motion receives two-thirds of the votes, the President/Chair will immediately call for a vote on the main motion. If the motion receives less than two-thirds of the votes, debate may continue.

12. The vote will be by voice unless the decision is uncertain or challenged. The vote can then be by a show of hands or ballot.

13. The President/Chair with the approval of the Board, may commit the Board to "*Informal Consideration*" with a terminating deadline for recovering the Board. Informal consideration simply removes the normal limitations on the number of times members can speak in debate. The President remains in the chair. The results of votes taken during this period are decisions of the Board, which are not voted on again, and the proceedings during this period are recorded in the minutes just as they would be if the considerations were formal.

Adopted by Board of Directors: _____

Amended by Board of Directors: _____

Henry H. Ross, Parliamentarian
January 2019