

**Standing Rules of the Cumberland Valley Amateur Radio Club**  
Effective 15 December 2007

1. **Scope.** These rules apply to meetings of the board, the membership, or of any committee formed by the club. Where the word *member* is used in these rules, it refers to the voting participant of such meeting.
2. **Notice.** The President shall prepare or cause to be prepared the notice of meeting, along with a proposed agenda and all those items received by the President for inclusion in the agenda ten days prior to the date of the meeting. This notice and the proposed agenda will be posted on the club's website seven days prior to the meeting.
3. **The Chair.** The President shall preside at all meetings, serving as the Chair. In the absence of the President, the order of succession to the duty of presiding shall be the Vice President, the Secretary, the Treasurer, a member of the Board of Directors. If none of these are present, then a meeting Chair shall be selected by majority vote of the members present.

Once the hour has arrived for which the notice of the meeting was given and the Chair has determined that a quorum is present, then the Chair shall call the meeting to order.

4. **Quorum.** A quorum for a meeting shall be as provided in the bylaws. Proxies are not permitted for either the establishment of quorum or for the conduct of business. A quorum must be present for the meeting to be called to order, and a quorum must continue to be present at all times during the meeting. If the Chair observes that a quorum no longer exists, or determines, upon a point of order from a member, that there is no quorum, then no further business shall be conducted other than to recess while efforts are made to obtain a quorum or to adjourn.
5. **Agenda.** Members who wish to introduce any item of substantive business (other than floor amendments to main motions introduced by committees or other members) shall request that a copy of such substantive business be included in the proposed agenda posted on the club's website. Such items received by the President ten days prior to the meeting shall be included in the proposed agenda. A member may also give similar notice of that member's proposed floor amendment if the proposed floor amendments are received prior to this same ten

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day period. If the President believes that an item is out of order, and the matter cannot be reconciled before the agenda is to be posted, the item shall be included, but the President may add a notation that the Chair intends to rule the item out of order.

At the beginning of the meeting and after the call to order, the proposed agenda shall be submitted for adoption, and then additional substantive items may be added or deleted by means of amendment. Once the agenda has been adopted, it cannot be changed except by a two-thirds vote for such change.

Points of personal privilege that do not relate to the ability of members to participate fully in the meeting do not have to be placed on the agenda; the Chair, however, has discretion in requiring previous written notice as to such points of personal privilege and as to the time on the agenda for the recognition of these points (see Rule 20 below).

6. Rules. These standing rules shall govern the meeting. If a member wishes to amend these rules, notice may be given the President, who shall include any proposed rules amendment in the proposed agenda posted for all members. With this notice, a rule may be changed by a simple majority vote. Without such notice, these rules may be amended, or suspended for a single meeting, by a two-thirds vote.
7. Enforcement of Rules and Appeal. The Chair shall enforce the rules, but a member may appeal a ruling of the Chair. Following a brief statement by the challenging member, and a response by the Chair, the Chair shall put the question, and a simple majority (or tie) shall uphold the ruling of the Chair. The Chair may vote on an appeal.
8. Minutes. The Secretary shall maintain a draft set of minutes, which will be posted on the club's website within ten days after the meeting. At the next meeting, these minutes shall be presented for adoption. The minutes may be amended in order to make actual corrections concerning the debates or votes, but the minutes cannot be changed in an effort to modify actions previously taken.
9. Motions. All decisions of the meeting are made by means of a motion made by a

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member, seconded by another member (or a committee), stated by the Chair, offered for debate, and then put to a vote by the Chair. The motion that initiates a new and independent idea or proposal is the main motion. Motions shall be stated in the positive, not in the negative.

10. Debate. The Chair shall give preference to the maker of the motion to speak first, but not to the seconder next. Recognition shall alternate, so far as practicable, between those who favor the question and those opposing the question. No member shall speak for more than five minutes during debate, nor speak a second time until all those wishing to speak on that same side of the question have spoken, nor speak a third time in debate. A member may yield that member's remaining time to a second member, but that second member may not yield to another third member. All debate shall be directed through the Chair, including questions over which the Chair shall exercise control so as to avoid purely rhetorical or argumentative questions.
11. Closing Debate. If the Chair determines that there has been ample debate, with full opportunity for both sides to be heard, or if the Chair sees that, after several speakers, there are no members coming forward in opposition, the Chair, on its own initiative, may propose that debate be closed. If there is objection from the assembly, then the Chair shall proceed to put the question of whether or not to close debate. Any member, upon proper recognition and not taking precedence in any speaking order and without interrupting any other speaker, may move that debate be closed, provided that there has actually been debate on the issue. The motion to close debate is not debatable and requires a two-thirds vote.
12. Amendments. Changes in the main motion may be proposed by means of amendments which:
  - add to the motion,
  - delete from the motion, or
  - delete from the motion and add (substitute) in the place of deletion.Amendments must be relevant. An amendment may be hostile, but it cannot simply negate the motion it seeks to amend, as by adding the word not to the proposal. All amendments shall be in writing, with a copy provided to the Chair; or lacking that, the Chair shall render the amendment into written form prior to it being debated.

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13. **Other Dispositions of Main Motions.** At any time during debate of the main motion, a member, upon proper recognition and not taking precedence in any speaking order and without interrupting any other speaker, may move:
- to postpone the main motion to some other reasonable time. This motion is debatable and amendable; or
  - to refer the main motion to a committee or some other group or person. This motion is debatable and amendable.
- Upon such a motion, the mover shall first be recognized to speak, and then the mover of the main motion shall have preference in recognition to respond. If an amendment to the main motion is pending at the time, then the amendment or amendments shall remain with the main motion if it is postponed or referred.
14. **Withdrawal of Motions.** Once a motion has been stated by the Chair (or distributed to all members in the notice of meeting) it cannot be withdrawn, except upon approval of the assembly. The maker may request withdrawal, and if there is no objection, it shall be withdrawn. If there is objection, then withdrawal shall require a simple majority vote.
15. **Voting.** The Chair shall put the question and ask for the *ayes* and *noes* by voice vote. If the Chair is in doubt, or upon the request of a single member (who simply may shout *Division!* Without being recognized) the Chair shall make a visual estimate of the vote, either by show of hands or by a standing vote. If the Chair is still in doubt, the Chair may request that the vote be counted. Upon a motion by a member, the assembly may require a counted vote by a one-third standing vote for such a count.
- A roll call vote, in which each individual member's vote is recorded, or a vote by written ballot may be required upon a simple majority vote of the assembly.
16. **Reconsidering a Vote Previously Taken.** A member may request a reconsideration of any vote taken earlier that same day. This motion is debatable. If a member wishes to reconsider a previous vote from an earlier day, actual notice must be given by written notice to be included in the notice of meeting posted on the club's website. Without such a notice, a two-thirds vote is required in order to reconsider a previous vote taken in an earlier day.

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If the motion for reconsideration passes, the assembly shall return to the point in debate at which the reconsidered vote was taken. The sponsor of the motion to reconsider shall be the first speaker recognized, and the debate shall proceed as though the reconsidered vote had never been taken.

17. **Adjournment.** The motion to adjourn is in order at any time, except during a vote, and is not debatable unless there is included in the motion a time to adjourn or a time to reconvene the meeting. A short adjournment, such as several minutes or the time necessary for lunch, may be referred to as a recess.
  
18. **Committees and Committee Reports.** When a committee presents a report to the assembly, the report shall last no more than ten minutes, after which time the chair of the committee shall move the adoption of the recommendations, if any, contained in the report. If the committee report contains no recommendations for adoption, then the chair of the committee shall conclude the report by stating that the report is being filed for information and that no vote is necessary. The motion to adopt the committee's report need not be seconded as it has the majority support of the committee (more than one member). Minority reports may be submitted as proposed amendments to the committee's report. The minority members shall propose their amendments from the floor, as with any other floor amendment.
  
19. **Nominations and Elections.** Election to an office or to membership of the Board of Directors shall be by written ballot, upon nomination by a member at a meeting for which proper notice of nominations and elections has been given. There shall be a nomination speech of no more than three minutes for each candidate and one acceptance speech of no more than three minutes by each candidate. Only members whose names have been put in nomination and who have accepted the nomination in person or in writing and who are otherwise qualified to hold the office for which they seek election may be voted upon. A majority vote shall be required for election. If no candidate has received a majority vote, runoff elections shall be held in accordance with the procedures announced by the Chair to the assembly before the first election takes place. If no such procedures are announced, then the runoff election shall be held, and the runoff ballot shall list those unsuccessful candidates who, arranged in decreasing order of the votes

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received, equal one more than the number of positions to be filled. If more candidates receive a majority than there are positions to be filled, then the majority vote candidates receiving the most votes, in that order, shall be elected.

20. Points of Personal Privilege. There shall be two categories of points of personal privilege:

- **Procedural Personal Privilege.** If a member's ability to participate fully and effectively in the meeting is hindered in some way, that member has the right to be recognized immediately upon a point of procedural personal privilege, and the Chair shall address the problem. Included in this category are situations in which a member has been attacked or challenged and the member, in good faith, believes that an immediate response is necessary in order to preserve the member's status in the organization.
- **Personal Privilege for the Good of the Organization.** All other points of personal privilege shall be recognized at the discretion of the Chair. The Chair has the discretion to require that the Chair be provided with written notice of a member's desire to make a point of personal privilege that is not procedural. This notice can be a short summary of the point to be made. The Chair shall defer to the time immediately prior to adjournment all such points that do not, in the Chair's judgment, warrant earlier attention.