

## PROCEDURES FOR UMECRA'S ANNUAL MEETING

- I. The agenda will follow the standard order of business
- II. Voting delegates and proxies will be identified
  - A. The Secretary will request that each ride report to the Secretary two weeks prior to the Annual Meeting who will be serving as the ride's voting delegates or proxies at the annual meeting
    1. Voting delegates and proxies will be given unique means of identification for the meeting
    2. The Secretary can approve or disapprove last minute changes in proxies before the annual meeting; the Secretary's decision may be appealed to the President, but the President's decision is final
- III. The meeting processes will be governed by the chair in a manner deemed by the chair to be the most efficient and effective. However, should controversies, disagreements or the need for more order arise, the chair will be guided by Roberts Rules of Order for conducting the meeting
- IV. The chair will announce that only voting delegates or proxies can make motions and vote
  - A. The chair *may* invite comments and questions from the general membership and may limit the length of speaking time for each general member
  - B. No one should speak until recognized by the chair
  - C. All speakers are to stand and face the majority of the audience
- V. Motions
  - A. Only voting delegates and proxies may make a motion
  - B. All motions must be stated clearly. The motions will be recorded by the Secretary
  - C. With few exceptions, motions must be seconded before being considered for comment or discussion
  - D. The individual making the motion will be invited to speak first and provide reasons for the motion

- E. Motions are subject to amendment by any voting delegate or proxy and may be made by making a motion to amend
- F. The Chair may announce to limit or end discussion on a motion **or** a voting delegate or proxy may make a motion to “call or move the question” to end discussion and proceed to a vote.  
A motion to end discussion requires a two-thirds vote (*this is because this action is limiting the rights of voting members to express their opinion on the motion*).
  - 1. If a voting delegate or proxy objects to the chair announcing a limit for the time for discussion or announces the end of the discussion of a motion they must make their objection in the form of a motion to “call or move the question”. This motion must be seconded, discussed and then a voted on.  
Two-thirds of the voting delegates and proxies are required to limit or end discussion of a motion or amendments to motions.

## VI. Voting

- A. Voting method is determined by the chair and include:
  - 1. Voice votes
  - 2. Raising of hands or paddles
  - 3. Counted raising of hands or paddles
  - 4. Counted Standing
  - 5. Roll call
  - 6. Paper ballot
- B. The Chair will determine and announce individuals assigned to count votes and to collect and count ballot votes, including those for elections
- C. A voting delegate or proxy may move for confirmation of the chair’s determination of a voice vote and request an alternative method of voting; this motion must be seconded.  
If the chair agrees the alternative voting method will then proceed.  
If the chair disagrees, the chair will request a vote on the motion for an alternative method of voting.

## VII. Elections

- A. Officers and Board of Directors
  - 1. Only voting delegates and proxies may nominate individuals and vote on Board of Director Officers and Board Members
    - a) Delegates and proxies from within the State can only nominate the State Director.
    - b) All Delegates and proxies are then able to vote for the nominee(s).