

## PROCEDURE IN SMALL BOARDS:

**Notes:** ~~Strike throughs~~ are generally not relevant to session meetings. *Italics* are PCUSA-specific substitutions.

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following aspects:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- Motions need not be seconded. [page 488]
- There is no limit to the number of times a member can speak to a debatable question.\* ~~Appeals, however, are debatable under the regular rules — that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.~~
- Informal discussion of a subject is permitted while no motion is pending.
- When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- The *moderator* need not rise while putting questions to a vote.
- If the *moderator* is a member, he/she may, without leaving the chair speak in informal discussions and in debate, and vote on all questions.\*\*

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP. In cases where a board is constituted so that a specified portion of its membership is chosen periodically (as, for example, where one third of the board is [page 489] elected annually for three-year terms), it becomes, in effect, a new board each time such a group assumes board membership. ~~Consequently, when the outgoing portion of the board vacates membership, all matters temporarily but not finally disposed of (see pp. 90-91), except those that remain in the hands of a committee to which they have been referred, fall to the ground under the provision (c) on page 237. (See also p.502, 1.26 to p.503, 1.2, regarding the continuity of matters that have been referred to a special committee appointed by the board.)~~ If the board is one that elects its own officers or appoints standing committees, it chooses new officers and committees as soon as the new board members have taken up their duties, just as if the entire board membership had changed. The individual replacement of persons who may occasionally vacate board membership at other times, however, does not have these effects.

ROBERT'S RULES OF ORDER NEWLY REVISED  
11<sup>TH</sup> EDITION

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