Academy Board Parliamentary Procedures

Call to Order and Agenda

President (or meeting chairperson):

> *"The meeting will come to order."*
>
> *"A motion to use the Academy Board Meeting Procedures Script is in order. All those in favor, use the chat function to enter your name and 'Aye' or 'Nay.'"*

(Phone-only attendees should say "Aye" or "Nay.")

(The By-Laws require the use of Robert's Rules of Order unless agreed otherwise.)

(Sharing of agenda on screen; it is available on the appropriate board meeting forum on the Member's Site)

> **To add an item to a board meeting agenda...**
>
> Visit the Member's Site and in the section, "Board", click the link for the appropriate board meeting (it is a forum). Within the forum, click on the AGENDA topic and follow the directions posted there.

Roll Call

President should prompt attendees to use the chat function within Zoom to enter their full name so that the Secretary can make note of who is in attendence.

Approval of Minutes from the Previous Meeting

President, "Are there any corrections to the minutes as posted?"

NO → President: *"The minutes are approved as written."*

YES (Corrections are noted.) → President: *"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."*

Reports of Officers   *(The assumption is that each officer has submitted their monthly report on the monthly board meeting forum PRIOR to the Zoom meeting.)*

Executive Board: President, President-Elect, Immediate Past President, Secretary, Finance Officer, Treasurer, Board Members at Large

Appointed Officers and Committee Representatives: Conference Director, Conference Program Chair, Assessment Director, Membership Chair, Webmaster, Professional Development Director, IJPE Editor, Marketing Director, Communications Director, Research Director, Mentoring Director, PE Academy Ambassador, Grants Director

The president may elect to include any report as an agenda item prior to the meeting or elevate any report to discussion at this time.

Any Business Item Triggered by the By-Laws

(Such as nominations committee, elections, annual meetings, performance criteria, removal from office, etc.)

Unfinished Business

President should raise these items, leading or coordinating any discussion.

New Business (items not previously discussed)

President raises the items from the agenda so they can be dealt with. President then asks if there is any additional new business that must be dealt with prior to the next scheduled board meeting: *"Is there any/any further new business?"*

| NO | Move forward to announcements |

| YES | (Additional new business is raised.) ⟶ President leads or coordinates discussion. |

Announcements

President shares any from the agenda and then asks, *"Are there any other announcements?"*

| NO | Move forward to adjournment |

| YES | (Other announcements are shared.) |

Adjournment

President: *"Is there any further business?"*

| NO | President: *"Since there is no further business, this meeting is adjourned."* |

| YES | (Additional business is raised.) ⟶ President leads or coordinates discussion. |

Assessment

President or Assessment Director leads the group in using the SII format to assess the meeting just held.
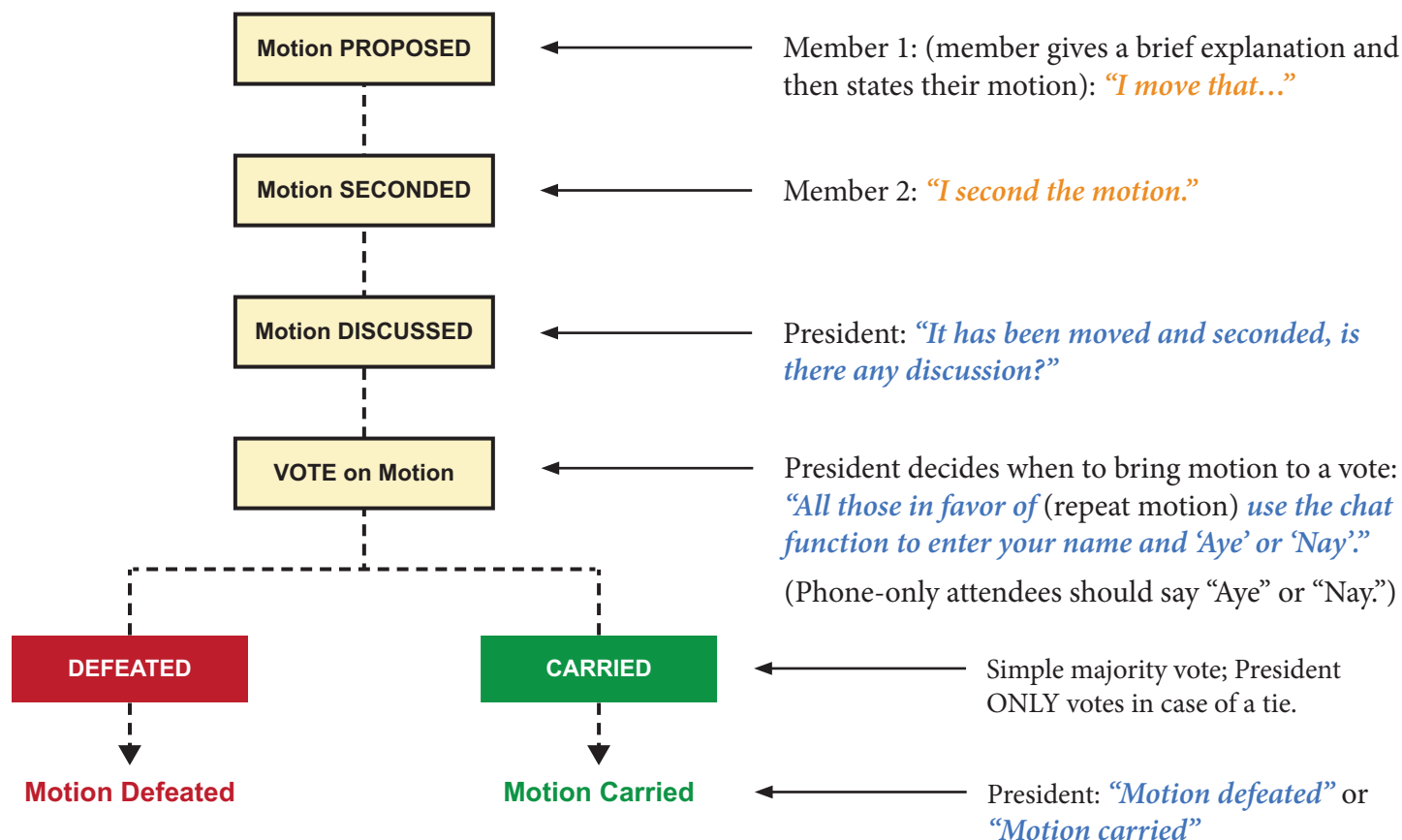
- Strengths (and WHY something was a strength)
- Areas for Improvement (and HOW that improvement could be made)
- Insights (AHA moments or discoveries worth sharing, based on the meeting)
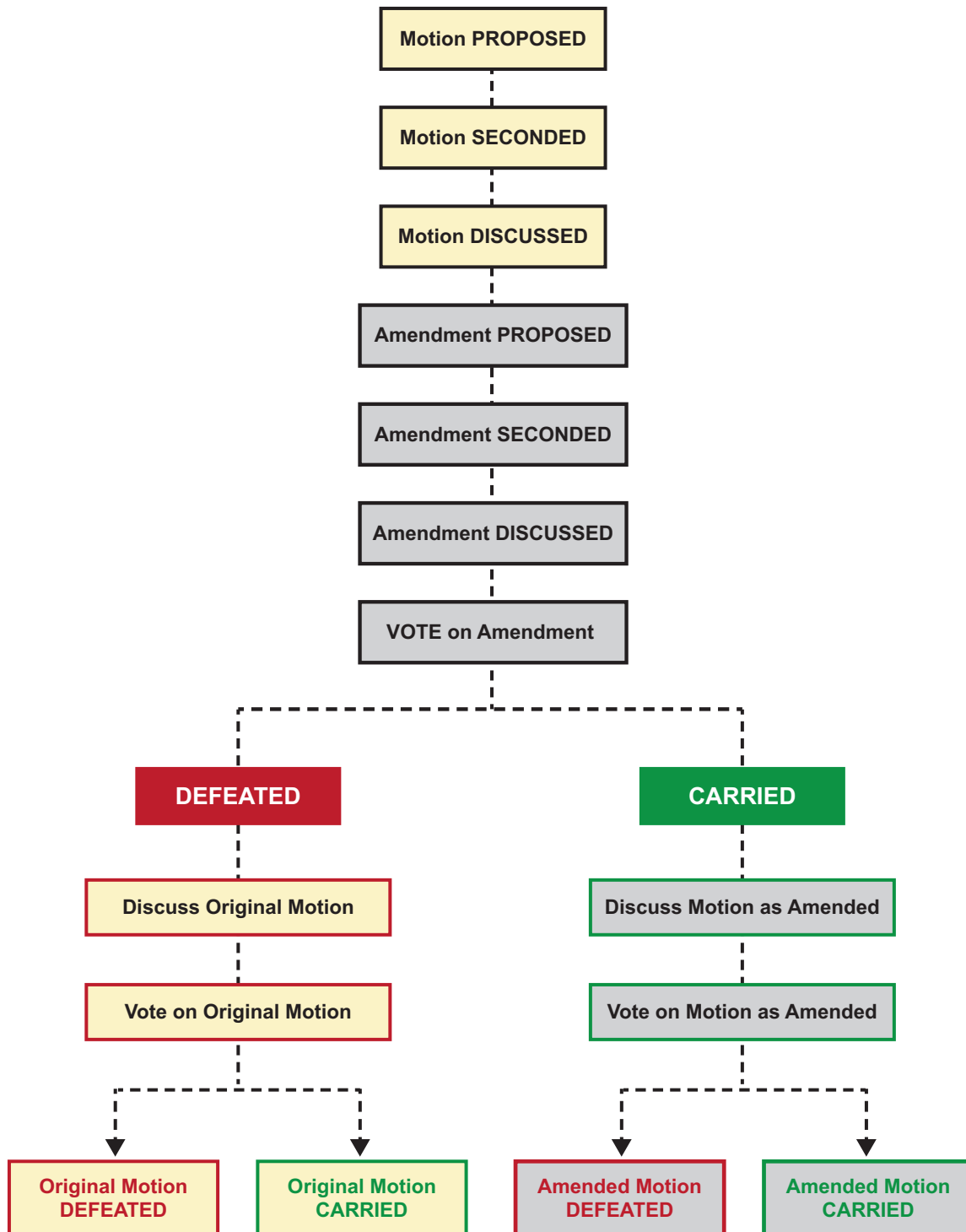
MEETING END

Point of Order

The purpose of the **Point of Order** is to draw attention to an omission or a violation or mistake in procedure. It can interrupt a speaker because mistakes need to be rectified as soon as possible; it cannot be discussed and amended; it requires no vote; and it takes precedence over other Motions. This can be one of the most difficult situations for a Chair because it involves an abrupt change in the orderly sequence of activities.

The Steps of a Motion

Motion PROPOSED	Member 1: (member gives a brief explanation and then states their motion): *"I move that…"*
Motion SECONDED	Member 2: *"I second the motion."*
Motion DISCUSSED	President: *"It has been moved and seconded, is there any discussion?"*
VOTE on Motion	President decides when to bring motion to a vote: *"All those in favor of* (repeat motion) *use the chat function to enter your name and 'Aye' or 'Nay'."* (Phone-only attendees should say "Aye" or "Nay.")
DEFEATED — **CARRIED**	Simple majority vote; President ONLY votes in case of a tie.
Motion Defeated — **Motion Carried**	President: *"Motion defeated"* or *"Motion carried"*

The Steps of an Amendment to a Motion

(Up to 2 amendments may be added to a motion.)

adapted from National Association of Parliamentarians Simple Procedures