

ROBERT'S RULES OF ORDER AS APPLIED TO ALL BHMA MEETINGS

These guidelines are intended to ensure sufficient consideration of all viewpoints and a determination of participants' preferences. In many cases, such as revising standards, written ballots taken subsequent to the meeting shall prevail. BHMA procedures require a 75% affirmative consensus to adopt technical criteria in a standard. For results of a meeting, a majority vote is sufficient except as stipulated in Robert's Rules. Refer to ANSI approved Procedures for Establishing BHMA Standards for additional information.

Agendas and Minutes

The meetings are announced in advance along with a written agenda detailing expected business items. The meetings are called to order by the chairman, followed by approval of the past meeting minutes. Changes to the agenda are permitted to be proposed by participants at the beginning of the meeting. Minutes shall be recorded for all meetings, and distributed on a timely basis. The minutes are intended to reflect actions taken as opposed to a written transcript of discussions except as otherwise required by the Procedures.

Roles of Participants

BHMA meetings are facilitated by a chairperson who is responsible for ensuring that the meetings run smoothly and fairly. For Section and Section Subcommittee Meetings, the BHMA Standards Coordinator serves as the meeting secretary, records minutes and provides administrative and technical support. The chairperson remains impartial during the debate, and guides the fine line between adequate and excessive debate of discussion items. The Chair shall call for votes on motions (except where consensus is obvious). The chair is permitted to vote only as a tiebreaker. The participants themselves have the final say on the progress of the meeting.

TYPES OF MOTIONS

Main Motions

The progress of discussions is governed by a series of motions. A main motion is put forward by being 'moved' by a participant of the assembly and shall be seconded by someone from a different company in order to enable discussion. Debate shall focus on the substance of the motion. It is important for the motion to be clear to all participants, and shall be repeated or written out if necessary. All other discussion is out of order and not allowed. A main motion shall not be introduced if there is any other motion on the floor.

Amendments

At any time, a person who has the floor can introduce an amendment to the main motion being debated. An amendment is a motion that alters, adds to, subtracts from, or completely changes the main motion. Once an amendment has been moved and seconded, debate shall be on the substance of the amendment. An amendment shall only be amended once. For an amendment to pass, it needs a *simple majority*. Once an amendment has either been passed, defeated, or withdrawn, discussion reverts back to the main motion, taking into account whether or not the amendment passed. If the amendment has passed, the main motion as amended is then voted upon. If the main motion as amended fails, further amendments are permitted.

Challenge the Chair

A participant who feels a point of order or privilege has been ruled on unfairly by the chair, is permitted to challenge the chair. The chair then asks for a motion to uphold the chair, and a vote is taken. The vote decides whether the action *decided upon by the chair* is valid, or whether the participant is correct.

Reconsider

A motion to reconsider is permitted for a motion passed at the same meeting. Such a motion shall be moved by someone who voted with the prevailing majority on the applicable motion. It requires a *two-thirds majority* to pass.

Point of Order

A participant who feels the rules of order are being broken, is permitted to immediately raise a 'point of order', and state what rule has been broken or not enforced by the chair. A point of order is permitted to interrupt a speaker. *The chair decides* if the point is valid or not, and proceeds accordingly.

Close Debate (Call the Question)

If a participant feels that further debate is unproductive, a motion to 'call the question', requesting the debate be ended is permitted. If there is objection, a vote shall be taken on whether to end debate. This vote requires a *two-thirds majority* to pass, and is non-debatable. If it passes, a vote on the main motion is immediately taken, without any further debate.

Point of Privilege

A point of privilege can interrupt the speaker. Privilege refers to anything regarding the comfort of the room (noise, temperature) or to the right of the member not to be insulted or misquoted. *The chair decides* if the point is valid or not and proceeds accordingly.

Postpone (Table)

Debate ends in several ways. If a participant feels that a decision on a motion needs to be postponed for some reason, then a motion to 'postpone' is permitted. A time period shall either be specified or left indefinite. The only debate allowed is as to the length of tabling, or the time-line involved. A motion to table requires only a *simple majority*.

Point of Information

A point of information is a "question". A participant is permitted to interrupt the speaker to ask a question, but *the speaker who has the floor has the privilege to refuse the question*.

Adjournment

This motion takes precedence over all others. A motion to adjourn cannot be made when another has the floor, nor after a question has been put and the assembly is engaged in voting. *Requires a simple majority*.