



## MEETING PROCEDURES

COSW meetings are conducted according to parliamentary procedures (rules of order). These rules are to ensure a constructive and democratic process for collective decision-making, allowing all members to be heard and business to proceed without confusion.

Meetings follow a general order of business:

1. Call to order
2. Attendance
3. Reading and/or approval of minutes from previous meeting
4. Chair's report
5. Committee reports
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

During a meeting, members can express themselves by moving Motions. A Motion is a proposal that the entire membership take action or decide an issue.

Motions are presented following these steps:

1. Chair recognizes member.
2. Member makes a Motion (i.e. "I move that...").
3. Another member seconds your motion or the Chair will call for a second.
4. If there is no second to your motion, it is lost.
5. If there is a second, the Chair restates the Motion. Membership then either debates it, or moves directly to a vote.
6. The Mover is allowed time to speak in favor of the Motion. All comments and debate must be directed to the Chair, after which the Mover may speak again, unless called upon by the Chair.
7. Motions can be tabled or postponed indefinitely at this time through use of another Motion (e.g. "I move to table this discussion until next meeting.").
8. If this does not occur and there is no more discussion, the Chair calls for a vote (i.e. "All those in favor...").
9. Members indicate approval or disapproval by a show of hands.

**Members should speak clearly and concisely and, above all, *BE COURTEOUS*.**

**\*\*Refer to *Robert's Rules of Order Newly Revised* for more detailed descriptions of procedures.**