

1 Scheduled Meeting Rules and Agenda

Adopted: 17 March 2019

Effective: 02 April 2019

Changed:

Effective:

1.1 Purpose and Expected Results

The purpose of this procedure is to establish rules so that the Squad conducts orderly, consistent, and efficient meetings.

Parliamentary procedure is a mechanism to provide for:

- Justice and fairness for all participants
- Handling one item of business at a time
- The right of the minority to be heard
- The right of the majority to prevail.

1.2 Circumstances of Applicability

This procedure applies to all scheduled meetings.

1.3 Requisites

None

1.4 Procedure Description

1.4.1 Parliamentary Procedure

Unless otherwise specified in the Bylaws or below, *Robert's Rules of Order Revised* by General Henry M. Robert shall govern the proceedings of Squad meetings.

The presiding person shall either act as parliamentarian or appoint a parliamentarian from the membership.

1.4.2 Member Conduct at Meetings

Each member shall:

1. Pay attention to the speakers during debate and to the business of the Squad
2. Obtain the floor before speaking at meetings
3. Avoid speaking upon any matter until it has been properly brought before the meeting by a motion and confine remarks to that matter alone
4. Avoid personal remarks

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1.4.3 Member Rights at Meetings

Each member may:

1. Attend meetings
2. Play an active and contributing part of each meeting
3. Propose any motion which falls within the objectives for which the Squad exists and which adheres to the policies of the Squad
4. Explain or discuss the member's motion or any other matter properly presented in a meeting
5. Obtain the right to speak. The member may hold the floor within the accepted rules of debate until he is through speaking
6. Request a hearing of a committee to present the member's views on a subject referred to that committee
7. Change the objectives, policies, or rules of the Squad by initiating and pursuing such change within the framework of the Constitution and Bylaws.
8. Expect each meeting to be conducted properly, to progress smoothly, and to observe an economy of time
9. Call to the attention of the presiding person or the body meeting that another member, including the presiding person, is breaking or violating a rule or bylaw, and request correction
10. Object and expect another member to be called to order when that other member has wandered from the subject of the motion on the floor
11. Appeal to the body meeting to change the presiding person's decision if the presiding person makes an improper decision.

An Active Member may vote on all questions brought before a meeting

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1.4.4 Order of Business

As relevant, the order of activities and actions of business shall be:

- I. Opening activities
 - A. Call to order
 - B. The Pledge of Allegiance
 - C. A prayer
- II. The Secretary's reading of the minutes of the previous meeting and their approval. The minutes shall contain:
 - A. Sequence of events
 - B. Actions (such as elections) of the Squad
 - C. Motions and their disposition
- III. Statement of the treasurer. The treasurer's statement shall contain:
 - A. Receipts and disbursements since the last statement
 - B. Status of accounts
- IV. Reports of line officers (by inverse rank order)
- V. Reports of standing committees
 - A. Executive
 - B. Membership
 1. Election to membership
 2. Change of category of membership
- VI. Reports of special committees
 - A. Nominating
 1. Election of officers
 - B. Other committees
- VII. Special orders (items specified to be handled at this specific meeting)
 - A. Constitution amendments
 - B. Bylaws amendments
 - C. Formal hearing of charges requiring disciplinary action
 - D. Other previously scheduled items
- VIII. Unfinished business
- IX. New business
 - A. Reading of correspondence requiring Squad action
 - B. Motions of Active Members
- X. Announcements
- XI. Good and betterment
- XII. Adjournment