

## **BL 2018-004**

### **General Procedures for Committees**

Add Article VIII, Section 5

Section 5: General Procedures for Committees

- a. All standing committee chairs shall familiarize themselves with Robert's Rules of Order, Newly Revised (RONR), regarding the procedure for business in their committee.
- b. New committee chairs must receive introductory training on RONR within 2 months of becoming committee chair.
- c. When a standing committee has more than 10 members:
  - i. A motion to call the question shall be in order after four people have spoken in debate on a motion or amendment.
  - ii. Quorum is 25% of their members.
  - iii. Speeches shall be limited to 2 minutes. This may be changed for the duration of a topic or the meeting by a majority vote of the committee.
  - iv. Members may only speak to the same question twice per day.
- d. All committees shall record actions taken at their meetings
  - i. All committee chairs shall report on the committee's interim activities at each regularly scheduled Executive Committee meeting.
  - ii. Committee chairs or a designee shall submit a digital report to the Executive Committee Chair prior to the meeting.
  - iii. Committee chairs or a designee shall post meeting minutes and reports on the WCDCC website.
- e. Exceptions to rules (a)-(d) may be approved by the Executive Committee.

**Remove Standing Rule: Committee Operations Adopted 2/23/2011**