



### **Example Rules of Order for AHAC Committee Meetings**

Duties of Chair (in the absence of the chair the vice-chair will carry out these duties).

1. The Chair will call the meeting to order. State the date and time the meeting is starting for the record.
2. Roll Call – The Chair will call the roll. Each person in attendance will answer present when their name is called.
3. The chair will determine if we have a quorum. If there is no quorum. No motions can be made. The committee can follow the agenda and have discussions to prepare of motions at the next meeting.
4. A committee member will make a motion to approve the minutes of the previous meeting. Seconded by another committee member. The chair will state “there is a motion on the floor to approve the minutes of the meeting of \_\_\_\_\_.” The chair will ask “Everyone in favor say Aye”. The chair will ask “Anyone opposed?” The Chair will state if the Motion passes unanimously.
5. The committee will discuss each of the incentives on the agenda. After discussion of each of the incentive, the committee can make a motion to take action on an incentive or recommend no action on an incentive. A committee member will make the motion. The person making the motion will state “I make a motion to \_\_\_\_\_.” Another committee member will second the motion. The chair will state “it has been moved and seconded that we \_\_\_\_\_.” The membership can debate the motion at this time. If there is no discussion, the vote is taken. The chair will ask “Everyone in favor say Aye”. The chair will ask “Anyone opposed?” The Chair will state if the Motion passes unanimously.
6. The chair will ask if there are any comments from the public.
7. If no comments are heard. The chair will declare the meeting adjourned and will state the time that the meeting ended.