



Guidelines for Meetings

A quorum of the committee is **required** to conduct official business of the committee.

1. The speaker must be recognized by the Chairperson as having the exclusive right to be heard.
2. It is the duty of each member to vote.
 - a. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.
3. If a member must leave the meeting prior to adjournment, it is necessary to request to be excused.
 - a. If a vote is taken without the member asking to be excused, the absent member shall be recorded as voting in the affirmative.
4. The committee shall take action on matters by motion. Any member, including the Chairperson, may make a motion.
 - a. The Chairperson will state the motion made.
 - b. Wait for someone to second the motion or the Chairperson may call for a second.
 - c. If there is no second to the motion, the motion fails for lack of a second.
 - d. If there is a second, the committee either discusses the motion or may move directly to a vote.
 - e. During the discussion, the motion can be withdrawn or amended, with consent of the member who made the motion.
5. A member may make only one motion at a time.
6. A motion may be withdrawn by the introducer at any time before the Chairperson puts the motion to vote.
7. A motion shall be adopted if, after receiving a second, it is approved by a majority of the votes cast, unless otherwise required by these rules or North Carolina law.

Committee approved on 7/23/19