



Rules of Order –KHSAA Annual Business Meeting

1) Basic Assembly Procedures and Provisions

- a) The meeting shall be conducted in accordance with Robert's Rules of Order, as amended and adopted by the delegates. The Association operates as a "Convention" as detailed in Robert's Rules of Order, with the exception being that each of the members are solely representing the member school from which they were designated, and they represent no other school. Therefore, in determining certain parliamentary rules of order, there is no constituency for the delegate.
- b) The President of the Board of Control shall serve as the Presiding Officer (chair) for the Annual Meeting.
- c) The Presiding Officer will designate a parliamentarian(s) who shall assist the Presiding Officer on matters of procedure.
- d) The Presiding Officer will designate KHSAA staff to confirm the count of delegates, and announce the vote necessary to amend the Constitution and/or Bylaws.

2) Identification of Speakers

- a) All speakers should rise and address the chair.
- b) All speakers shall identify the name of the individual and the school/organization being represented.

3) Who May Speak

- a) Any delegate may rise to address the meeting after being recognized by the chair.
- b) Any KHSAA executive staff member, Board of Control member and KHSAA legal counsel may rise to address the meeting after being recognized by the chair. KHSAA executive staff, Board of Control members and legal counsel are members of the Annual Meeting with voice but without vote on all issues unless serving as the duly appointed delegate, in which case said individual shall have voting privileges.
- c) Other individuals who are not delegates may address the meeting on an issue only if requested by a delegate, and if such delegate properly yields the floor.

4) Consideration of Proposals

- a) Prior to consideration by the body, the primary author of a proposal may voluntarily amend the proposal in whole or part, or may withdraw the proposal entirely.
- b) Once called for consideration, all proposals need a motion and second from a voting representative in order to be adopted. Motion should state the following or similar language -- "*John Doe, Anywhere High School, I move the adoption of the proposal as submitted*", or "*move the adoption of the proposal as amended.*"
- c) Once on the floor by being moved and second, any member may move for an amendment to the motion, provided that it is ruled germane to the original proposal and that it receives a second.
- d) As this is an annual meeting, a *Motion to Lay on the Table* is not in order.
- e) A proposal failing to receive a motion and/or a second within the specified time by the Chair, dies for lack of such.

5) Conduct of Voting

- a) At the beginning of the business session, the Presiding Officer shall ensure that an accurate count of members is available.
- b) The total number answering the roll shall establish the number present and voting.
- c) Any member arriving after the start of the business session may participate in discussion, but may not vote on a matter before the assembly.
- d) The Presiding Officer shall announce at the beginning of consideration of any proposal the requisite number for approval.
- e) A proposal must receive a two-thirds affirmative vote of those delegates answering the roll in order to be adopted.
- f) The vote of any member abstaining is considered to have voted with the prevailing side, however, that vote may not be used in calculating the necessary majority needed for passage and shall not be part of any recorded vote.
- g) Any member abstaining, absent or leaving the meeting is considered to have cast a vote and such will be recorded as an abstention. For the permanent record, any amount not being attributable to the affirmative or negative vote shall be recorded as "present".

6) Orders of the Day

- a) The agenda mailed previously creates the items to be considered on the Orders of the Day.
- b) By virtue of the amendments to the Constitution in 2006, there may be no special orders of the day (proposals from the floor).