



# **NGAM** National Guard Association of Michigan

## **STANDING RULES OF ORDER: EXECUTIVE COUNCIL MEETINGS**

### **PREFACE**

These standing rules of order for Executive Council Meetings of the National Guard Association of Michigan (hereafter known as NGAM), requires a majority vote for adoption and/or changes to these rules.

### **RULE 1**

A. The President is authorized to convene Executive Council meetings by means of teleconference, video conference, or other electronic means provided that all eligible participants can conduct two-way, controlled communications throughout the meeting.; and such meetings will be communicated to each member of the Executive Council in accordance with NGAM Bylaws.

B. The Executive Council can convene upon written demand signed by a majority of the members thereof and communicated to each member of the Executive Council in accordance with NGAM Bylaws.

### **RULE 2**

A. A minimum of seven (7) days' notice is required prior to a regularly planned Executive Council meeting and three (3) days in advance for all special Executive Council meetings.

B. Meeting date, time and location will all be established by the President with feedback from the Executive Council.

C. Minutes will only be approved at these regularly scheduled meetings (in accordance with the Modern Rules of Order). Electronic votes that occurred outside of a regular council meeting will be ratified at the subsequent council meeting to be captured in the minutes as a committed action of the council.

### **RULE 3**

A. Items on the agenda for discussion, action or motion items, and/or reports should be made available to the Executive Council at least 24 hours in advance to the meeting. All documents should be stored on a file server with access for review as well as sent electronically to the council.

### **RULE 4**

A. Each member will seek recognition from the President before speaking. Once a member has been granted permission to have the floor, they shall state their name, title and no more than three (3) minutes to voice their position on the issue.

B. Additional time can be afforded through another speaker wishing to yield their time, three (3) minutes allowed again.

C. A member cannot speak a second time on the topic until all other members wishing to speak have been given the opportunity to voice their position. Speaking for a second time is also limited to three (3) minutes.



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## **RULE 5**

### A. Memorandum of Understanding (MOU):

1. The President or presiding officer will recognize speakers.
2. Executive Council members should be knowledgeable of all read ahead information and raise questions pertaining to issues in the white paper.
3. Questions and comments made during should pertain to motion on the floor and should be factual and pertinent to the current subject under discussion.
4. Executive Council members will follow all ethical duties of their position and support all decisions as final.

## **RULE 6**

A. These standing rules for Executive Council Meetings shall be published as a separate document and provided to all Executive Council members.

B. The rules contained in the Modern Rules of Order shall govern Executive Council meetings in all cases to which they are applicable, except in which they are not consistent with the Bylaws of the Association or state of Michigan.