

## **49.21 Procedure in Small Board**

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meeting are different from the rules that hold in other assemblies, in the following respects:

- 1) Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- 2) Motions need not be seconded.
- 3) There is no limit to the number of times a member can speak to a debatable question. Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can only speak once in a debate on them, while the chair may speak twice.
- 4) Informal discussion of a subject is permitted while no motion is pending.
- 5) When a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- 6) The chairperson need not rise while putting questions to a vote.
- 7) If the chairperson is a member, they may, without leaving the chair, speak in informal discussions and debate, and vote on all questions.