

UTSC Charity Fashion Show Club Constitution

1. Article I – Name and Purpose

- 1.1. The official name of the recognized student group is “UTSC Charity Fashion Show Club”
- 1.2. The official acronym or abbreviation of the group is “UTSC CFS”
- 1.3. The purpose of the organization is to enable student creators to gain exposure and confidence in their work by showcasing it in the annual UTSC Fashion Show Club event while supporting a charitable cause.

2. Article II – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The term of general membership will last from September 1 to August 31 of the following year.
- 2.6. The general membership fee will be \$0 per year.

3. Article III – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article IV - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of twelve (12) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. The executive positions collectively will form a committee that acts as the primary steward of the club.
 - 4.7.1. This committee is collectively responsible for the day-to-day decision making of the club including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to UofT Administration and student government.
 - 4.7.2. This committee cannot make amendments to the constitution without the approval of all the executives present at a valid executive meeting, with the exception of emergency powers when needed.
- 4.8. Any executive of the club may resign, provided that such resignation is made in writing and delivered to the President(s). Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President(s), and no ratification by the club shall be required to make the resignation official.
- 4.9. Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.10. If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.11. Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

5. Article V - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the Finance Coordinator,
- 5.1.5. Overlook the hiring of Event Staff for annual charity fashion show
- 5.1.6. Preside over meetings of the Executive Committee and/or members,
- 5.1.7. Ensure a transition of office from one year to the next.

5.2. The Vice-President External shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assume duties of the President in their absence,
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
- 5.2.4. Overlook the hiring of Event Staff for annual charity fashion show
- 5.2.5. Coordinate organizational recruitment efforts.
- 5.2.6. Delegate work and lead the External team with integrity

5.3. The Vice-President Internal shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.3.2. Assume Duties of President in their absence
 - 5.3.3. Maintain a list of group members,
 - 5.3.4. Maintain the group website and member contact list,
 - 5.3.5. Record notes and motions for meetings,
 - 5.3.6. Overlook the hiring of Event Staff for annual charity fashion show
 - 5.3.7. Notify all members of general meetings.
 - 5.3.8. Delegate work and lead the Secretary and Finance Coordinator with integrity
- 5.4. The Secretary shall:**
- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.4.2. Assist the Marketing Coordinator in any marketing related activities,
 - 5.4.3. Work collaboratively as a team to produce quality work in a timely manner.
- 5.5. The Finance Coordinator shall:**
- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Record all financial transactions of the group,
 - 5.5.3. Hold signing and financial authority along with the President,
 - 5.5.4. Maintain a budget of income and expenses,
 - 5.5.5. Advise members on financial position of the group,
 - 5.5.6. Prepare an annual budget for the group.
- 5.6. The Marketing Coordinator shall:**
- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Create a branding plan for UTSC CFS,
 - 5.6.3. Generate creative ideas to promote UTSC CFS and their events,
 - 5.6.4. Produce a cost proposal that coincides with UTSC CFS's Marketing budget,
 - 5.6.5. Monitor and represent UTSC CFS on social media and in-person promotions,
 - 5.6.6. Assist the Magazine Coordinator with the creation of imagery for the magazine,
 - 5.6.7. Delegate work and lead the Marketing team with integrity,
 - 5.6.8. Meet deadlines set by the President and ask for extensions if necessary.
- 5.7. The Marketing Director(s) shall:**
- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Assist the Marketing Coordinator in any marketing related activities,
 - 5.7.3. Work collaboratively as a team to produce quality work in a timely manner.
- 5.8. The Magazine Coordinator shall:**
- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.8.2. Recruit writers for UTSC CFS's annual magazine issue,
 - 5.8.3. Look over all articles and assist with creating imagery around them,
 - 5.8.4. Produce a cost proposal that coincides with UTSC CFS's Magazine budget,
 - 5.8.5. Meet deadlines set by the President and ask for extensions if necessary.
- 5.9. The Outreach Coordinator shall:**
- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.9.2. Promote the club via collaboration between other UofT clubs and classes,
 - 5.9.3. Represent UTSC CFS through written and verbal communication,
 - 5.9.4. Collaborate with the Events team for any connections they could provide,
 - 5.9.5. Create written agreements for event staff (non-paid) to sign,
 - 5.9.6. Schedule times for Event staff to be interviewed by the President and/or VPs,
 - 5.9.7. Delegate work and lead the Outreach team with integrity,

- 5.9.8. Meet deadlines set by the President and ask for extensions if necessary.
- 5.10. **The Outreach Director(s) shall:**
 - 5.10.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.10.2. Assist the Outreach Coordinator in any outreach related activities,
 - 5.10.3. Work collaboratively as a team to produce quality work in a timely manner.
- 5.11. **The Events Coordinator shall:**
 - 5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.11.2. Contribute event ideas to UTSC CFS for the President and VPs to approve
 - 5.11.3. Plan events for UTSC CFS that aligns with fashion, socialization, or charity
 - 5.11.4. Help set-up and take down and run event logistics
 - 5.11.5. Produce a cost proposal that coincides with UTSC CFS's Events budget,
 - 5.11.6. Delegate work and lead the Events team with integrity,
 - 5.11.7. Meet deadlines set by the President and ask for extensions if necessary.
- 5.12. **The Events Director(s) shall:**
 - 5.12.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.12.2. Assist the Events Coordinator in any event related activities,
 - 5.12.3. Work collaboratively as a team to produce quality work in a timely manner.

6. Article VI – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. Notification of the acceptance of applications for executive positions will be sent via email to all executive members a minimum of twenty-one (21) calendar days prior to the executive meeting at which the election will be held.
- 6.8. All application periods must commence a minimum of fourteen (14) calendar days prior to when the election will be held. The application period must end a minimum of seven (7) days prior to the executive meeting at which the election will be held.
- 6.9. Successful candidates will be permitted to give a short speech at the executive meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the President.
- 6.10. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
 - 6.10.1. Elections shall be conducted by secret ballot, and be overseen by an election oversight committee.

- 6.10.2. This committee will be comprised of two (2) non-executive general members and one (1) executive
- 6.11. The President(s) and VP Internal and VP External will be screened and appointed by the previous years President and VPs respectfully, through an application process
 - 6.11.1. If the President, VP Internal or VP External wish to run again for their position they must be elected via majority vote by the Executive Committee
- 6.12. If no applicant(s) meets any one of the above conditions, discretion shall be placed upon the outgoing Executives to make exceptions as they see fit.
- 6.13. Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 6.14. If an error in the process is found, the election should be re-held again.
- 6.15. Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at an executive meeting.

7. Article VII– Finances

- 7.1. The funds of the organization shall be expended pursuant to the operating budget approved at a valid executives meeting.
- 7.2. All budgets shall be prepared by the President(s) and Vice President Internal, with assistance of the Finance Coordinator in accordance with the organization’s priorities as determined by the executive committee.
- 7.3. The President shall present a proposed operating budget for the next fiscal year to the executive committee for its consideration at the final executive meeting.
- 7.4. The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 7.5. The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 7.6. The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 7.7. The President and the Vice-President’s (3) or Finance Coordinator shall be the sole signing authorities of banking instruments for the organization.
- 7.8. UTSC CFS will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year’s elections.
- 7.9. The Finance Coordinator shall keep an active record of income and expenses.
- 7.10. The Finance Coordinator shall present the group’s updates on the group’s financial position at annual general meetings.
- 7.11. The group may not engage in activities that are essentially commercial in nature.
- 7.12. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.13. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.14. The group will not pay salaries to any of its officers.

8. Article VIII – Executive Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.3. Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - 8.3.1. Formulating and distributing an agenda for each meeting;
 - 8.3.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.3.3. Moderating the discussion at meetings according to the agenda;
- 8.4. There shall be a minimum of one (1) executive meeting held every month during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed a minimum of seven (7) calendar days prior to the meeting.
- 8.5. The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.6. Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.
- 8.7. Executive meetings are restricted to executive members only.
- 8.8. Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.9. Executives must notify the President a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.
- 8.10. Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.11. Any question at an Executive Meeting shall be decided by a show of hands.
- 8.12. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a majority, or failed shall be recorded in the minutes of the meeting.
- 8.13. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.14. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

9. Article IX – General Meetings

- 9.1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

- 9.2. General meetings will be facilitated by a chairperson appointed by the President (Chairperson may be the President themselves). The Chairperson shall be responsible for:
 - 9.2.1. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 9.2.2. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 9.2.3. Moderating the discussion at meetings according to the agenda;
 - 9.2.4. Suspending members from participating in meetings for constitutional or procedural violations.
- 9.3. The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 9.4. There shall be a minimum of two (2) general meetings held each year. The date of each subsequent general meeting will be confirmed to members via email a minimum of seven (7) calendar days prior to the meeting.
- 9.5. General meetings may be called to order by the President, by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 9.6. General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 9.7. For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 9.8. All executives are expected to make brief progress reports on their activities at every general meeting.
- 9.9. Minutes of all general meetings must be recorded and maintained for reference purposes.
- 9.10. Members must contact the President or Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 9.11. Each member of the organization shall be entitled to one (1) vote at a general meeting. In the event of a tie, the president will make the final decision.
- 9.12. Any question at a valid general meeting shall be decided by a show of hands.
- 9.13. Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 9.14. In case of an equality of votes at a valid general meeting, the President, or Chairperson in absence of the President, shall have the deciding vote.
- 9.15. The President presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.
- 9.16. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 9.17. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

10. Article X: Emergency Meetings

- 10.1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 10.2. These meetings must abide the respective rules outlined in sections VIII and IX depending on the nature of the meeting.
- 10.3. Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 10.4. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members attending.

11. Article XI - Termination of Members and Executives

- 11.1. The process for removing a member or executive may be initiated when a group of at least two (2) members of the executive committee investigate a complaint that determines that:
 - 11.1.1. A member or executive has engaged in unlawful actions or activities;
 - 11.1.2. A member or executive has violated the constitution;
 - 11.1.3. A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 11.1.4. A member or executive has violated the rights of a fellow member;
 - 11.1.5. A member or executive has not fulfilled their organizational responsibilities;
 - 11.1.6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 11.2. The process for removing a member or executive may also be initiated when:
 - 11.2.1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive
 - 11.2.2. A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member
- 11.3. The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:
 - 11.3.1. First-Tier:
 - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 11.3.2. Second-Tier:
 - Initiated because the member or executive has violated section 11.1 after receiving a first-tier warning relative to a particular action or behavior.
 - The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - The President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

- The executive or member accused of violating section 11.1 will be given fourteen (14) calendar days from receiving the Presidents' written response to demonstrate progress or correction of behavior.

11.3.3. Third-tier:

- Initiated because the member or executive has violated section 11.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion

11.4. Following a termination of membership, the member or executive will be removed from the club's membership and will lose any privileges associated with being a member or executive of the club.

12. Article XII – Amendments

12.1. The organization may make, amend or repeal the constitution or certain sections therein.

12.2. Notice of a meeting called to consider such a resolution shall be given as follows:

12.2.1. Notice of the full text of the proposed constitutional amendment shall be given to each executive member and interested members at least fourteen (14) days prior to the date of the meeting called to consider the change;

12.2.2. A summary of the rationale for the proposed amendment shall be given to each member fourteen (14) days prior to the date of the meeting called to consider the change.

12.3. Amendments to the constitution require the approval of 2/3 majority vote of the members present at the meeting.

12.4. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

12.5. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

13. Article XIII: Transition

13.1. All outgoing executives are required to transfer all organizational resources used relative to their particular role over the course of the preceding year to new executives upon leaving the position.

13.2. All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

13.3. All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

14. Article XIV: Emergency Powers

- 14.1. In the case of extenuating circumstances, the executive or President shall be afforded the ability to act without direction from the organization's members or executives.
- 14.2. An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 14.3. Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 14.4. General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 20% of the entire general membership.

15. Article XV: Food Handling on Campus

- 15.1. UTSC Charity Fashion Show Club will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

16. Article XVI: Precedence of University Policies

- 16.1. UTSC Charity Fashion Show Club will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UTSC Charity Fashion Show Club, the University's policies, procedures, and guidelines will take precedent.

17. Article XVII: Legal Liability

- 17.1. The University of Toronto Scarborough does not endorse the UTSC Charity Fashion Show Club's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

18. Article XVIII: Student Complaint Protocol

- 18.1. To express complaints or offer feedback regarding UTSC CFS actions, all University of Toronto Scarborough students will have open access to our main email: utsc.charityfashionshow@gmail.com where a student may describe their complaint. All responses will be monitored by the President(s) and presented at Senior Executive and General Executive meetings.
- 18.2. All executive members will discuss issues mentioned by the community and act accordingly. To ensure satisfaction, students will be notified of the change(s)

19. Article XIX: Banking

- 19.1. UTSC CFS agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank

accounts opened in the organization's name to the Department of Student Life,
University of Toronto Scarborough

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.

2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.