

Louisville Skating Academy

Annual Meeting Guidelines

Article VIII Sec. 1, Annual Meeting of Membership- There shall be at least one meeting of the Club's membership each fiscal year on a date and at a time and location designated by the board of directors

NOTICE: The Secretary will cause notice of the meeting to each member eligible to cast a vote

- 1) personally delivering, mailed or digitally transmitted and
- 2) posted on the club's website at least (10) ten days prior to the date of the meeting. However, any meeting at which any amendment to these bylaws shall be considered, notice shall be issued at least (30) thirty days prior to the meeting and include the general nature of the proposed amendments.

QUORUM: Twenty (20%) percent of the members eligible to cast votes at such meeting. Any such member represented by proxy shall be included for the purpose of establishing a quorum.

PROXY: A member eligible to cast a vote at an annual or special meeting of the Club's membership may appoint a proxy, who meets the same membership qualification, to vote or otherwise act for that member.

Appointment of proxy is obtained:

- by signing an appointment letter (available through the LSA Secretary), or
- by an electronic transmission- An electronic transmission shall contain, or be accompanied by, information from which one can determine that the member authorized the electronic transmission.

Appointment of proxy shall be effective:

- when a signed appointment letter, or
- an electronic transmission of the appointment is received by the Secretary or other officer or agent authorized by tabulate votes.

STANDING RULES:

- To facilitate operation and voting, Membership Meetings should be arranged with the board members together in front of the membership.
- The president should clearly present questions during voting so as to be assured that all participants understand the effects of their vote before casting it. The president will prevent attempts to write rules during debate.

- Meetings are conducted under Robert's Rules of Order and LSA By Law

CONDUCT OF MEMBERSHIP MEETING:

- 1 When addressing the meeting the speaker must first give their name.
- 2 No action can be requested nor discussion allowed unless a motion has been made and seconded.
- 3 Substantive motions must be published on the meeting agenda.
- 4 Discussion must be directed through the chair. Conversation between members is prohibited during proceedings except questions and answers directed through the chair when these are in order.
- 5 A speaker may not exceed three minutes unless consent of the assembly is obtained. A request for such consent should be addressed to the chair. Discussion on any subject shall not exceed 15 minutes unless consent of the assembly is obtained.
- 6 No one may speak more than twice on the same question. And a second speech is not permitted until all who wish to speak have been heard once. If debate is closed before a second speech is made, the opportunity is lost.
- 7 In general, the maker of a motion will be given the first opportunity to speak to the question.
- 8 In general, proponents of each side of a question will be heard in equal number. If a motion appears to have a majority the chair will call for the vote.
- 9 Rule writing is no part of debate and is out of order on the floor.
- 10 Requests for action that include a significant financial impact on LSA or its members must be accompanied by an analysis of such financial impact. Such requests unaccompanied by an analysis will be ruled out of order.
- 11 Voting cards will be used for all votes at Membership Meetings. There will be no voice votes.