

# Member Meeting Rules

1. **CALL TO ORDER:** The President, or in the absence of the President the Vice president, shall act as chairman of the annual meeting or of any special meeting of members.
2. **POINTS OF ORDER:** The chairman shall preserve order and decide all questions of procedure and order. Questions of procedure and order not governed by statute, the Cooperative's Articles of Incorporation nor by its Bylaws shall be decided by the chairman, subject to a motion appealing the chairman's decision.
3. **WHO RECOGNIZED:** When two or more members rise to speak, the chairman shall designate the order of speaking.
4. **IDENTIFICATION:** Every member recognized to speak, shall first identify himself or herself.
5. **RULES AS TO SPEAKING:** No member shall speak more than twice on the same subject without consent of the majority of the members present, nor more than once until every member choosing to speak on the subject pending shall have spoken. No member shall occupy the floor more than five minutes the first time, and three minutes the second time, without the consent of a majority of the members present.
6. **NON-MEMBERS RIGHT TO SPEAK:** When all members wishing to speak on a pending subject shall have spoken, or at any time by consent of a majority of the members present, any non-members may speak subject to the same rules governing the members.
7. **PROGRAM SCHEDULE:** The order of business set forth in the Cooperative's Bylaws and reprinted in the meeting notice shall be the official meeting agenda. Appropriate motions addressing subjects not specifically covered by the agenda shall be made only under the categories of "unfinished business" or "new business" as may be appropriate.
8. **MOTION TO BE STATED AND SECONDED BEFORE CONSIDERATION:** No motion shall be received for consideration unless the same shall be stated by a member and seconded by another member.
9. **MOTION UNDER CONSIDERATION:** After a motion has been stated and seconded, no other motion shall be received except a motion to adjourn, lay on the table, withdraw, or amend, until after a vote on the motion is taken or the motion is withdrawn.
10. **MOTION MAY BE WITHDRAWN:** If a motion has been stated and seconded, it may be withdrawn at any time before amendment by the members who made the motion, and with the consent of a majority of the members present.
11. **MOTION TO ADJOURN:** A motion to adjourn shall be in order, except when a delegate is addressing the chair, or vote is being taken.
12. **HOW A MOTION IS PASSED:** Except as otherwise stated in these rules and except as governed by statute, the Cooperative's Articles of Incorporation or by its Bylaws, all motions contemplated by these rules shall require a majority vote of the members present.
13. **MOTION TO SUSPEND THE RULES:** These rules shall be subject to a motion to suspend the rules, if such motion does not affect rules established by statute, the Cooperative's Articles of Incorporation or by its Bylaws. A motion to suspend these rules must be adopted by a vote of 2/3rds of the members present.
14. **SCOPE OF THESE RULES:** These rules are intended to govern member meeting procedure. There shall be no other meeting rules except these rules.