

**Indiana Soccer**  
**Special Rules of Order**  
**and**  
**(Proposed)**  
**Standing Rules**  
**of the**  
**Annual General Meeting**

**February 22, 2020**

## **SPECIAL RULE OF ORDER**

(Adopted February 2006)

The Board of Directors is authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Association in connection with The Indiana Soccer Bylaws.

## **STANDING RULES**

### **Rules of Debate**

1. Speakers will be limited to three (3) minutes each and may not speak more than twice to the same issue. No person may speak more than once until all others have had an opportunity to speak at least once. The members may vote at anytime to further limit debate. A timekeeper will be appointed by the chair.
2. The privilege of debate on the floor of the AGM is limited to the Board of Directors and voting members. Individuals who are not members may speak if requested to do so by majority vote. Only members may make or second a motion.
3. Each voting member will be furnished with voting cards to be used for all decisions other than ballot or roll call votes.

### **Making a Motion**

1. All motions must be presented in writing on the form provided. Include name, club number and club officer making the motion.
2. Begin each motion with "I move,"
3. Top two (2) copies of the motion are to be given to a Governance Committee representative. The person making the motion will keep the bottom copy.

### **AGM Minutes Approval**

The minutes of the AGM shall be approved by the Indiana Soccer Board of Directors within ninety (90) days of the adjournment of the meeting. The approved minutes shall be mailed to the membership with the notice of the following years AGM for their review and possible corrections.

# Elections

## The Governance Committee shall:

1. Recommend the Standing Rules at the Indiana Soccer AGM
2. Establish and verify the total number of affiliated organizations who are members in good standing of Indiana Soccer
3. Establish the number of votes eligible to be cast
  - a. Conduct a roll call of only the clubs who are known to have signed in
  - b. Ask for any late arrivals
4. Present all credential reports (update as necessary to account for new/late arrivals)
5. Serve as tellers
6. Present the tellers report

## Voting Procedure at the Annual General Meeting

### Pre- election Procedure

1. The Governance Committee shall present the nominees.
2. The candidates shall be listed on a pre- printed ballot.
3. Candidates shall be listed on the ballot in random order determined by lot.
4. Two blank lines will be provided on the pre-printed ballots for write-in votes.
5. Each candidate shall be provided three minutes to address the membership; speaking in random order determined by lot.
6. Candidates may use a designated speaker or, candidates may personally address the membership. Only one person may address the membership on behalf of the candidate.
7. There shall be no questions put to the candidates.

### Election Procedure

1. The initial single ballot will list all candidates with the exception of candidates to fill vacancies.
2. Members may vote for no more than the number of Director positions to be filled.
3. A majority of votes cast shall elect.
4. The vote shall be conducted until such time as all Director positions have been filled by majority vote.
5. If the number of candidates is equal to the number needing to be elected, a voice vote may be taken.
6. All ballots will be destroyed immediately after the AGM adjournment.