

## **CBI Annual Meeting – October 21, 2024**

### **Robert’s Rules of Order – CBI Version Summary**

CBI generally follows Robert’s Rules to efficiently and fairly set the procedure for the annual meeting.

**Making Motions:** A motion may be made by any present voting member and seconded by a different present voting member.

**Procedural Questions:** Attendees may clarify procedural matters by calling for a ‘Point of Information’ at any point.

**Minor Motions:** Minor motions cover unopposed matters such as approving prior meeting minutes. After these motions are properly proposed and seconded, the chair will ask, “All in favor?” followed by “All opposed?”

**Major Motions:** Major motions cover more substantial topics that may invite debate. Once the motion is properly made and seconded, the chair invites the person making the motion to speak in support followed by someone opposed. If there is no opposition, the motion moves to voting. Otherwise, the chair opens the floor for discussion. Members can speak in favor or against the motion, but may not speak a second and final time before everyone who wants to speak has done so. Discussion closes when all speakers have been heard, when any attendee successfully calls to end the debate, or when the chair moves to a vote. Motions may be amended before a vote. Once the vote is called, attendees may only vote for or against the motion.

**Voting:** CBI’s bylaws call for a majority vote when electing new directors and for two thirds vote when amending the bylaws. A quorum is needed for a valid vote, and it consists of 40 corporation members, or 25% of the members of the corporation, whichever is less. Proxy voting is forbidden.

**New Business:** Members of the corporation may only raise new business in the “Any Other Business” section of the meeting.

**Adjournment:** The meeting adjourns when there is no further new business and the chair announces the end of the meeting. Adjournment does not require a motion.