

Old Dominion Region Volleyball Association

Annual Meeting Special Rules of Order

These special rules of order shall apply to the conduct of all annual meetings of the Old Dominion Region Volleyball Association.

1. **Agenda.** The President or his designated representative shall submit an agenda as the first order of business of the meeting. Prior to approval of the agenda, the President or his designated representative may request the members to permit flexibility in the order of conducting business in the published agenda.
2. **Reports.** Reports submitted by the administrative staff or committees may be written or oral, shall be limited to six minutes, and shall be immediately followed by a question and answer period of four minutes.
3. **Action Items.** Any action item generated from a written or verbal report of a member of the Administrative Staff or a Standing Committee of the Old Dominion Region Volleyball Association may be placed on the table directly. Action items resulting from proposals and/or discussions at the annual meeting require a written motion with the signature of the member submitting the motion and the person making the second. A copy of this motion shall be given to the President or his designated representative prior to placing it on the floor.
4. **Amendment of Motions.** If agreed to by the maker of the motion, “friendly amendments” may be entertained by the President or his designated representative.
5. **Debate.** Debate on all motions shall be limited to 10 minutes. Any voting member of the Old Dominion Region Volleyball Association may move to extend debate, indicating the amount of time of extension. Approval of the motion to extend debate requires a two-thirds (2/3) majority vote of the members present.
6. **Rules of Order.** The rules contained in Robert’s Rules of Order Newly Revised shall govern the Old Dominion Region Volleyball Association and its Administrative Staff and Committees except when they are contrary to the Articles of Incorporation, the By-Laws, or any other governing document of the ODRVA. The President may appoint a Parliamentarian, who shall interpret such Rules of Order.
7. **Quorum.** In order to conduct business, there shall be a quorum present. A quorum shall consist of the number of ODRVA members in good standing attending the meeting. The majority of votes cast on any action item with a quorum present shall determine its disposition. Although the President is a voting member of the ODRVA, on voice, rising, roll call, or show of hands vote, the president generally shall not vote to maintain impartiality. The exceptions are to cast an affirmative vote to break a tie or to cast a negative vote to create a tie. A tie shall result in the defeat of the action item. The President shall cast a vote on written ballots.
8. **Presence Required.** Neither proxy nor absentee balloting shall be permitted at the annual meeting.
9. **Majority.** For the purposes of the annual meeting, a majority refers to a simple majority (i.e., 50% plus one). In the transaction of business, a 2/3 majority is required to approve the following parliamentary rules: suspension or modification of a rule or order; prevention of the introduction of a question for consideration; close, limit, or extend debate; close nominations; or take away membership or office.
10. **Elections.** Elections shall be conducted in accordance with the ODRVA By-Laws. Any nomination submitted requires a second. Each nominee or their spokesperson may speak on the nominee’s behalf for not more than five minutes. All voting shall be conducted using the secret ballot method.