

**Alpha Delta State Ohio Educational Foundation  
(ADSOEF)**

**Annual Meeting Rules of Order**

In addition to the ADSOEF Bylaws and Meeting Policies and Procedures, the following Rules of Order shall apply to the ADSOEF Annual Meeting. Otherwise, Robert's Rules of Order, Newly Revised, 11th Edition, is the governing parliamentary authority.

The official prepared agenda shall constitute the Order of Business, subject to possible change by agreement of the members. The presiding officer may change the order of Business, if deemed advisable.

Each meeting shall be called to order at the designated time.

The voting body is comprised of members of Ohio State Organization, these also being members of Alpha Delta State Ohio Educational Foundation.

Those members signed in for the meeting shall constitute a quorum.

A member should refrain from speaking unless recognized by the presiding officer.

When a member has been recognized to speak, she begins by stating her name.

Each motion shall be in writing, signed by the proposer, and sent to the presiding officer.

The member making the motion may speak first.

No member shall speak a second time on a matter under consideration until all others who wish to speak have had the opportunity to do so by common consent or the consent of the presiding officer. Each member may speak no more than two (2) times.

Members shall be called upon to speak alternating between those "pro" and "con".

Joyce Jones Weinkam  
Parliamentarian