

Rules of Order – On-line meetings

The AOS will be undertaking much of its business via email based discussions. This document attempts to establish a structure for these discussions that will allow conclusions to be arrived at in a timely manner.

1. An on-line meeting may be called at any time by the President or, in the absence of the President, the Vice-President.
2. The President will act as the Meeting Chair. If the President is absent, the Vice President will act as the Meeting Chair until the President's return.
3. A meeting will be called to discuss one or more well-defined topics. A meeting will be called via an email from the Meeting Chair with a subject line: **Call for On-line meeting #/year**. This email will contain the agenda items for the meeting. The call for the first meeting this year will have subject: Call for On-line meeting 1/2000.
4. Members of council will be asked to register their presence and the secretary will declare the meeting either quorate or in-quorate.
5. The Meeting Chair will then frame the meeting around motions for discussion and voting. A motion will then be made in an email with subject line: **Item A - Motion x: subject**, where x=1,2, 3... For example: Item 3 - Motion 2: AOS medal. The subject is simply a descriptive label for reference.
6. The motion is then to be seconded by an email with subject line: **Item A - Motion x: Seconded**.
7. Discussion is then to ensue with emails with subject line: **Item A - Motion x: Discussion**.
8. The Meeting Chair may amend the motion by an email with subject line: **Item A – Motion x: Amendment**.
9. The President should indicate an appropriate time scale for completion of the current agenda item. This might vary according to urgency, but should be sufficient to allow council members to respond. Members should not email to the meeting on topics other than the current agenda item.
10. Members who do not expect to be able to participate in the discussion or vote, as indicated by the timescales indicated by the Meeting Chair, should indicate that they are leaving the meeting and are to inform the secretary. The secretary informs the members if the on-line meeting becomes in-quorate. Members may resume after an absence by informing the secretary by email. The secretary will record an absence of a vote by any present member as an abstention.
11. The Chair will call for a vote after discussion is complete. Votes are to be registered with messages with subject line: **Item A - Motion x: Vote**. Votes are to be registered within 48 hours of the motion being put.
12. New Agenda items are added by the Meeting Chair. Suggestions for new Agenda items should be sent to the Meeting Chair directly.
13. Occasionally urgent matters arise which will require the President to set aside the current agenda item to deal with the urgent matter.
14. The Meeting Chair will close a meeting via an email with subject line: **Meeting x/year: Closed**.