

By-Laws of the Richmond Model Yacht Club

The **Richmond Model Yacht Club** (RMYC) will operate under the Constitution and By-Laws of the national organization known as the American Model Yachting Association (AMYA), except when superseded by these following By-Laws (adopted December 23, 2019), as amended.

Core Values:

RMYC has established a set of core values (the “Core Values”) which serve as the principle guidelines for the successful operation of the club. These Core Values are used to guide members, as collectively defined in Article III Section 34 (the “Member”), in their actions, conduct, priorities, and decision making as it relates to a Member’s participation in and interactions associated with RMYC.

RMYC Core Values

- **Fun & Enjoyment:** It is RMYC’s primary goal to provide an environment for all Members to enjoy the hobby and the sport of remote control (R/C) sailing. The measurement of success for this element is the willingness of Members to invite friends and neighbors to participate and join the club activities.
- **Sportsmanship, respect, and fair play:** RMYC shall maintain an environment of good sportsmanship, respectfulness, and fair play honoring “The Corinthian Spirit”.
- **Safety:** RMYC values the safety of all its Members. Every effort should be made to ensure that each Member remains safe while sailing at the sailing venue. It is the responsibility of all Members to look out for themselves, as well as their fellow Members.
- **Ease of entry:** RMYC strives to make new Members feel welcome and interested in the sport of R/C sailing and competition.
- **Education:** RMYC maintains a continuous learning environment for all levels in competitive sailing and model boat building.
- **Social:** Social events center on sailing activities that are held for the enjoyment of all Members, including family and friends.
- **Competition:** Organized fleet racing is the mainstay of RMYC’s environment. Racing is done primarily for fun, while being respectful of Member’s wide range of abilities and interests.
- **Support:** RMYC supports the pond and property owners of the sailing venue and the AMYA.

ARTICLE I: NAME

The name of this organization is "**RICHMOND MODEL YACHT CLUB**", a model yacht sailing organization operating under Sanctioned Club #306 of the AMYA.

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ARTICLE II: PURPOSES AND OBJECTIVES

The intent of RMYC is to promote R/C model sailing yacht building and racing in the Central Virginia area, and in so far as possible, to aid the advance of R/C model sailing yacht building and racing in the United States. All enterprises of this organization will conform to the policies and the Constitution of AMYA except those that may be preempted by these articles and By-Laws. This organization will also conform to the policies and laws of the Federal Communications Commission (FCC) as applicable. RMYC is a not-for-profit enterprise, conforming to the applicable Laws of the Commonwealth of Virginia.

ARTICLE III: MEMBERSHIP

SECTION 1 QUALIFICATIONSREQUIREMENTS: Any person is eligible for membership (the “Membership”) provided that the qualifications set forth in these By-Laws are met. RMYC encourages all persons to participate as Members, regardless of age, gender, race, disability, sexual preference, or faith.

SECTION 2 QUALIFICATIONS: An applicant must have a desire and interest in model yacht sailing, be a current AMYA Member in good standing, and be willing to uphold the By-Laws of RMYC.

SECTION 23 MEMBERS: The Members of RMYC are those who have paid current Membership dues and shall be those who appear on the books of RMYC, which books~~and~~ shall be the only evidence as to who are members.

SECTION 34 MEMBER CLASSIFICATIONS:

- A. MEMBER: A Member is defined as a person 18 years of age or older as of January 1st of the current year, who shall have paid dues, lives in the Richmond, Virginia metropolitan area (the “Area”), and shall have the right to participate in all RMYC activities, and the eventual right to vote, be elected an Officer, or become an Appointed Officer. The Area is defined as being within one (1) hour driving distance or sixty (60) miles of the sailing venue.
- B. ASSOCIATE MEMBER: An Associate Member is defined as a person 18 years of age or older as of January 1st of the current year, who has paid dues, does NOT live in the Area, and shall have the right to participate in all RMYC activities, the eventual right to vote, or be an Appointed Officer.
- C. FAMILY MEMBERSHIP: A “~~F~~family” is defined as two~~one~~ or more related persons (residing in the same household, or where a Member has partial custody of a minor) who have paid dues~~want to be a RMYC Member~~. A Family may have any number of participants, which shall have the right to participate in all RMYC activities, and the eventual right to one (1) vote per Family, and hold an elected or appointed office, as applicable.
- D. YOUTH MEMBERSHIP: A Youth Membership may be extended to persons under the age of eighteen (18) as of January 1, of the current year. Youth Members ~~shall~~ have paid dues, and shall have the same privileges as other Members including racing, but may not vote or hold an office. Youth Member are eligible to become Appointed Officers.

SECTION 45 MEMBER ADMISSION AND DUES: New Members are admitted following payment of current annual dues and upon a two-thirds (2/3) majority vote by the Board. A new Member may

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participate as any other Member, but may NOT vote or hold office for a period of one (1) year from their initial Membership date.

- A. Dues may only be changed upon:
 - (i) Submission of a proposed change by two-thirds (2/3) majority vote by the Board, as defined in Article IV.
 - (ii) Followed by a two-thirds (2/3) majority vote of the Members at the Annual Meeting, as described in Article VIII Section 1A.

- B. Dues and Fees
 - (i) Annual dues for all Memberships shall be \$20.00, payable in full at the Annual Meeting, or prior to the Member's first race of the season.
 - (ii) Annual Dues for Family Membership shall be \$45.00, payable in full at the Annual Meeting, or prior to any Family Member's first race of the season.
 - (iii) New Members in each Membership category joining after October 1st but before December 31st shall pay annual dues sufficient for the balance of the current as well as the following year.
 - (iv) A Member not paying their dues becomes delinquent on April 1. Beyond May 1st a Member must reapply and pay Membership dues of \$30.
 - (v) The Commodore, upon prior announcement to the Board, may waive a single regatta entry fee for Members who reciprocate services in kind benefiting RMYC, including but not limited to services such as volunteering to be Race Director (RD), Race Chairman, or other services deemed worthy of such waiver.

SECTION 6 DISCIPLINE: The Board of Directors (the "Board") as defined in Article IV Section 3, shall have the authority, with a two-thirds (2/3) majority vote of its Officers, as defined in Article IV Section 1, to discipline any Member who, at the sole discretion of the Board, has conducted themselves in a manner not in the best interest of the RMYC, its Core Values, and its Members. Depending upon the severity of the infraction, the Board may consider issuing the following:

- A. Written warning
- B. Suspension, made in writing, for a period of time no longer then one (1) year and no less that one (1) month.
- C. Membership termination

Cause for immediate termination shall include, but not limited to, two prior suspensions, threats of any kind, physical assault, violent behavior, display of weapons, destruction of equipment, theft, bullying, verbal abuse, and indecent exposure.

All discipline matters are to be considered confidential, and are to be handled as such by the Board. No report regarding disciplinary matters shall be made by the Board to the Members.

Suspended Members may not participate in any RMYC club functions, including meetings, fun sails, or races, and may not vote on any RMYC club business.

A Member suspended by the Board, may NOT hold a position as an Officer for the remainder of the year of the warning or suspension, as well as the following year.

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The Member considered for disciplinary action, shall be entitled to notice of the charges against them, and shall be granted an opportunity to respond to the charges prior to the Board deciding on any disciplinary action.

ARTICLE IV: OFFICERS

SECTION 1 OFFICERS: The elected officers (the “Officers”) of RMYC shall be the:

1. Commodore
2. Secretary-Treasurer
3. Public Relations Office
4. Dragon Flite Fleet Captain
5. IOM Fleet Captain
6. RG65 Fleet Captain

SECTION 2 OFFICER REQUIREMENTS:

- A. The Commodore must have a minimum of one (1) year of experience as an Officer.
- B. The Secretary-Treasurer must have prior experience with accounting.
- C. Membership dues for the current year must be paid.
- D. All Officers must live in the Area.
- E. RMYC must be the Officer’s primary sailing club.
- F. An Officer may not hold an office of another sailing club.
- G. An Officer may NOT hold such a position if under disciplinary suspension by the Board.
- H. Additional Officers (the “Appointed Officers”) must be paid Members, but otherwise do not need to meet the requirements of this Section.

SECTION 3 BOARD OF DIRECTORS: The Board of Directors (the “Board”) shall consist of the following Officers.

1. Commodore
2. Secretary-Treasurer
3. Public Relations Officer
4. Dragon Flite Fleet Captain
5. IOM Fleet Captain
6. RG65 Fleet Captain

Board meetings shall be called by the Commodore at a minimum once per year, or as necessary. A quorum for a Board meeting shall be a minimum four (4) Board Officers, including the Commodore or Commodore’s designee.

SECTION 4 OFFICER ELECTIONS: Officer elections shall take place during the RMYC annual meeting (the “Annual Meeting”), as described in Article VIII Section 1A, if nominations are made by the Members. If an existing Officer is no longer able to conduct their duties during their term, the vacated office shall be filled in accordance with Section 6 of this Article. At the discretion of the Commodore, and after consulting with the Board, an election by the Members may be held either by special meeting or via the RMYC email distribution group, as described in Article X Section 2.

SECTION 5 TERM AND MULTIPLE OFFICES: The term of an Officer shall be two (2) years. If no Member or Officer is either qualified nor seeks the position of an Officer, including that of the

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Commodore, then the term may be extended on an annual basis with Board approval. Although not ideal, Members may serve as one or more Officers.

SECTION 6 VACATED OFFICE:

- A. Commodore: In the event the Commodore office is vacated at any time, an Officer shall advance to Commodore via the election procedures set forth in Article V below and conducted during either the Annual Meeting or special meeting where there is a quorum.
- B. In the event the Secretary-Treasurer is vacated, the Commodore shall appoint an Officer from the Members to fill the vacancy for the remainder of the term, followed by election at the Annual Meeting.
- C. Fleet Captain: In the event a Fleet Captain is vacated; the Commodore shall appoint a Member as a Fleet Captain to fill the vacancy for the remainder of the term, followed by election at the Annual Meeting.
- D. Appointed Officer(s): The Commodore may replace an Appointed Officer at any time.

ARTICLE V: ELECTIONS

SECTION 1 NOMINATIONS AND PROCEDURE: Nominations for Officers shall take place from the floor at the Annual Meeting or special meeting where there is a quorum, followed by elections. If no such nominations are brought forth, and existing Officers accepting, those Officers shall continue in their current role.

SECTION 2 VOTING: Members shall vote in person. Membership dues for the current year must have been paid to be eligible to vote. Members must be Members of RMYC for a minimum of one (1) year and not under disciplinary suspension by the Board in order to vote. Youth Members are not eligible to vote.

SECTION 3 PROXY VOTES: Members may not vote by proxy.

SECTION 4 OFFICER REMOVAL: Officers may be removed with or without cause by a 2/3 majority vote by the Members at the Annual Meeting or special meeting where there is a quorum, provided that there is ~~ten~~ **ten** (10) days prior written notice of meeting that states that the purpose of the meeting is to remove an Officer. Such notice may be delivered by mail or by the email distribution group.

SECTION 5 RESULTS: The results of the election for each Officer shall be announced immediately and all RMYC properties shall be transferred to the appropriate newly elected Officers at or as soon as feasible following the Annual Meeting. Officer elections will occur every other year or as needed to fill a vacant position.

ARTICLE VI: DUTIES OF OFFICERS

SECTION 1 COMMODORE: The Commodore shall have the responsibility of:

- A. Presiding at all RMYC meetings.
- B. Appoint and prescribe duties of Appointed Officers and any committees deemed necessary to carry out RMYC operations.
- C. Representing RMYC in all matters related to major events.
- D. Ensuring RMYC operations, programs, and events are being conducted consistent with the Core Values.

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- E. Ensuring Officers are conducting their duties as assigned.
- F. Speakings on behalf of the Board.
- G. In the case of a tie vote on any RMYC matter, the Commodore's vote shall break the tie.
- H. Serve as a voting Member on the Board.

SECTION 2 SECRETARY-TREASURER: The Secretary-Treasurer shall serve as a voting Member on the Board. In the absence of the Commodore, the Secretary-Treasurer shall perform the duties of the Commodore. The responsibilities of the Secretary-Treasurer shall be:

- A. Maintain the record of those who are Members of RMYC.
- B. Collect and deposit Member dues.
- C. Keep an attendance record of Members at each meeting and shall notify those Members delinquent in his/her dues.
- D. Record the minutes of all meetings and attend to all necessary RMYC records of correspondence.
- E. Maintain records of all minutes.
- F. Report minutes from previous meeting at each subsequent meeting for approval.
- G. Ensures Commodore has access to club financial records.

In addition, the Secretary-Treasurer shall keep all financial records and receive all funds, maintain the RMYC funds and bank account, and sign all disbursements. The Secretary-Treasurer shall furnish a yearly financial report. The Secretary-Treasurer shall notify the Commodore of all delinquent dues and disbursement of funds. Reimbursements of Board approved club expenditures to Members do not need Board approval.

SECTION 3 PUBLIC RELATIONS OFFICER: In the absence of the Commodore and the Secretary-Treasurer, the Public Relations Officer (PRO) shall perform the duties of the Commodore. The PRO shall have the following responsibilities:

- A. Serve as a voting Member on the Board.
- B. Act as liaison to the AMYA, including:
 - (i) Regatta submission
 - (ii) Obtain pond insurance
 - (iii) AMYA club status
- C. Act as liaison to the pond/property owners of the sailing venue.
- D. Maintain the RMYC website and email distribution group.
- E. Assign responsibilities related to the RMYC website and email distribution group.
- F. Maintain the Club Championship Series scoresheet.

SECTION 4 FLEET CAPTAINS: Fleet Captains are responsible for all RMYC racing activities related to their applicable class. Specific duties include:

- A. Serve as a voting Member on the Board.
- B. Conduct themselves as stewards of the class.
- C. Appoint and schedule RDs for class applicable RMYC racing events.
- D. Organize training regarding racing tactics, Racing Rules of Sailing, as well as fun sails for their respective classes.
- E. Forms and chairs Protest Committee in their respective fleet unless delegated by the Fleet Captain to the RD. The Fleet Captain and/or RD will remove themselves from a protest hearings where they are involved as a protester, protestee, or witness.
- F. Solicit input from RMYC Members regarding the annual RMYC fleet racing program, including but not limited to schedule and series scoring system, then develop an annual program to be presented to the Board for approval.

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- G. Develop and maintain RMYC Notices of Race (NOR) and Sailing Instructions (SI) for RMYC regattas.
- H. Overall responsibility for reliable and accurate scoring.
- I. Ensure scores are released to the PRO in a timely manner.
- J. Responsible for keeping results in more than one secure location during the year.
- K. In consult with the Commodore, and when necessary, appoint a class measurer.
- L. Responsible for ~~obtaining~~attaining awards to be presented at class regattas. Procures awards within a budget approved by the Board.
- M. Recommend RMYC racing equipment purchases to the Board.
- N. Responsible for maintenance of marks and other RMYC racing equipment.
- O. Consults with the Commodore on the conduct of the Members during racing aspect of regattas, as appropriate.
- P. Maintain a working relationship with other model yacht clubs and their racing programs, so as to give RMYC the benefit of exposure to other methods of running racing programs and give Members information regarding available regattas.
- Q. Daily racing program Fleet Captain duties:
 - 1. Fleet Captains should arrive at the sailing venue at least 30 minutes before scheduled start time of a club race, or one (1) hour before a club regatta to assist the RD in setting up the course, registration, and equipment.
 - 2. Fleet Captains will advise the Commodore and the Members of weather-related issues.

SECTION 5 APPOINTED OFFICERS: Appointed Officers duty is that which is specifically assigned by the Commodore. Appointed Officers are prohibited from being on the Board, unless that Appointed Officer holds an Office listed in Article IV Section 3.

ARTICLE VII: DUTIES OF THE BOARD OF DIRECTORS

SECTION 1: The Board is responsible for the overall operations of the RMYC, including the initial creation of, administration of, and the following of these By-Laws. The Board may adopt rules, policies, and procedures consistent with these By-Laws for the management and operation of RMYC. The Board shall not adopt any rule, policy, procedure, or promote any event that, at its sole discretion, is determined to jeopardize the club's rights or permission to use the sailing venue.

SECTION 2: The Board is approved to spend RMYC funds ~~up~~ up to \$600 without a specific vote of the Members, but after discussion and a vote of the Board. Expenditures over \$600 require a vote and simple majority approval by the Members either at a meeting or via the email distribution group.

SECTION 3: The Board shall operate in a manner that promotes:

- A. RMYC Core Values.
- B. Membership growth.
- C. Long-term prosperity of RMYC.
- D. Financial security of the club.

SECTION 4: The Board shall be solely responsible for:

- A. Schedule meetings, including the Annual Meeting.

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- B. Selection and approval of the RMYC fleet racing program, including schedule and scoring system.
- C. Adoption of additional or replacement classes of boats.
- D. Securing and ensuring the club's right to use the sailing venue.
- E. Selection of racing venues.

It is expected that RMYC Members will be consulted in these areas, however the Board has the ultimate authority and cannot assign or delegate another group or Member to make these selections, nor to make these decisions by Members vote. An ad hoc committee comprised of Appointed Officers MAY be formed to research and make recommendations to the Board in these areas, that will subsequently be taken into consideration prior to a vote by the Board.

ARTICLE VIII: RMYC MEETINGS

SECTION 1 SCHEDULED MEETINGS:

- A. The Annual Meeting shall be held in the month of January. As necessary, additional meetings throughout the year may be scheduled by the Board.
- B. The Commodore shall make every effort to notify all Members of the time, place, and agenda of all RMYC meetings at least ten (10) days in advance of the meeting, via the means defined in Article X below. However, lack of such notification shall not nullify any procedures conducted at any meeting where a quorum is met.

SECTION 2 SPECIAL MEETINGS: The Commodore may call a special meeting with ten (10) day prior notification of the Members for reasons including, but not limited to:

- A. Action taken by the AMYA against the RMYC.
- B. Loss of sailing venue.
- C. Appropriation proposal for a major expense over \$600.
- D. Conditions exist for RMYC dissolution per Article XI of these By-Laws.
- E. Other conditions upon which the Board deems necessary.

Special meetings may also be called by majority vote of the Members, for a specific purpose, so long as that purpose is identified for Member consideration and through the email distribution list a minimum of ten (10) days prior to the meeting.

SECTION 3 QUORUMS AND PARLIAMENTARY AUTHORITY: All RMYC meetings require a quorum of four (4) Board Officers minimum, including the Commodore or Commodore's designee. The Basic Robert's Rules of Order, as generally shown in Appendix A, shall constitute RMYC's parliamentary procedure and govern all proceedings of this organization, subject to any special rules that have been or may be hereinafter adopted.

SECTION 4 ANNUAL MEETING AGENDA:

The following standard agenda may be used for the Annual Meeting:

- A. Report of the Commodore.
- B. Review of minutes from the previous meeting.
- C. Discussion of upcoming events and appointment of duties, etc.

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- D. Minutes of Board Meetings except confidential matters such as disciplinary actions.
- E. Update on the general state of the RMYC.
- F. Update on issues seen by the Commodore and/or Board as “priority”.
- G. Reports by the Secretary Treasurer, PRO, and Fleet Captains.
- H. Any unfinished business.
- I. New Business or topic-of-interest brought from the floor by Members or the Board.

ARTICLE IX: AMENDMENT OF THESE BY-LAWS

RMYC By-Laws may be amended only by two-thirds (2/3) majority vote by the Board. Active Members may propose amendments to the By-Laws at any meeting where a quorum exists. “Active Members” are defined as ~~Members~~^{those} who have paid current dues, are currently not under any disciplinary action, and have participated in at least four (4) races or four (4) other RMYC scheduled functions in the previous twelve (12) months. An Active Member must also meet the minimum of one (1) year Membership in order to vote. The proposed amendment(s) shall be submitted to the Members in writing at the Annual Meeting, special meeting, or via the email distribution group.

ARTICLE X: OUTREACH/COMMUNICATION

SECTION 1 WEBSITE: RMYC, through the PRO or delegate, may maintain a club website. This should be a simple, informative site, directed at the sailing public, and designed to promote interest in the RMYC.

SECTION 2 EMAIL DISTRIBUTION GROUP: RMYC, through the PRO or delegate, may maintain a club email distribution group as the primary means of RMYC communication. This email distribution group shall follow the same guidelines established in RMYC’s Core Values.

SECTION 3 FACEBOOK: RMYC, through the PRO or delegate, may maintain a club Facebook page and/or group. This should be a simple, informative page and/or group, directed at the sailing public, and designed to promote interest in the RMYC.

ARTICLE XI: DISSOLUTION OF THE RMYC

SECTION 1: A special RMYC Meeting to dissolve RMYC shall be called by the Commodore, or in the absence of the Commodore, by any Officer, if:

- A. Paid Membership drops to a level of three (3) Members or less.
- B. The RMYC fails to hold an event (meeting, race, activity, etc.) for a period of one (1) year or longer;
- C. At the direction of the AMYA. In this case, the RMYC may re-form as an independent RMYC, or as part of another model yachting organization.
- D. Upon the recommendation of 2/3 vote by the Members at an official RMYC meeting.

SECTION 2: At the Annual Meeting or special meeting, a case for dissolution shall be presented to before a vote is taken. If two-thirds (2/3) of the voting Members vote to dissolve the RMYC, the RMYC is dissolved immediately.

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SECTION 3 LIQUIDATION: The Commodore or highest sitting Officer shall take responsibility for liquidating the assets of the RMYC in the following order.

- A. Notify AMYA of the action.
- B. All RMYC properties will first be offered to the Members
- C. Offer properties to all other clubs in AMYA Region 3 at the same price.
- D. Sold at auction or other method decided by the responsible Officer.
- E. Proceeds of RMYC assets and any remaining RMYC funds shall be distributed evenly among the dues-paid Members from the last year the RMYC operated.

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**The Richmond Model Yacht Club By-Laws
adopted December 23, 2019, as amended.**

COMMODORE/DRAGON FLITE FLEET CAPTAIN

By: _____
Scott Duff Date

SECRETARY-TREASURER

By: _____
Robert Brodsky Date

INTERNATIONAL ONE METER (IOM) FLEET CAPTAIN

By: _____
Erich Buckenmeier Date

RG65 FLEET CAPTAIN

By: _____
Charles Fawcett Date

PUBLIC RELATIONS OFFICER

By: _____
Robert Suydam Date

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Appendix A: Basic Robert's Rules of Order

Parliamentary procedures using basic Roberts Rules of Order to conduct orderly meetings, consider motions, and accomplish goals fairly. In the case of conflict, ambiguity, or uncertainty between these Rules of Order and the RMYC By-Laws, the RMYC By-Laws shall prevail.

Benefits of parliamentary procedure include:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one (1) item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Definitions

Motion — A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with "I move that..."

Second — A statement by a member who agrees that the motion made by another member be considered, stated as "Second," or "I second the motion."

Amendment — Before the vote is taken on a motion, it may be amended by:

- Striking out words.
- Inserting or adding words.
- Striking out words and inserting others in their place.
- Substituting one (1) paragraph for another.

Quorum — The minimum number of Officers who must be present in order to conduct business. The quorum requirements may be found in the By-Laws.

Presiding Chair — The officer facilitating the meeting, usually the Commodore.

Basic Principles

- All members have equal rights, privileges, and obligations.
- No person can speak until recognized by the Presiding Chair.
- Personal remarks during debate are out of order.
- Only one (1) question at a time may be considered, and only one (1) person may have the floor at any time.
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- Full and free discussion of every main motion is a basic right.
- A quorum must be present for business to be conducted.
- A majority decides a question.

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- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Presiding Chair should always remain impartial.

Role of the Presiding Chair

- To remain impartial during debate — the Presiding Chair must relinquish the Chair in order to debate the merits of a motion and may not chair the meeting again until after a vote has been taken on the motion has been disposed of.
- To vote only to create or break a tie.
- To introduce business in proper order per the agenda.
- To recognize speakers.
- To determine if a motion is in order.
- To keep discussion germane to the pending motion.
- To maintain order.
- To put motions to a vote and announce results.

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the Presiding Chair.
- Member makes a main motion.
- A motion must be seconded by another member before it can be considered.
- If the motion is in order, the Presiding Chair will restate the motion and open debate.
- The maker of a motion has the right to speak first in debate.
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
 - Discussion has ended, or
 - A 2/3 vote closes debate ("call the previous question" or "call the question").
- The Presiding Chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- The Presiding Chair calls for a vote by asking "All in favor?" Those in favor say "Aye." Then asking "Opposed?" Those opposed will say "no."
- The Presiding Chair announces the result.

General Rules of Debate

- No member may speak until recognized by the Presiding Chair.
- All discussion must be relevant to the immediately pending question.
- No member can speak more than three (3) minutes or as decided by members.
- Speak clearly and concisely.
- Be courteous and respectful.
- All remarks must be addressed to the Presiding Chair — no cross debate is permitted.
- It is not permissible to speak against one's own motion (but one can vote against one's own motion).

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- Debate must address issues not personalities — no one is permitted to make personal attacks or question the motives of other speakers.
- The Presiding Chair must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of.
- When possible, the Presiding Chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- Members may not disrupt the assembly.
- Obey these rules of debate.

Example of Handling a Main Motion

- Member rises and addresses the Presiding Chair: "Madam/Mister Commodore" (or title).
- Commodore recognizes member (by title or name).
- Member makes the motion: "I move that..."
- Another member seconds the motion (without recognition): "Second" or "I second the motion."
- Commodore states the motion and opens debate: "It is moved and seconded that..."
"Is there any debate?" or "Are you ready for the question?"
- Commodore recognizes member(s) wishing to speak.
- After debate concludes the Commodore restates the motion and puts the question to a vote.
"The question is on the motion to..."
- Those in favor of the motion say "aye." Those opposed say "no."
- Commodore announces the result of the vote and what action will be taken. The "ayes/no" have it, and the motion is adopted/lost" or "We will (state action to be taken).
- Commodore continues with the next business in order.

Common methods of taking a vote

- General consent: "If there is no objection, we will..." or "Since there is no objection, we will..."
- Voice vote: "As many as are in favor, say "aye." As many opposed, say "no." The "ayes/noes" have it and the motion is adopted/lost."
- Rising vote: "Those in favor will raise your hand." A count is taken. "Those opposed will raise your hand." A count is taken.
- Thank you. There is a majority (or 2/3) in the affirmative and the motion is adopted." or "There is less than a majority (or 2/3) in the affirmative and the motion is lost."

Methods of Amending

- By striking out: "I move to amend the motion by striking out the word [WORD]."
- By inserting: "I move to amend the motion by inserting the word [WORD] after the word 'WORD' and [if applicable] before the period."
- By striking out and inserting: "I move to amend the motion by striking out the word [WORD] and inserting the word [WORD]."

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Helpful terminology

- Recommendations, By-Laws, rules, resolutions, budgets, and audits are adopted.
- Reports are filed.
- Resignations are accepted.
- Minutes are approved.
- If corrections were made to the minutes, the minutes are then approved as corrected.
- Secretary Treasurer's statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is placed on file for audit as stipulated in the By-Laws.
- Motions are recorded as "adopted" or "lost."
- It is highly recommended that main motions be put in writing (dated and signed). If so; number motion slips, and note on the slips whether the motion was "adopted" or "lost."