

LPA Rules of Order

Introduction:

The LPA Rules of Order will serve as a guide to conduct fair, focused, and organized meetings that prioritize consensus-based decision making.

Role of the chair/facilitator

- The facilitator of the meeting will indicate when the meeting is beginning and ending. They will introduce agenda items, moderate discussion, and call for votes when necessary. The facilitator may be any member of the executive committee, but preferably a co-chair.
 - When moderating discussion, the role of the facilitator is to:
 - Limit unfocused discussion and bring the meeting back to the issues at hand
 - Ensure that all voices are heard, including calling on those who have expressed a desire to speak on an issue
 - Ask for a sense vote or a formal vote on decision items when appropriate
 - Keep track of the allotted discussion time and indicate when it is concluded

Proposal Procedure

- Any LPA member may submit a proposal to be included as an official agenda item in the biannual meetings. A call will be put out via email for agenda items at least one week prior to the scheduled meeting. It is the responsibility of the secretary to include all proposals on the meeting agenda. Proposals not submitted ahead of time may be suggested during the meeting when the chair indicates.
 - Generally, proposals should include the following information:
 - What is being proposed?
 - Why is it important? (background & events that led up to this)
 - What action is being requested of the LPA?
- Proposals are either passed using the majority indicated in the LPA Bylaws or postponed for rework by the sponsor. Every proposal will have an allotted amount of time for discussion, which the facilitator will manage. Following either the conclusion of the allotted time or a positive sense vote, a formal vote will be held.
 - Sense Votes – At the discretion of the facilitator, a sense vote can be conducted to prompt a formal vote on a proposal prior to the conclusion of the allotted discussion time. If the sense vote is positive (meaning that most of the members like or can live with a proposal), it can be moved to a formal vote. A sense vote indicates:
 - Who likes the proposal? (represented as a thumbs up)
 - Who can live with the proposal? (represented as a sideways thumb)

- Who is uncomfortable with the proposal? (represented as a thumbs down)

Related Documents

Bylaws (approved October 30, 2018)

LPA Handbook (approved October 30, 2018)