

Lake Granbury Art Association (LGAA)

Membership Meeting Conduct and Participation Guidelines

Purpose

The Lake Granbury Art Association (LGAA) is committed to conducting Membership Meetings in a respectful, organized, and productive manner that encourages participation while allowing the Association to efficiently conduct its business.

These guidelines are intended to ensure that every member has an opportunity to be heard while maintaining orderly meetings that are fair to all attendees.

Membership Meetings

Membership Meetings are generally held on the **second Monday of each month**.

Official meeting notices, dates, times, and locations will be communicated to the membership in advance.

Parliamentary Authority

All official Membership Meetings of the Lake Granbury Art Association shall be conducted in accordance with the current edition of **Robert's Rules of Order Newly Revised**, except where superseded by the LGAA Bylaws or applicable law.

Robert's Rules of Order provides an orderly process that ensures fairness, protects the rights of all members, and allows the Association to conduct business efficiently.

The Chair

The **President**, or the President's designated representative, serves as the **Chair** and presides over the Membership Meeting.

The Chair is responsible for:

- Calling the meeting to order.
 - Maintaining order and decorum.
 - Following the meeting agenda.
 - Recognizing members who wish to speak.
 - Conducting discussion in an orderly manner.
 - Calling for votes.
 - Announcing the results of all votes.
-

Member Participation

LGAA encourages members to participate in discussions.

Members wishing to speak or ask a question should:

- Raise their hand and wait to be recognized by the Chair.
- Speak only after being recognized.
- Address all remarks and questions to the Chair.
- Avoid conversations with other members while speaking.
- Keep comments respectful, concise, and relevant to the topic under discussion.

This procedure ensures that only one person speaks at a time and that every member has an equal opportunity to participate.

Discussion of Motions

When a motion has been made and properly seconded, the Chair will:

1. State the motion before the membership.
2. Open the floor for discussion.
3. Recognize members wishing to speak.
4. Ensure discussion remains focused on the pending motion.
5. Close discussion when appropriate.

After discussion has concluded, the Chair will conduct the vote by asking:

- “All those in favor, say ‘Aye.’”
- “Those opposed, say ‘No.’”

The Chair will announce whether the motion has passed or failed before proceeding to the next item of business.

Meeting Decorum

All members are expected to conduct themselves in a courteous and respectful manner.

Members shall:

- Wait to be recognized before speaking.
- Refrain from interrupting another speaker.
- Avoid side conversations while business is being conducted.
- Respect differing opinions.
- Follow the direction of the Chair regarding meeting procedures.

The purpose of these guidelines is not to limit participation but to ensure that every member has an equal opportunity to be heard.

Maintaining Order

If a member speaks without first being recognized, the Chair will politely remind the member to wait until they have been recognized.

If a member continues to interrupt, speak out of turn, or otherwise disrupt the orderly conduct of the meeting after being reminded, the Chair may declare the member out of order and request that the disruptive behavior cease.

If the disruption continues to interfere with the business of the Association, the Chair may request that the member leave the meeting room so the meeting may continue in an orderly manner.

Our Commitment

The Lake Granbury Art Association values open communication, respectful discussion, and active member participation.

These guidelines are intended to ensure that every member has the opportunity to participate while allowing the Association to conduct its meetings efficiently, fairly, and in accordance with the principles of Robert's Rules of Order.

Executive Board Approved by a majority vote on August 7, 2026