

**75 DIVISION MEETING - CONDUCT [SBL 120]**

---

- A) The order of business at a regular meeting of the Division shall be as follows: [Am 2/27/90, Rt 3/14/90]
- 1) Minutes
  - 2) Announcements
  - 3) The business on the agenda
  - 4) Other business
- B) The order of business at a special meeting shall be as follows:
- 1) Minutes – the reading of the minutes may be omitted with the approval of twothirds of the ordinary members present.
  - 2) The business on the agenda.
  - 3) Any other business, the consideration of which is authorized by unanimous consent of the voting members present. Action taken at a special meeting on any matter of business not published in the call to that meeting requires unanimous approval of the voting members present at the meeting.
- C) Parliamentary Authority of Division  
Questions of order not answered by the Bylaws or Regulations of the Division shall be governed by the current edition of *Robert's Rules of Order*.
- D) Written Ballot at Division Meeting  
Any motion before a Divisional meeting shall, when the question is called, be submitted to a written ballot of the members present at the meeting, provided either that the presiding officer so orders or that fifteen percent (15%) of the members present so request.
- E) Mail Ballot  
Action taken at a meeting of the Division shall be submitted to a mail ballot at the request of onethird of the members present and voting. [En 5/25/76]