

2023-2025 Proposed Standing Rules
MICHIGAN GARDEN CLUBS, INC. BOARD MEETING
Hybrid and Video Conference Meeting via Zoom

Video Conference Attendees:

1. All attendees will check their Zoom application to make sure they have the latest Zoom updates, before joining the meeting.
2. All attendees will be asked to sign into Chat before the meeting begins to provide a documented record of attendance for the meeting minutes.
3. Board members shall edit their names to include their first and last name and their MGC Board Position.
4. Unless used to connect to the meeting, cellular phones and other electronic devices shall be silenced and background noises minimized.
5. Attendees should turn off their video and mute their microphone if they need to move around so they do not distract other participants.
6. All attendees (by video or in person) are asked to respect each other by listening carefully and not interrupting another person when that person is speaking.
7. Attendees will either raise their hand or use the Zoom “raised hand reaction emoji” when they have a question.
8. When providing a report, the attendee may share their screen, if necessary, provided they have practiced doing so in advance. The report should be forwarded to the President in advance if possible.
9. If technical assistance is needed, the MGC Meeting Moderator will be the person who provides assistance; others are asked to remain quiet.
10. All voting will be done by a hand raise or using the icons in the Reactions section; green check mark to support; red check mark to oppose. The voting method will be announced by the Meeting Chair before the vote is taken.
11. If a new motion or an amendment to a motion is made, it will be noted by the Recording Secretary and the wording verified first then motion seconded before any further discussion occurs.
12. All video board meetings will be recorded.
13. The Standing Rules can be updated at any meeting, as needed by a majority vote of the quorum present.

In Person Meeting Attendees:

1. All participants attending in person will sign in with the Recording Secretary
2. MGC Board members are expected to wear their MGC Name Badges
3. All cellular phones shall be silenced.
4. Attendees will raise their hand to make a comment or ask a question. They will then be directed to or provided with a microphone before speaking so everyone can hear.
5. Attendees making reports will use a microphone.
6. All attendees (by video or in person) are asked to respect each other by listening carefully and not interrupting another person when that person is speaking.
7. All voting will be done by voice vote or by a show of hands. The voting method will be announced by the Meeting Chair before the vote is taken.
8. If a new motion or an amendment to a motion is made, it will be noted by the Recording Secretary and the wording verified first then motion seconded before any further discussion occurs.
9. The Standing Rules can be updated at any meeting, as needed by a majority vote of the quorum present.