

SNCC EXECUTIVE COMMITTEE

Rules of Procedure

for

Executive Committee Meetings

1. The first order of business at each meeting of the Executive Committee shall be the election of a chairman to serve during that meeting.
2. The Secretariat (Chairman of SNCC, Executive Secretary and Program Secretary) shall be responsible for the preparation of a tentative agenda to be presented to the Executive Committee at the beginning of each meeting. The second order of business at each meeting of the Executive Committee shall be additions to, deletions from and final acceptance of the agenda for the meeting. Consideration of the agenda shall include the order in which items are to be taken up and the time to be allotted to each item.

Any member of the Executive Committee, at the close of consideration of any item, either during consideration of the agenda, or at any other time during the meeting, may move to amend the agenda.
3. The Executive Committee shall meet at 9:00 am on the second Monday of each month.
4. Any member of the Secretariat has the right to call an emergency meeting of the Executive Committee.

In the event any member of the Executive Committee wishes an emergency meeting of the Executive Committee, he shall notify a member of the Secretariat, asking him to call such a meeting. If that member of the Secretariat refuses to call the emergency meeting, then the member of the Executive Committee wanting the emergency meeting can mandate the personnell secretary or the Atlanta office manager to poll the members of the Executive Committee on his request to have an emergency meeting. Records of letters and phone conversations involved in this poll must be kept by the person polling. If the poll indicates that a majority of the Executive Committee wants the meeting, then the personnell secretary or the Atlanta office manager must call the meeting at the time and place designated by the member of the Executive Committee wanting the meeting.

5. All actions taken in Executive Committee meetings shall be by majority vote of the Executive Committee members present.

6. At its first meeting after election or re-election by the Coordinating Committee, the Executive Committee shall appoint a secretary of the Committee, whose responsibility it shall be to make a record of the proceedings of the Committee. The Program Secretary shall be responsible for sending the minutes of Executive Committee meetings to the members of the Coordinating Committee.

7. All votes of the Committee, on all matters, shall be record votes (a record vote is a record of the names of the members voting and how they voted). It shall be the responsibility of the secretary of the Committee to see to it that all votes are recorded in writing. The Chairman of the meeting shall conduct all votes in such manner as to make recording them convenient.

8. Debate and discussion in Committee meetings must adhere to the agenda, and it shall be the responsibility of the Chairman of the meeting to implement this rule. In the event that the Chairman of the meeting shall rule that remarks, motions, discussion, debate, etc., are out of order (not pertinent to the agenda item before the Committee), the person so ruled against may immediately introduce a motion to over-rule the Chair.

9. Debate and/or discussion on any agenda item may be cut off by a majority vote of the members of the Committee present. The procedure for doing so is as follows:

(a) If there is no motion on the floor, any member may, at any time during the discussion, move to vote on whether or not to end discussion on the item.

When such a motion is made and seconded, the Chairman of the meeting then asks the Committee if anyone wishes to make a motion with respect to the substance of the item under discussion. If no such motion is forthcoming then the Chairman calls for a vote on the motion to end discussion. If the motion passes, the Chairman calls up the next item. If it fails, discussion continues until the time specified in the agenda for that item is exhausted.

If in response to the Chairman's question, a motion with respect to the substance of the item is forthcoming, the motion to end discussion is nullified and has no further standing.

(b) If a motion, other than a motion to end discussion, is on the floor a Committee member, being recognized, may state that he "moves the previous question." The term "previous question" refers to a motion properly on the floor pertinent to the item under discussion. If the motion for the previous question is seconded, the Chairman of the meeting must immediately call for a vote on it. If a majority of the members present vote yes, then the Chairman must call for an immediate vote on the motion with respect to which the previous question was moved.

10. A majority of the Executive Committee must be present before a meeting may be called to order, such majority to include at least one member from each area which elects members to the Committee. It shall be the responsibility of the program secretary to ensure that each area is represented by at least one member, or by a person designated by such member.

In the district elections, or the elections of the State members at large, the workers shall elect an alternate Committee member to represent the district or the State at Committee meetings when the member is indisposed or incapacitated. If the elected member and the alternate are unable to attend the meeting, the program secretary shall ask a person from that district or state to attend the meeting. The Executive Committee will then vote on whether or not to accept that person as a delegate for that meeting.

Any elected member of the Executive Committee who misses three consecutive meetings, whether regular or emergency meetings, shall be asked to resign from the Executive Committee and the vacancy shall be referred to the Coordinating Committee.

11. Meetings of the Executive Committee shall be open to members of the Coordinating Committee. Non-members of the Executive Committee shall have voice but no vote in meetings of the Executive Committee.

Adopted by the Executive
Committee March 5, 1965
Atlanta, Georgia