

**FILE: BEDD**

**ADOPTED: October 2, 1975**

**REVISED: November 16, 1978, July 21, 1988**

**REVIEWED: April 29, 1993**

**REVISED: May 31, 2000**

**REVIEWED: December 5, 2002**

## **PARLIAMENTARY PROCEDURE**

### **BY-LAWS ARTICLE VI**

- A. The Board will follow The Maine Moderator's Manual when deemed necessary;
- B. At a regular or special meeting of the Board of Directors, if the Chair and Vice-Chair are absent, a temporary Chair will be selected by a vote of the majority of the Board present.
- C. The Chair is not to make motions. If s/he wishes to make a motion, s/he is to step down from the Chair position and turn the gavel over to the Vice-Chair or another Board member.