

**California Garden Clubs, Inc.**  
**RULES OF ORDER FOR BOARD MEETINGS, 2025-2027**

**Information**

Regular meetings of the board of directors shall be Organizational (in the odd-numbered year), Fall, Winter and Pre-Convention meetings. Permission for non-attendance at any regular meeting shall be obtained from the president. Article VII, Section 4(a).

One-third (of the board) shall constitute a quorum. No member shall be entitled to more than one vote. Article VII, Section 1.

Permission for a guest to attend (without voice or vote) any meeting of the board of directors shall be obtained from the President. Standing Rule 58.

The Bylaws, Standing Rules and Policy of CGCI, together with *Robert's Rules of Order Newly Revised*, shall govern all proceedings of all meetings of the Board of Directors.

**Rules**

1. Board members and guests shall be prompt in their attendance and shall wear identification badges to in-person meetings.
2. Personal electronic devices shall be silenced during all board meeting functions. Anyone involved in an electronic device interruption will donate \$5.00 to the President's Project.
3. For electronic meetings, members and guests shall set their devices to mute (except when addressing the assembly) and observe the voting protocol stated by the President.
4. The President shall appoint a committee of three to review the minutes.
5. Oral reports of chairmen and district directors shall be limited to a maximum of three minutes each unless otherwise announced or requested. To be included in the minutes, an abbreviated report of no more than three hundred words shall be submitted to the Recording Secretary via email within one week of the close of the meeting.
6. All but the simplest of motions from the floor shall be in writing and sent to the President, with copies to the Recording Secretary and Parliamentarian, before debate may proceed. Whenever practical, such motions shall be submitted in writing to the President with copies to each member of the Executive Committee at least one week prior to such meeting.
7. Any member of the Board of Directors wishing to obtain the floor shall rise and come to the microphone (for electronic meetings, follow the protocol set by the President) and when recognized by the President, shall state his/her name and official capacity.
8. No issue shall be debated without first being placed on the floor by a motion which has been seconded.
9. If there is an issue involved with any motion on the floor, a duly recognized member may speak no more than twice on the same issue, except for the proponent of the motion, who may speak a third time to close the debate. Speakers shall be allowed two minutes each. *No member may speak a second time until all members who want to speak have spoken a first time.*
10. These Rules of Order may be suspended at any meeting of the Board of Directors by two-thirds vote of the board members present and voting, providing that the proposal to be presented is not in conflict with CGCI's bylaws or the fundamental principles of parliamentary law.