

“A quorum is a majority of the conservation districts in good standing and is needed for the transaction of business”

“Each district in good standing shall select one supervisor as their voting representative”.

A RESOLUTION PROCESS GUIDE FOR AREA MEETINGS

1. Chair (or a supervisor) from the Host area leads this process.
2. **Host Chair** asks a representative from the CD sponsoring the resolution to read the resolution.
3. **Host Chair** asks for a motion to approve and then a second to approve.
4. **Host Chair** asks sponsor to explain the resolution.
5. **Host Chair** opens the floor to discussion.
 - a. Changes to the resolution may be made at this time. The changes may not substantially change the resolution.
 - b. Each change requires a motion, second, discussion and a vote.
6. After all discussion has stopped, **Host Chair** asks for a vote on the motion (or the modified motion) to approve.
 - a. A simple majority must be achieved in order for the motion to move to convention.
 - b. If a majority do not approve the motion, the resolution fails.

A PROCESS GUIDE FOR ELECTING AREA REPRESENTATIVES AT AREA MEETINGS

Area representative terms for the MACD Board are three years. One area representative term will expire each year and must be filled by election.

1. **Host Chair** asks for nominations to fill the soon to expire representative position.
 - a. A nomination may be offered by an interested individual or by a second party.
2. **Host Chair** asks for a motion and a second to close nominations.
3. If a single nomination is offered, **Host Chair** announces that nominee has been elected by acclamation.
4. If more than one nomination is made, **Host Chair** calls for a paper ballot and asks a natural third part to collect and count the ballots.
5. If a vote ends in a tie, **Host Chair** may ask candidates to explain their desire for the position and then ask for a second vote.
6. If the second vote ends in a tie, **Host Chair** asks the candidates to draw straws.

If an additional area representative position is vacant, repeat the above.

If candidates for vacancies are not nominated, the responsibility for filling the position(s) moves to the Area's remaining representatives.