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# STANDING RULES OF PROCEDURE

LHSAA General Business Meeting | January 30, 2025 – 1:00 p.m. | Baton Rouge Crowne Plaza

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*President – Shannon Foolkes, Class 5A, Sam Houston High School*  
*Secretary-Treasurer – Eddie Bonine, LHSAA Executive Director*  
*LHSAA Parliamentarian – Amy Lowe*

## General

1. **SEATING.** Only member school principals and athletic directors may sit in the front section of the meeting room specifically reserved for principals and athletic directors. All other attendees will be seated in the rear and are not allowed to speak or vote.
2. **QUORUM.** A quorum is had if *at least 102 principals* are present.<sup>1</sup>
3. **MOTION.** Only *timely submitted proposals* (August 31) will be presented at the class meetings or the general session of the LHSAA’s annual meeting.<sup>2</sup> The placement of a proposal on the agenda automatically constitutes a motion *if the principal proposing the item is present.*<sup>3</sup> If the principal authoring the proposal is *not* present, however, then the proposal will not be discussed or voted upon and it will be tabled until the next annual meeting.
4. **SECOND.** The principal seconding a motion needs only to stand and clearly state his or her name and school for acknowledgment.
5. **DISCUSSION.** Any principal wanting to discuss a motion *must do so from the floor microphone*, first stating his or her name and the member school represented. If the author of a motion or amendment is present, then he or she will be extended the courtesy of speaking first. Because there is a large body, it is recommended that a member discuss a motion no more than twice.
6. **AMENDMENTS.** Any amendment to a motion offered *must be presented in writing to the chair* for clarity and accuracy (amendment forms will be provided). Amendments or substitute motions to an agenda item must be *germane*<sup>4</sup> to the original item.
7. **POINTS OF ORDER.** Robert’s Rules of Order (Revised) shall be used as the authority on procedural questions not specifically addressed in the LHSAA Constitution and Bylaws.<sup>5</sup> On all “*points of order*”, the Chair will immediately confer with the parliamentarian and issue a rule.
8. **PREVIOUS QUESTION.** If the “*previous question*” is called for, debate will cease on the motion and a vote will be taken unless there is an objection to the “question.” A principal objecting to the calling of the “*previous question*” must immediately get the attention of the chair and move to a floor microphone to object or to speak to the motion at hand. If an objection to the “question” is made, the debate will be closed upon such a motion, duly seconded, and the affirmative vote of two-thirds (2/3) of those present.

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<sup>1</sup> Constitution 7.1.6 – “In order to conduct official business in a general business meeting of the Association, a quorum of at least 25% of the member principals must be present at the meeting.” 25% of 406 = 102.

<sup>2</sup> Constitution 7.2.2.

<sup>3</sup> Constitution 7.2.3.

<sup>4</sup> “Germane” – closely related to or having bearing on the subject of the motion to be amended. This means *no new subject* can be introduced under pretext of being an amendment.

<sup>5</sup> Constitution 7.3.

## Voting

9. **PRINCIPALS**. Voting at the annual meeting is restricted to high school principals<sup>6</sup> and will be taken by the use of roll call devices.
10. **CONSTITUTIONAL AMENDMENT**. To amend the Constitution, a *two-thirds (2/3)* vote of the members present is required.<sup>7</sup> No amendments to the Constitution can be proposed from the floor at the annual meeting.<sup>8</sup>
11. **MAJORITY VOTE**. All other items to be considered require an affirmative vote of the *majority* of members present.
12. **SPORT SPECIFIC**. *Only* schools participating in a sport shall have voting rights on items dealing with that sport.<sup>9</sup>
13. **PLAYOFFS: SELECT/NON-SELECT**. A school has voting rights on items regarding playoffs *only* in the arena in which they compete—select or non-select.<sup>10</sup>
14. **RECONSIDERATION OF FAILED MOTION**. For a failed motion to be reconsidered, a member *on the prevailing side* must move for reconsideration.
15. **EFFECTIVE DATE**. All proposals passed at the annual meeting become effective July 1, 2025.<sup>11</sup>
16. **BLOCK VOTING**. If any proposals are submitted for voting in a block, a motion may be made by a member to remove one or more items from the block for separate voting. The motion to remove the item from the block must be seconded, and the membership must pass the motion by a majority. The remaining items in the block will be voted on first. The chair will then take up the individual proposals which were removed from the block and they will be voted on as set forth in the Constitution and Bylaws.

**\*Reminder - All discussion must take place at a floor microphone after being recognized by the Chair.**

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<sup>6</sup> Constitution 7.1.3.

<sup>7</sup> Constitution 7.4.1.

<sup>8</sup> Constitution 7.2.2.

<sup>9</sup> Constitution 7.1.4.

<sup>10</sup> Constitution 7.1.5.

<sup>11</sup> Constitution 7.2.6.