## **GMAC Voting Procedures**

All actions taken by the Committee shall be by a motion passed by a majority of the voting members present at a meeting.

- 1. A main motion and a second to take any action is required.

  The Chair shall repeat the motion upon request from a
  member of the Committee.
  - 1.A. A motion to amend the main motion may be made to add or strike words or phrases from the main motion. It takes precedence over a main motion and requires a second.
  - 1.B The motion to amend by substitution replaces the entire main motion and takes precedence and requires a second. If the substitute motion passes, no further action is required.
- All votes shall be by roll call, except when the Committee is receiving information where no action is necessary.
   Following a vote, the Chair shall announce whether the motion passed or failed and any dissenting votes or abstentions.
- 3. If leaving a meeting early, Committee members are requested to announce that they are leaving the meeting or inform the Chair who will make an announcement.
- 4. The minutes of the meeting shall accurately reflect the outcome of any vote taken during a meeting, including those members voting in the affirmative, those dissenting, and abstentions.