

Meeting rules

- Be respectful to fellow brothers and sisters.
- The meeting's presiding officer will follow the agenda provided.
- Each item on the agenda will be presented by the presiding officer or by the individual who asked for the item to be added to the agenda. The presiding officer will open the floor to discussion for support or oppositions for each item on the agenda.
- Discussion will only be for one item at a time.
- Everyone has the right to speak if they wish. Each person must be recognized first, within the designated area, and may only speak again after everyone has had their chance.
- To encourage efficiency, all individuals must adhere to a limited time frame for questions/comments no longer than 1 minute.
- Everyone has the right to know what is going on at all times.
- Not following the rules or behavior considered Disrespectful or Disruptive will be considered out of order will be given one warning. A second offense can lead to being asked to leave the meeting space.

Roberts Rules of Order (Simplified)

You May Interrupt a Speaker Only for These Reasons

- To get information about what's going on (point of information)
- To get information about the rules (parliamentary inquiry)
- If you can't hear, safety concerns, comfort, etc. (question of privilege)
- If you believe there is a breach of the rules (point of order)
- If you disagree with the presiding officer's ruling (appeal)

How To Do Things

- If you want to bring up a new idea, after recognition **present your motion**. A second is required for the motion to be considered and debated.
- If you want to kill a motion just made by another person, without recognition simply state “**I object to consideration.**” This must be done before any debate; requires no second; is not debatable; and requires a two-thirds vote to pass.
- If you want to slightly change the wording of a motion under debate, after recognition **move to amend** by: adding words; striking words; or striking and inserting words.
- If you like the idea of a motion under debate but need to reword it beyond simple changes, **move to substitute** your motion for the original. If seconded, debate will continue on both motions and eventually the body will vote on which one they prefer.
- If you want more study and/or investigation given to an idea under debate, **move to refer to committee** (with specific instructions). This requires a second and majority vote.
- If you want more time to consider the proposal under debate, **move to postpone** to a definitive date or time. This requires a second and majority vote.
- If you want to postpone a motion until a later time, **move to table the motion** (requires a second and majority vote). The motion may be reconsidered (taken from the table) after one other item of business has been conducted. If the motion is not reconsidered by the end of the next meeting, it is dead.
- If you are tired of the current debate, **move to limit debate** to a set period of time or number of speakers. This requires a second and majority vote.
- If you have heard enough debate, **move to close the debate** (requires a second and two-thirds vote) or move to the previous question. This cuts off debate and brings the group to a vote on the pending question only (requires a second and two-thirds vote).
- If you are unsure the presiding officer has announced the results of a vote correctly, without being recognized **call for a “division of the house.”** At this point a standing vote will be taken.
- If you are confused about a procedure being used and want clarification, without recognition call for a “**Point of Information**” or “**Point of Parliamentary Inquiry.**” The presiding officer will ask you to state your question and will attempt to clarify the situation.

- If you have changed your mind about something that was voted on earlier in the meeting and for which you were on the winning side, move to reconsider. If the majority agrees, the motion comes back as though no vote had been taken.
- If you want to change an action voted on at an earlier meeting, **move to rescind**. If previous notice was given a simple majority is required (if not, must have a two-thirds vote).
- If you want to end the meeting, **move to adjourn**.