

## Rules of Procedure

To Speak – If you wish to speak, please:

1. raise your hand and we'll bring you a microphone so that everyone can hear and participate fully.
  2. state your name, so everyone gets to know each other and so the secretary can maintain accurate records.
- A member may speak for not more than three minutes at any one time unless this time limit is extended by two-thirds consent of the members present and voting.
  - No one may speak twice on a particular question unless all members who wish to speak on that question have had the opportunity to do so.
  - The mover of a motion may speak at the time the motion is made, and again at the close of debate.
  - Individuals who are not members may speak, at the discretion of the chair, after all members have had the opportunity to speak on any motion.

Motions – Please make your motions orally and give a written copy to the chair. Only members may introduce motions.

Limit on debate – Not more than 20 minutes is allowed for debate on any given motion, except by two-thirds consent of the members present and voting, when debate on the motion may be extended for a further period or periods of 15 minutes.

Other Rules of Procedure – Our bylaws direct that we use Robert's Rules of Order.

Voting Requirements – Only members who have been members for at least two months (i.e., since March 6, 2018) may vote.