

## Congregational Meeting Rules of Procedure

### To Speak:

1. If you wish to speak, please state your name so that 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 to the motion.
2. If you are participating online (Zoom), raise your hand or use your “raised hand” icon to alert the Zoom host that you wish to speak. The host will alert the meeting chair of online members who wish to speak. Wait until the chair acknowledges you before speaking.

### Motions:

According to UCE bylaws, members must be given 15 days notice of potentially controversial or sensitive motions. Therefore, motions must be received in writing by April 15, at the church office. 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.

### Voting Procedure:

Only members who have been members for at least 60 days prior to the AGM may vote. For each motion, the chair will ask for a show of hands, both in person and on Zoom. The votes in favour are called first, followed by those opposed. Abstentions are not called.

### Roberts Rules of Order:

UCE bylaws direct that congregational meetings are governed by Roberts Rules of Order, 10<sup>th</sup> edition or later.