

Definitions and Recommended Procedures for Annual Meeting

1. All motions and amendments from the floor shall be presented to the meeting chair and scribe in writing.
2. When necessary, the meeting Chair may impose the following limits on debating motions and resolutions:
 - . A limit on the total time for discussion of the motion or resolution.
 - . A limit of two minutes for any one speaker. Time to be kept by an appointed timekeeper.
3. Delegates must raise hand in order to address the assembly. Once called upon to speak delegates must state whether they are for or opposed to the amendment or resolution.
4. Delegates will vote by using their voter cards when called upon to do so.
5. Robert's Rules of Order shall be used to guide debate and action. The meeting Chair may seek the advice of the Parliamentarian at any time. A delegate may seek a ruling by the Parliamentarian.
6. As members of a faith community, we should consider the feelings of others on the losing side when deciding whether or not to applaud the result of the vote on a contested issue.
7. Making a motion to get an immediate note on an issue ("I move the previous question" or "I call the question") is an important parliamentary tool, but if there are still those wishing to speak, they may feel treated as unimportant. This tool should be used sparingly in a church assembly.
8. There are other more obscure parliamentary maneuvers which can sometimes be used to "win" a point. Those familiar with these should be careful about invoking them since decisions in a faith body should be made on the basis of discernment of the Spirit and rational argument rather than manipulation of the rules.