

GUIDELINES FOR THE REPRESENTATIVE MEETING

1. To speak you must raise your hand and be recognized by the Chair (Rep. Moderator). No one should be talking unless recognized. The assembly may have discussion before a main motion is pending, but no action can be taken unless a motion is on the floor. If you have an item that you would like to debate, the correct way to handle this is to make a motion. Do not confuse discussion with debate. You can discuss a subject to try to see if a motion can be made, but when the motion is on the floor, then you are in debate. Please limit discussion as much as possible because it does not expedite the business of your assembly.
2. The correct way to make a motion is to say, "I move that..."
3. For a motion to stay on the floor it must be seconded. To second a motion, you do not necessarily have to be in favor of it. By seconding the motion, you are only saying you would like it available for debate.
4. You are allowed to speak twice on each motion, but you do not get your second turn until everyone else has had a chance to speak once. If someone has already stated your views, please do not state them again. This only slows down the business of your assembly. You can show your opinion when the vote is taken.
5. When recognized by the Rep. Moderator, please state your name and state/area/province/country clearly.
6. The Representative or Acting Representative is allowed one vote per state/area/province/country.
7. Each motion should be written on a motion form (provided) with your signature and state/area/province/country, and turned in to the Representative Secretary.
8. A main motion can be amended. This requires a second and is debatable. An amendment can be made to an amended motion. This also requires a second and is debatable. You must remember that you can only debate the motion that is actively on the floor. When you are ready for the vote, the amendment will be voted on first. If it passes, that kills the other motions. If it does not pass, then you will vote on the amended motion. If it passes, then the main motion is dead. If it does not pass, then you are ready to vote on the main motion.
9. A call for the question is a call to end the debate. It must have a second and is not debatable. It takes a two thirds vote to pass. If it passes, then it will be time to vote on the pending motion. If it fails, then you will continue to debate. If you want to go to the motion pending, vote "Yes"; if you want to continue the debate or do not understand the issue, vote "No".
10. The Moderator does not have to wait for someone to Call for the Question to go to the vote. He/She can simply ask, "Are you ready for the question?" The correct way to answer this is silence if you are ready for the question, or reply "No" if you are not ready.
11. The Moderator will read the motion before the vote is taken.