

## GENERAL MEETING PROCEDURES

- Members should state their name and their unit before they speak.
- Members should address all remarks to the Chair.
- After each Report for Decision Making and during the Discussion Topic, there will be time for questions and discussion. Members should line up at the microphones and keep their questions or discussion points to less than 2 minutes.
- In accordance with **Kerr and King (1996)**, Members may only speak once on any pending question with the following exceptions: 1) a former speaker may explain a substantive point that has been misquoted or misunderstood; 2) a person who has spoken may answer questions addressed via the Chair, unless the Chair rules them out of order; 3) the mover of a substantive motion has the right to close debate before the vote is taken.
- Order of speakers: Speakers will be recognized by the order in which they line up at the microphones. The chair will recognize speakers by alternating between microphones although that order may be altered by the Chair in order to allow for: 1) a Member to correct a misquotation or misunderstanding; 2) an alternation of speakers for and against the motion when such views are known; 3) a Member making an appeal.
- Amendments: There are no friendly amendments under Kerr and King. Amendments must be pertinent to the main motion. They may be contrary to the intention of the main motion, but must not convert this motion into its direct negative. The movers may not like the alternative to their motion, but they cannot withdraw it without the unanimous consent of the meeting. Movers have no proprietary claim on a motion. Once a motion has been moved and seconded, it becomes the property of the meeting. Only one amendment can be moved at a time. Debate on the main motion is only taken up again after the amendment and any sub-amendments have been decided.