

PROCEDURE AND GUIDELINES

1. Any member may vote. Any member may also make a motion, second a motion, speak to a motion, raise a point of order or a point of personal privilege, or call the question.
2. To honor everyone's right to be heard, and to avoid prolonging the meeting unnecessarily:
 - Raise your hand high if you wish to speak. If you don't raise your hand higher than the top of your head, or that of the person in front of you, the chair might not see it. Keep your hand up until the chair recognizes you.
 - A volunteer will help the chair keep track of whose turn is next.
 - Each speaker will be limited to two minutes.
 - No one may speak a second time until all those wishing to speak for the first time have been heard.
 - If a subsequent speaker seeks clarification about what someone has said, the chair may ask that previous speaker to clarify the point, preferably by simply rewording it, defining it, or providing a brief example; a request for clarification is not an invitation to elaborate or to make additional points.
 - Amendments will be in order only after debate has continued for ten minutes or no one else is waiting to address the main motion, whichever comes first.
 - A motion to call the question will not be in order before debate has continued for twenty minutes. The chair will close debate sooner if no one is waiting to make a new point.
3. When it is your turn to speak, follow these steps.
 - Wait your turn until the microphone reaches you. Those using hearing assistance devices cannot hear you without the microphone, no matter how loudly and clearly you are able to speak.
 - Please stand if you are able to do so.
 - Hold the microphone parallel to the floor, as if it were a megaphone and you were speaking through it, with the head of the microphone close enough to your mouth that you could lick it. (But please don't.)
 - Grasp the microphone near its head, not farther down where your hand may keep the internal antenna from working right.
 - State your full name, then have your say.