

## **Summary of Oregon Area Procedures (Taken from WSC Summary of Conference Procedures)**

This summary is not all inclusive. It simply answers some of the most frequently asked questions.

Generally speaking, we follow Robert's Rules of Order and proceed on an information basis consistent with the rights of all concerned. However, over the years, the Area has adopted some exceptions to Robert's Rules which help it proceed more closely in accordance with the Traditions. It is important to remember that the purpose is to make it easier for the Area to conduct its business; to allow the Area to do what it needs to do to carry out the will of the fellowship by reaching an informed group conscience.

### SUBSTANTIAL UNANIMITY

All Area actions require substantial unanimity. What constitutes substantial unanimity is decided at the beginning of each meeting. Refer to the Assembly Voting Book to determine what two-thirds (2/3) is necessary to pass motions. For all important issues including the election of Delegate and Alternate Delegate require 2/3 vote. In all other cases, a simple majority is sufficient.

### GENERAL RULES OF DISCUSSION

- Agreed to at the beginning of each meeting
- Voting by show of hands or closed ballot is decided at the beginning of each vote.
- Members who wish to speak, line up at the microphone and are called on in order. Refer to Assembly Guidelines - Microphones.
- Each member may speak for two minutes
- Each member may only speak one time on a topic
- Asking or answering a question does not count as time at the microphone provided the individual does not continue to debate the issue.

### TABLING A MOTION

Tabling a motion = postponing discussion to a later time.

- Is at the discretion of the Chairperson
- Requires a motion and a second and a simple majority vote.
- If passed, it is rescheduled at the discretion of the Chairperson.

### CALLING THE QUESTION

Calling the question brings discussion to a halt while members decide whether to proceed directly to a vote (the question) or go on with the discussion. A Motion to "Call the Question":

- Is made in order at the microphone
- Requires a second
- It is not debatable
- Requires a two-thirds (2/3) vote. All important voting issues along with the election of Delegate and Alternate Delegate require 2/3 vote. In all other cases, a simple majority is sufficient.
- If the question is passed, discussion ceases and members proceed immediately to vote on the issue before them. If the question is not passed, discussion on the main issue resumes.

## RECONSIDERATION

A request to reconsider after the vote must be made by a Assembly member who voted with the majority and wishes to reconsider the issues.

- Requires a motion and a second
- The Assembly member who is proposing reconsideration is the only member to speak to the reason for the requesting the reconsideration.
- Needs a simple majority by consensus to pass
- If there is a consensus to reconsider, a full discussion on the original motion, pro and con, is resumed. (Assembly members are urged to limit discussion to new considerations of the question under discussion).
- The same motion may be reconsidered only once.

## TIPS, HINTS, AND WORDS OF CAUTION

Full discussion of a recommendation should take place before the vote. Premature action (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying business.

Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again.

## HOW THE OREGON AREA OPERATES

The following is an attempt to provide a written explanation of the procedures under which Oregon Area operates. Basically, the Oregon Area operates under as few rules as possible, consistent with the necessity of getting its' business done. In effect, that is what the rules are for; to enable the members, as a body, to do what is necessary to carry out their responsibilities as trusted servants.

## THE AREA RULES

1. Because of the number of members present during a meeting varies from time to time, the phrase two-thirds (2/3) vote is taken to mean two-thirds (2/3) of the members voting, not counting abstentions as long as the total vote constitutes a quorum.
2. The legitimate rights of the minority are protected by Concept 5 (The Rights of Appeal and Petition Protect Minorities and Assure that they are heard) and its observance throughout the meeting.
3. The agenda is derived from input through AWSC members.
4. Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.

## SOME RULES OF DISCUSSION (DEBATE)

1. All main motions are debatable
2. Discussion begins after the motion is made and a second is received
3. Discussion is limited to the motion on the floor
4. Proposer of the motion may speak to it first.
5. Proposer of the motion may not speak against his/her motion but may vote against it.
6. So all members can participate and hear the discussion, avoid side conversations.
7. Avoid personalities. The motion under discussion is not the Proposer.
8. Chairperson does not enter into the discussion.

## TYPES OF MOTIONS

<u>Purpose</u>	<u>Motions To Use</u>
To introduce a subject to the Assembly	Motion
To kill the motion	Postpone indefinitely
To modify or change the motion	Amend
To defer action until a later time	Table the motion
To stop discussion/debate	Call the question
To reverse the decision of the Chair	Appeal
To call attention to a violation	Point of Order
To obtain information or make a request of any kind	Request
To obtain parliamentary information	Parliamentary inquiry
To suppress the question (motion)	Withdraw the motion
To correct hasty action	Reconsider the vote

### AMENDMENTS

Three basic process of amendment - an amendment must be related (germane) to the motion being carried. An amendment is voted upon first; then the motion as it is amended is voted upon.

1. To insert or add - "I move to amend the motion by inserting the word "red", "before the word "roses".
2. To strike out - "I move to amend the motion by striking out the word, "long-stemmed", before the word, "roses".
3. To strike out and insert - "I move to amend the motion by striking the word "roses", and inserting the word "flowers".