

Summary of Procedures for District 8 Committee Business

We follow parts of Robert's Rules of Order and carry out business on as informal a basis as possible consistent with the rights of all concerned. Please understand that in order to follow our traditions, there are exceptions to Robert's Rules.

Please remember that the purpose of rules of order is to make it easier for District 8 to conduct its business and reach an informed group conscience. We treat all involved with respect regardless of their vote or opinion.

General Rules of Debate

- All comments are directed to the chair
- The mover is the first to speak
- People who wish to speak will raise their hands
- Each person may speak for 2-3 minutes
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Please be conscious of positions that have already been stated. You can show your agreement during the voting process.
- The chairperson leads and guides the process unless a parliamentarian is agreed upon by the group.

Making a Motion

A motion is a proposal for the district to take an action. The motion should be made in a positive statement ("Move to..." instead of "move not to..."). It is strongly suggested that the motion be submitted in writing to the District 8 chairperson at least seven days prior to the meeting.

- Any member may make a motion
- The motion is read by the person making it when called to do so by the District chairperson. This is typically during *New Business* on the agenda.
- The motion must be seconded.
- Debate will begin after the chair restates the motion.

Amendments to Motion

Based on debate, motions may be amended.

- Amendments to motions will be considered and do not need to be approved by the mover
- The members must vote to accept the amendment prior to continuation of debate. A simple majority is required.
- Debate resumes on amended motion (if approved) or original motion if amendment is rejected.

Voting

Voting can be either show of hand or written ballot. Only eligible voters participate (all officers, chairpersons of committees and co chairs of committees). Majority is determined by number of members voting. Abstentions are considered "neutral" and are not included in the number of total votes cast.

Minority Opinion

After voting, the losing side will be given an opportunity to speak to their position. If as a result of hearing the minority opinion, a member wishes to change his/her vote, the entire membership will re-vote.

Tabling a Motion

Tabling a motion postpones discussion until a later time:

- Requires a motion and a second
- Is not debatable
- Needs a simple majority to pass
- A motion may be tabled if the group decides to take information back to their groups before voting. Otherwise, they are trusted servants as explained in the traditions and concepts of AA.