



How the business meeting is conducted

Our trusted servant:

The Chairperson is the moderator for EVI business meeting. We use a procedure loosely based on Roberts Rules of Order. The chairperson may ask for a “sense of the meeting” for informal direction.

A List of Terms and Actions

- **Primary Motion:** Request or suggestion for action.
- **Motion to Amend:** a secondary motion to alter the primary motion.
- **Motion to Limit Debate:** Places a time limit on discussion of primary or amended motion.
- **Motion to Call for Immediate Vote:** This applies only to the motion on the floor, ends discussion. If passed brings motion to immediate vote.
- **Motion to Table:** Applies only to primary motions. Motion can be referred to committee, postponed to a date, or postponed indefinitely. Motion can be recalled under old business.
- **Motion to Adjourn:** motion to end the meeting.

How to Ask A Question

- **Point of Order:** A question about process, or an objection, and suggestion of alternative process. May include a request for the Chair to rule on process.
- **Point of Information:** A request for information on a specific question, either about process or about the content of a motion.

Motions

Motions are proposed actions. Any EVI Representative or Steering Committee person may make a motion. Committee chairs may bring motions to the floor that directly relate to their committee. All motions must be seconded and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted.

Discussion of Motions

After a motion has been proposed and seconded, the person who made the motion will be given the first opportunity to discuss the proposition. After speaking on their motion the motion will then be open for general discussion. The chairperson will then recognize people who have raised their hand to indicate a desire to speak. One at a time, please, until all have been heard.

If someone else has made your point please pass if you are called on.

Motions often need amending, as various considerations are brought up. During discussion of the primary motion, an amendment may be proposed. If seconded, the amendment will be discussed and a vote on it taken. Then the primary motion as amended is voted on.

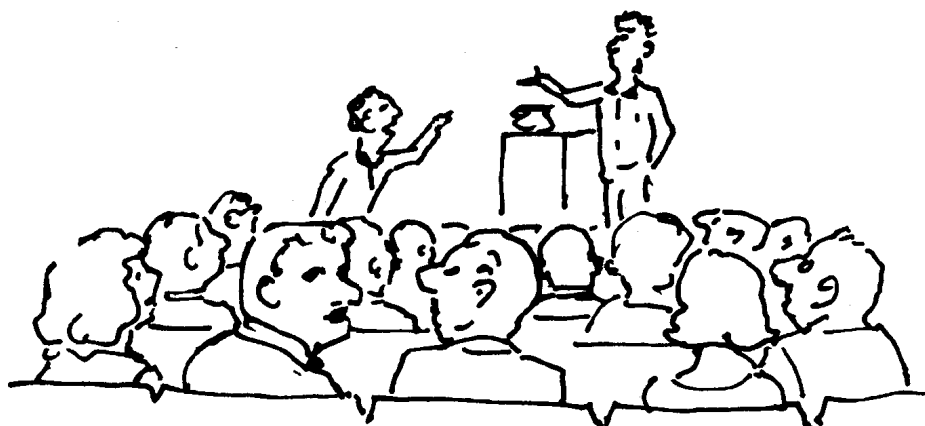
Minority Opinion

Part of our decision making process is that after every vote on a main motion, or amendment to a main motion, we hear from the minority opinion, and offer the chance for people to change their vote. If anyone wants to change his or her vote, a re-vote is taken. Please do not be hesitant to express a minority opinion, or to change your vote, both are important parts of the group conscience process.

A Motion guide:

TO DO THIS	YOU SAY THIS	May interrupt speaker?	Do you need a second?	Is it debatable	Can it be amended	What vote is needed?	Minority Opinion?
Adjourn meeting	"I move that we adjourn"	No	Yes	No	No	Majority	Yes
Temporarily Suspend Consideration of an issue	"I move to table the motion"	No	Yes	Yes	No	Majority	No
End debate and amendments	"I call the question"	No	Yes	No	No	2/3	No
Postpone discussion for a certain time	"I move to postpone the discussion until"	No	Yes	Yes	Yes	Majority	No
Give closer study of something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	No
Limit time of discussion	"I would like to limit debate to _ minutes"	No	Yes	No	No	2/3	No
Question procedure	"Point of order!"	Yes	No	No	No	None	No
Get more information	"Point of information"	Yes	No	No	No	None	No
Amend a motion	"I move to amend the motion by"	No	Yes	Yes	Yes	Majority**	Yes
bring back a tabled motion	"I recall from the table..."	No	Yes	Yes	No	Majority	No
Introduce a motion	"I move that"	No	Yes	Yes	Yes	Majority**	Yes

** Motions or amendments that will affect or need to be incorporated into the Bylaws need a 2/3 majority.



"So that was a call the question on Freds' amendment to Sams' postponement of Ellens' amendment to Johns motion?, or did I miss something?"