

1. Recognition and Speaking

- Members seeking recognition to speak must raise their hand, be acknowledged by the Chair, and wait for a microphone to be brought to them.
- Once recognized, members shall address the Chair and avoid interrupting others.
- Members are encouraged to express themselves courteously and refrain from personal attacks.
- The Chair shall be responsible for progressing the Meeting through the Agenda without undue delay.

2. Motions

- Any member may propose a motion by stating, "I move that..." followed by the motion. Speakers may have 5 minutes to make their proposal, though the Chair may extend the time.
- Motions must be seconded by another member to proceed.
- The Chair shall restate the motion and note who seconded the motion before opening the Original Motion for debate or vote.

3. Debate

- Debate shall be members speaking to the Original Motion when recognized by the Chair. All comments shall be addressed to the Chair.
- Members may speak for a limited time, typically not exceeding three minutes, unless extended by the Chair or a two-thirds vote. Members may speak for a second time on a motion only after all others wishing to speak have been heard. The Chair may, in its discretion, permit or deny requests for additional speaking opportunities.
- The Chair may limit debate to ensure all members have an opportunity to speak.
- Motions to amend the question before the meeting shall be held to the close of debate, when the Chair shall offer an opportunity to move amendments.
- The Chair may table the motion for discussion of, and voting on, amendments to the motion.
- All amendments shall be resolved before addressing the primary motion.
- After all amendments are resolved, the Chair shall restate the then pending motion (the Original Motion, as it may have been amended). After a final opportunity to debate the then-current form of the motion, a final vote will be held.

4. Amendments

- Amendments to motions may be proposed by any member and must be germane to the Original Motion.
- Amendments must be seconded and are subject to debate and vote like the Original Motion.

5. Voting

- Voting shall generally be by voice or show of hands, unless a ballot vote is requested by a member and seconded.
- A majority vote of members present and voting is required for motions to pass.

6. Point of Order

- Any member may raise a point of order if they believe there has been a violation of the rules.
- The Chair shall rule on the point of order, which may be appealed by a member and decided by a majority vote.

7. Special Rule

- These rules of procedure may be suspended temporarily by a two-thirds vote if deemed necessary for the orderly conduct of business.

BY WAY OF EXAMPLE, the following demonstration of the application of these rules is provided for your amusement and education.

CHAIR: New Business. Does anyone have a matter for the Church to consider?

[Member A rises, is recognized, and is handed a microphone]

MEMBER A: "Chair, I am deeply troubled by the increase in the eating of ice cream. It is a disaster. I Move that we bar ice cream from BBUUC property, as ice cream is the devil's tool to lure us from the righteous path of the cream filled cookie."

CHAIR: "There is a motion that we ban ice cream as the devil's tool to lure us from the righteous path of the cream filled cookie. Is there a Second. I see that Member B has seconded the Motion. Does anyone wish to speak to this motion?"

[Member C rises, is recognized, and is handed a microphone]

MEMBER C: "Chair, clearly this is too narrow an understanding. Much as I love Hydrox and Oreos, I move to amend the Motion to allow that the righteous path is for ALL cookies:

CHAIR: "Member C, this is the time for debate, so your motion for an amendment is out of order and not recognized. Do others wish to speak on the motion?"

[Member D rises, is recognized, and is handed a microphone]

MEMBER D: "Chair, do we consider brownies to be a cookie for the purpose of this measure?"

[Member E rises, is recognized, and is handed a microphone]

MEMBER E: "Chair, this is far too narrow for my thinking. I think we should appreciate pies and cakes, not just cookies."

CHAIR, seeing no others wish to speak: "Are there other comments? Seeing none, the floor is open to amendments."

[Member F rises, is recognized, and is handed a microphone]

MEMBER F: "Chair, a lot of great points are being made. I think that there should be a recognition of the value of all homemade desserts and the love that gets poured into them. I move that the reference to cream filled cookies be replaced by 'homemade desserts'."

CHAIR: "There is an amendment offered by Member F to replace 'cream filled cookies' with 'homemade desserts'. I see that Member C has seconded. Is there any further debate on this subject?"

CHAIR: "Seeing none, it is time to vote on the Amendment. The tally is 35 Yeahs ad 10 NAYS. The Amendment is approved. Are there other amendments offered? No. So we turn to the amended motion: That BBUUC bar ice cream, as it is the devil's tool to lure us from the righteous path of homemade desserts. Does anyone have more to say about this motion?"

[Member A rises, is recognized, and is handed a microphone]

MEMBER A: "Chair, I love ice cream! We all scream for ice cream. I cannot imagine how we have been led to a point where we would ban ice cream. I oppose the motion."

CHAIR: "Any other comment? Any further amendments? Seeing none, it is time to vote on the motion that UUC bar ice cream, as it is the devil's tool to lure us from the righteous path of homemade desserts. The tally is 10 YEAHS and 50 NAYS. The motion is rejected."