

COUNCIL MEETING RULES

Council follows Robert's Rules and rules in the Code. These include the following:

- 1) The Speaker keeps order and says who can speak next: raise your hand and wait to be recognized by the Speaker.
- 2) Members can speak only twice on a motion.
- 3) Motions can be amended, referred to committee, postponed, or of course approved (or defeated).
- 4) Non-controversial motions (e.g., minutes) are usually passed in omnibus form as Consent Items without discussion.
- 5) If you want to discuss a Consent Item, just say so when the Speaker asks, and it will be removed from the group of motions and discussed separately.
- 6) If you want to add a Discussion Topic, get recognized and propose your topic; it will be automatically added to the Discussion Period at the end of the meeting.
- 7) The agenda is circulated the Friday before the meeting; it can be amended at the meeting if, for instance, there's something you'd like to add or change.
- 8) Council often hears Presentations: you can ask questions at the end of these.
- 9) The Executive and the Committee Chairs make oral reports: you can ask questions of them too.
- 10) If you're not sure how to do something, get the Speaker's attention and ask.
- 11) If you think a rule has been violated, you can raise a Point of Order even without waiting to be recognized. (This is a rare time you can interrupt.)
- 12) If you want to end debate on a motion, you can ask to "call the question": if there is unanimous consent, debate ends and a vote is taken; if not, there is a vote on whether to call the question (i.e., whether to stop debate and vote or continue debating).
- 13) *In camera*: Council at times will vote to go into closed session (*in camera*) to discuss confidential matters.

The general spirit is that everyone gets a chance to speak without being interrupted.