

Review of Committee Operating Norms & Procedures

We **will follow** the standard Robert's Rules of order.

Adding to any discussions will be recognized by the chair after committee members utilize the signal system.

- This signal will alert the chair in the order received and will be recognized in the order received.

Please be respectful of other committee members' time to provide any input to the topic being discussed. What do you really want to say?

There will be time to discuss any motions after a motion has been seconded, prior to the vote.

- **Making a Motion:** A member signals, addresses the chair, and states their motion clearly (e.g., "I move that we..."). Include financial implications.
- **Seconding a Motion:** Another member seconds the motion to show it should be considered.
- **Debating the Motion:** Members can speak for or against the motion, following the rules of debate (one person at a time, relevant to the motion). After being recognized by the chair,
- **Voting:** The chair puts the motion to a vote, utilizing the roll call process.
- **Announcing the Result:** The chair announces whether the motion passed or failed.