



June 3, 2018 Annual Meeting
Eno River Unitarian Universalist Fellowship
Rules of Procedure

1. The Secretary will verify current membership and voting eligibility at the entrance to the meeting. Each active member will receive one voting card.
2. The Presiding Officer will ask the Secretary to report on whether there is a Quorum (10% of membership—65 members) present. Absentee ballots will not count toward the quorum.
3. Once a motion has been made and seconded, the Presiding Officer will allow discussion. Roberts' Rules of Order will be followed.
4. During discussion of any motion, members will use one of two microphones, labeled "pro" and "con," and speak at the appropriate microphone. Pro and con speakers will be recognized alternatively by the Presiding Officer. Debate will be stopped when either the allotted time on the agenda is reached or when there is no one left at either pro or con microphone, unless a motion is passed to extend the length of the meeting.
5. A third microphone will be available for questions of clarification and for the proposal of amendments.
6. During discussion, each member will have two minutes to make a statement or ask a question that addresses the motion on the floor.
7. No person may speak twice to the same issue until everyone else wishing to speak has spoken to it once.
8. When appropriate, voting will be by a show of voting cards.