

**MICROPHONE USE**  
**Instructions for use of floor microphones**

1. Delegates must use the microphone nearest their delegations.
2. When delegates desire to be recognized by the Chair, wave the appropriate card attached to the microphone.
  - a. Green--in favor of the motion
  - b. Red--in opposition to the motion
  - c. White--point of information
  - d. Yellow--privileged motion; personal privilege; adjourn, recess, etc.
  - e. Checkered--point of order (black and white)

**Be sure the correct color is facing the platform.**

3. The Chair will recognize speakers by microphone numbers. The microphone will only become live after recognition by the Chair.
4. When the microphone at which you are standing is called, identify yourself for the record by stating your name, local association, whom you are representing, and the nature of your item.
5. Unless delegates state that they are speaking for their association, they will be recorded as speaking as an individual.
6. Points of personal privilege (yellow card) **not** having to do with the comfort of the RA, recess or adjournment, require prior notification in writing and recognition by the Chair.

**General Informational Notes**

1. A copy of amendments and items of new business must be submitted to the platform on forms available prior to presentation from the floor.
2. All new business items must be introduced prior to the session at which they are to be acted upon.
3. New business items may be introduced only in the first and second sessions. No new business items may be introduced in the third or fourth sessions.
4. All Committee Chairpersons duly elected as delegates will move to receive their reports. Chairpersons who are delegates-at-large will ask for a motion to receive their reports. Any specific recommendations that they want to become official policy of the WEAC must be individually moved and the Assembly will then debate it on its merits and it will be subject to amendments and changes from the floor.
5. If discussion of constitutional amendments has not been completed, the voting booths will remain closed until such time as debate is completed. Additional time will be added for voting equal to the time delay.

**Written Roll Call**

In the event a written roll call vote is asked for and the required two-thirds (2/3) vote is received, the following will happen:

1. Doors will be locked.
2. Every delegate on the floor at that time will have the opportunity to vote.
3. Each person will have their vote tallied by name.

If you would like more detailed information concerning a written roll call vote, please see a member of the Credentials and Elections Committee.