

RECOGNITION TO SPEAK ON THE ASSEMBLY FLOOR / VIA ZOOM

No one may speak to the Representative Assembly until recognized by the presiding officer. Microphones for in-person delegates' use are conveniently placed on the floor. When delegates desire to be recognized by the Chair, the delegate should approach the WEAC staff at the podium and indicate their name, local association and what they wish to do:

- 1 = Speak in favor.
- 2 = Speak against.
- 3 = Point of Information.
- 4 = Parliamentary Inquiry.
- 5 = Point of Order.

Example: Jane Doe, Waunakee EA = 1

Remote delegates will use the chat box to gain recognition. If you would like to speak to the motion, put your first and last name and local association in the chat box and identify by using the number that coincides with what you would like to do.

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Parliamentary Primer

Occasionally some delegates may be inclined to want to simplify the rules of parliamentary procedure. Each step, however, is essential. The purpose of parliamentary practice is to facilitate, not to obstruct, action. An effective system will guarantee:

1. Justice, decorum and courtesy for all.
2. A single issue at a time.
3. Majority rule.
4. Minority rights protected.

When a main motion has been made and seconded, and a delegate has the floor (after recognition by the chair), the delegate may do one of several things including, but not limited to, the following:

1. Object to consideration.
2. Speak in favor or in opposition to the motion.
3. Move to amend.
4. Move to refer to a committee.
5. Move to postpone to a time certain.
6. Move to lay the motion on the table.
7. Move to remove a motion from the table.
8. Rise to a point of information or point of order.
9. Move the previous question (close debate).

Motions are of four types:

1. Privileged motions which refer to the rights and comforts of individual members.
2. Incidental motions which arise from the details of parliamentary procedure.
3. Subsidiary motions which seek to limit, change, postpone consideration, or refer a main motion or another subsidiary motion.
4. The main motion which is made to achieve the purpose of the assembly.

All true motions (those involving the words, "I move...") require a second. The maker of any motion may speak to that motion after it has been seconded.

Motions to amend a motion or subsidiary motion are in order when discussion on such a motion is before the house. A motion to amend an amendment must refer to the amendment itself, not to the motion to which the amendment applies. Only one amendment to an amendment is in order at any one time. Motions to amend are usually stated in one of the following forms:

- 1) "I move to amend by adding before (or after) the words "
- 2) "I move to amend by deleting before (or after) the words "
- 3) "I move to amend by deleting before (or after) the words and by adding
before (or after) the words "
- 4) "I move to amend by substituting for before (or after)
"

It is generally inadvisable to shout, "Question!" At best, it carries only the weight of a suggestion and, in a large group, can be both annoying and confusing. "I move the previous question," is the parliamentary form of saying, "I move to close debate." After the motion is seconded, with no further discussion, the chair puts the question of closing debate to the assembly, and if it passes by a 2/3 majority, the chair immediately puts the question previously under discussion to vote.

"I move to lay the matter on the table," is used to kill or delay action on a motion. Passage of this subsidiary motion, which is not debatable, by a regular majority disposes of the matter until another motion is carried to remove it from the table.

Basic rules of order listed in the constitution or bylaws of the Association take precedence over any other practices. When the laws of parliamentary procedure become necessarily complex, an authority like the most recent edition of *Robert's Rules of Order* or *Robert's Parliamentary Law* should be consulted. Questions of the parliamentarian shall be directed through the chair only.

MICROPHONE USE
Instructions for use of floor microphones

1. In-person delegates must use the microphone nearest their delegations. Remote delegates would use the chat box in the virtual platform to gain recognition.
2. When delegates desire to be recognized by the Chair, the delegate should approach the WEAC staff at the podium and indicate their name, location association and what they wish to do:

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The Chair will recognize speakers by microphone numbers or by delegate name on the virtual platform. The microphone will only become live / virtual delegates will be unmuted after recognition by the Chair.

3. For in-person delegates, 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. Virtual delegates will be unmuted and should identify yourself for the record by stating your name, local association, whom you are representing, and the nature of your item.
4. Unless delegates state that they are speaking for their association, they will be recorded as speaking as an individual.
5. Points of personal privilege **not** having to do with the comfort of the RA, recess or adjournment, require prior notification and recognition by the Chair.

General Informational Notes

1. All new business items must be introduced prior to the session at which they are to be acted upon.

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.
4. Remote delegates will use the poll feature in Zoom and results will be downloaded

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