

## **RULE 1. ORDER OF BUSINESS**

Consideration of and action upon items must proceed in the order set forth in the Final Agenda unless during the meeting that order is changed by majority vote.

## **RULE 2. MEANS OF VOTING**

So long as a quorum is present, action on any question, unless the Bylaws otherwise provide, will be decided in the first instance by an uncounted show of hands/voting cards. If the Moderator wishes a counted vote or if a delegate requests it and the Moderator determines that 99 other delegates join in the request, the vote must be counted. Except for Congregational Study/Action Issues (Rule 11), no vote will be taken by written ballot unless the delegates order a written ballot by a two-thirds vote. Provided a quorum is present at each Plenary Session, all matters submitted to a vote of the delegates will be determined by the number of votes cast by delegates present and voting on the matter. The required proportion of votes cast by delegates to approve any action or resolution will be as set forth in the Bylaws or Rules or these Rules of Procedure.

## **RULE 3. MINUTES**

The Executive Committee of the Board of Trustees will approve the minutes of the General Assembly Plenary Sessions, which will be prepared by the Recording Secretary in consultation with Legal Counsel.

## **RULE 4. PRESENTATION OF ITEMS**

The provisions of Rule 5 notwithstanding, the Planning Committee and/or the Commission on Social Witness will, at their discretion, move the item as printed on the Final Agenda or move an amended version of the item.

## **RULE 5. AMENDMENTS**

Except for clarifying amendments, amendments to the main motion and motions to refer, table or to call the question will not be in order until there has been at least fifteen minutes of debate, if that much is needed, on the merits of the main question as moved. Amendments to a business resolution, a bylaw, a rule, or a proposed amendment must be submitted for consideration at the appropriate mini-assembly in order to be offered in the plenary session. No amendment or other change to any motion under consideration will

be entertained unless it is submitted in writing on forms prescribed by the Moderator, who may, however, waive this requirement.

## **RULE 6. TIME LIMITS**

The following time limits are imposed on all business transacted by the Assembly except as otherwise provided in these Rules for Actions of Immediate Witness, Study Action Issues and UUA Statement of Conscience. If, however, there is no objection from the floor, the Moderator may grant minor extensions of time. Any time limits imposed by this rule may be extended by a two-thirds vote.

- a) No person may speak on any motion for more than two minutes, and not more than once, so long as there are others who have not spoken who desire the floor, except that persons having special information may, with the permission of the Moderator, reply to questions.
- b) Thirty minutes is allowed for discussion of any proposed bylaw or rule amendment, resolution, or action on a report that is on or admitted to the Final Agenda. Whenever possible, the discussion time will be equally divided between proponents and opponents and by the alternate recognition of speakers at microphones designated Pro and Con.
- c) A motion to call the previous question on the main motion shall not be in order if there are potential speakers at both Pro and Con microphones and the original or extended time for discussion has not expired. A motion to call the previous question on a motion to amend the main motion is in order after 10 minutes of discussion concerning the amendment.

## **RULE 7. MICROPHONES**

- a) Pro and Con Microphones. Usage of the microphones designated "Pro" or "Con" is limited to statements in support of or in opposition to motions.
- b) Amendment Microphone. Usage of the microphone designated "Amendment" is limited to presenters of motions and members of the Board of Trustees who may use the microphone only for:
  - 1) making an amendment to a main motion or another amendment, provided the motion is otherwise in order;

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- 2) using such additional time remaining under Rule 6, if any, to speak in support of the amendment; and
  - 3) stating the Board of Trustees' position at the outset of debate on those items on the Final Agenda on which the Board takes a position.
- c) Procedure Microphone. All other matters must be brought to the Procedure microphone.

## **RULE 8. COMMITTEE OF THE WHOLE**

At any stage of the meeting, the Moderator, without a vote of the Assembly, at his or her discretion from time to time may order the meeting resolved into a Committee of the Whole or reconvened in regular Session. While the meeting is acting as a Committee of the Whole, the following Special Rule will apply:

The Presiding Officer, without a vote of the Committee of the Whole, may permit reconsideration of any action taken by the Committee of the Whole and other departures of the Rules of Parliamentary Procedure if it appears to him or her that the work of the Committee of the Whole will thereby be expedited.

When the General Assembly is reconvened, the only motion in order will be to adopt the recommendation of the Committee of the Whole. A motion recommended by the Committee of the Whole will not be subject to amendment, debate, or delay.

## **RULE 9. BUDGET MOTION**

Any motion concerning the 2009 - 2010 budget that is to be made at the time provided for such motions during the formal business sessions must be filed in writing at the General Assembly Office not later than 5:00 p.m. Saturday. All such motions must provide for reductions in specific other categories of spending equivalent to the increase in spending recommended in the motion. Adoption of the motion requires a two-thirds vote.

## **RULE 10. RESOLUTIONS AND ACTIONS NOT ON THE FINAL AGENDA**

A Resolution or Action not on the Final Agenda may be considered only under the following circumstances:

- a) under Bylaw Section 4.16, which permits the addition of Actions of Immediate Witness to the Agenda and consideration of non-substantive resolutions;
- b) under Bylaw Section 4.16(c), which permits the addition of Responsive Resolutions in response to a substantive portion of a report by an officer or committee reporting to the Assembly.

The author of a Responsive Resolutions must notify the Moderator of the title and content of their Responsive Resolution as soon as it is practical to do so. A resolution submitted to the Commission on Social Witness for consideration as an Action of Immediate Witness may not be submitted as a Responsive Resolution.

## **RULE 11. CONGREGATIONAL STUDY/ACTION ISSUES**

Pursuant to Bylaw Section 4.12(a):

In a year in which Congregational Study/Action Issue(s) are proposed, up to five Congregational Study/Action Issues may be presented to the General Assembly. A sponsor of a Congregational Study/Action Issue determined by the Commission on Social Witness to be eligible for consideration will have two minutes to speak in support of obtaining the vote necessary to be selected as the Congregational Study/Action Issue referred for study. Following the presentation by the sponsors for all Congregational Study/Action Issues eligible for consideration, time will be provided for up to four additional statements of support for each Congregational Study/Action Issue. Persons wishing to speak shall use the microphone designated for the Congregational Study/Action Issue for which he/she advocates.

After debate concerning the proposed Congregational Study/Action Issues, a written ballot, prepared by the Commission on Social Witness, will be used to receive the vote of the delegates for which one of the Congregational Study/Action Issues will be referred

for study. The Congregational Study/Action Issue receiving the highest number of votes among all Congregational Study/Action Issues shall be referred for study providing, however, that if no Congregational Study/Action Issue receives a majority of the votes cast, then a second vote shall be taken between the two Issues receiving the highest number of votes cast in the initial election.

## **RULE 12. UUA STATEMENT OF CONSCIENCE**

One hour will be allowed for debate.

The Commission on Social Witness may recommend for delegate approval by majority vote an amount of time for the Statement to be debated before amendments are in order. If no such recommendation is proposed and approved, no amendment shall be in order unless there has been at least 30 minutes of debate, if that much is needed, on the merits of the proposed UUA Statement of Conscience.

A motion to amend a proposed UUA Statement of Conscience is not in order in the Plenary Session unless it first was presented to a mini-assembly as described in Rule 4.12.4. Up to twelve minutes will be allowed for the debate of an amendment.

The Commission on Social Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone in Plenary.

## **RULE 13. ACTIONS OF IMMEDIATE WITNESS**

- a) The proposed Action of Immediate Witness must be in writing.
- b) A copy for posting at the Commission on Social Witness booth must be delivered to the booth in the exhibit area no later than 5:00 p.m., Thursday, so that proposals may be made available for viewing prior to the filing deadline.
- c) The copy to be filed must have attached signatures showing the requisite delegate support specified in Bylaw Section 4.16(b)(2) and must be filed with the Commission on Social Witness in the General Assembly Office by no later than 5:00 p.m. Friday.
- d) The Commission on Social Witness may provide a summary of the Actions of Immediate Witness that meet the criteria for admission to the agenda dur-

ing Friday morning's plenary and seek a sense of the meeting.

- e) Each sponsor of an Action of Immediate Witness determined by the Commission on Social Witness to be eligible to be considered for possible admission to the agenda under Bylaw Section 4.16(b) will have two minutes to speak in support of obtaining a vote supporting the admission of the action to the agenda.
- f) The sponsor will move admission at a Plenary Session scheduled before vote on the action is to occur and when called upon to do so by the Moderator.
- g) The motion to admit is not debatable and requires a two-thirds vote of support.
- h) A motion to amend an Action of Immediate Witness is not in order in the Plenary Session unless it first was presented to a mini-assembly, as described in Bylaw Section 4.16(b)(4).
- i) Twenty minutes will be allowed for debate, if needed, on each proposed Action of Immediate Witness. No amendment shall be in order unless there have been at least twelve minutes of debate, if that much is needed, on the merits of the proposed Action of Immediate Witness.
- j) Debate and voting on adoption of an Action of Immediate Witness will occur during Plenary on Sunday morning. Adoption must be by two-thirds vote, as specified in Bylaw Section 4.16(b)(5).

## **RULE 14. AMENDING THE RULES OF PROCEDURE**

These Rules of Procedure will be adopted by a two-thirds vote and may be amended, suspended, or repealed during the course of the Assembly only by a two-thirds vote, except for the preceding Rule 9, the amendment, suspension, or repeal of which requires a four-fifths vote.

## **RULE 15. ADJOURNMENT**

The final business session of the 2009 General Assembly will be adjourned no later than 5:30 p.m., Sunday, June 28.