

## RULE 1. ORDER OF BUSINESS

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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.

The Moderator may propose a single consent agenda motion consisting of items that have received no proposed amendments at the appropriate Mini-Assembly or items that are otherwise deemed appropriate by the Moderator. The consent agenda motion will be admitted if approved by majority vote, and will be considered first on the agenda. Once admitted, the consent agenda is not debatable and requires a two-thirds vote of support to be adopted.

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## RULE 2. MEANS OF VOTING

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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 voting cards and off-site delegate input. If the Moderator wishes a counted vote or if a delegate requests it and the Moderator determines that at least 99 of the other delegates join in the request, the vote must be counted. No vote will be taken by written ballot unless the Assembly orders a written ballot by a two-thirds vote. Provided a quorum is present at each General Session, all matters submitted to a vote of the Assembly will be determined by the number of votes cast by delegates and Trustees voting on the matter. The required proportion of votes cast by delegates and Trustees to approve any action or resolution will be as set forth in the Bylaws or Rules or these Rules of Procedure.

## RULE 3. MINUTES

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

## RULE 4. PRESENTATION OF ITEMS

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The provisions of Rule 5 notwithstanding, the Board of Trustees 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

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Except for clarifying amendments, amendments to the main motion will not be in order until there has been at least 15 minutes of discussion, if that much is needed, on the merits of the main question as moved. The Moderators may, at their discretion, entertain a motion to amend the main motion before 15 minutes of discussion has taken place.

Amendments to a business resolution, a bylaw, a rule, a Statement of Conscience, or a proposed amendment must be submitted for consideration at the appropriate Mini-Assembly in order to be offered in the General 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.

Only the section of particular bylaws that are proposed to be amended may be amended during GA. The remaining text of a bylaw, which may have been printed for the convenience of the reader, may not be amended. The Moderator will determine whether a particular section of text is eligible for amendment.

## RULE 6. TIME LIMITS

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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. 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.

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- a) No person may speak on any motion for more than 2 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) 30 minutes are 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. This time includes time devoted to discussing any amendments to the proposed amendment. Before debate begins, time will be provided for people to informally discuss the agenda item with others sitting around them; this informal discussion time will not count towards the 30-minute limit. Time for members of the Board of Trustees to explain proposals will not count towards the 30-minute limit. Motions to refer or table the question will be in order only after 15 minutes of debate, as long as that much discussion is needed. Any motion to extend the time or debate must be made from the procedural microphone before time for debate expires. Whenever possible, the discussion time will be equally divided between people who are in favor of the motion and people who have concerns with the motion through equitable recognition of speakers at microphones designed "Pro" and "Con" and off-site delegates in "Pro" and "Con" queues.
- 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 whether on-site or offsite, and 10 minutes for discussion has not expired. However, a motion to call the previous question is in order if there has been at least 5 minutes of discussion concerning the main motion and there are no speakers at either the Pro or Con microphones, whether on-site or off-site.
- d) Time taken at the Procedure microphone for procedural questions will not count against pro or con discussion time until 30 minutes has expired.

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## RULE 7. MICROPHONES

- a) Pro and Con Microphones. Usage of the microphones designated "Pro" or "Con" and off-site "Pro" and "Con" queues is limited to statements in support of or to raise concerns with the motions. Concerns raised at the "Con" microphone should be substantial enough that the speaker is not ready to support the motion on the table.
- b) Amendment Microphone. Usage of the microphone or off-site queue 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;
  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 or off-site "Procedure" queue.

## RULE 8. COMMITTEE OF THE WHOLE

At any stage of the meeting, the Moderator, without a vote of the Assembly, and at the Moderator's discretion may from time to time 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 the Presiding Officer 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, discussion, or delay.

### RULE 9. BUDGET MOTION

Any motion concerning the 2019–2020 budget that is to be made at the time provided for such motions during the formal business sessions must be filed in writing in the Volunteer Office no later than 5:00 PM Friday, June 21. All such motions must comply with Rule G-10.1.4. 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 circumstance:

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 General Assembly.

The author of a Responsive Resolution must notify the Moderator in writing of the title and content of the Responsive Resolution as soon as it is practical to do so, but not later than 4:30 PM on Friday, June 21 for Responsive Resolutions based on reports delivered in General Session.

### RULE 11. ACTIONS OF IMMEDIATE WITNESS

- a) An Action of Immediate Witness can be submitted by any delegate. The proposed Action of Immediate Witness must be in writing.
- b) Actions of Immediate Witness must be filed at the Commission on Social Witness booth in the exhibit area or emailed to socialwitness@uua.org by 5:00 p.m. Thursday, PDT. To be considered by delegates, proposed AIWs must meet the CSW's published criteria, available at www.uua.org/planning-aiw.
- c)
- d) a) The Commission on Social Witness will review all proposed Actions of Immediate Witness to determine if they can be considered. Proposed Actions of Immediate Witness which meet the criteria will be posted online and at the Commission on Social Witness Booth in the exhibit by 12:00 p.m. on Friday for consideration by the delegates.
- e)
- f)
- g) Delegates shall use an online form to vote for up to three Actions of Immediate Witness. The online form will be distributed electronically to delegates, and onsite access to the online form will be available in the exhibit area. Voting must be completed by 2:00 p.m. on Saturday. The three AIWs which receive the most votes shall be eligible to be admitted to the final agenda.
- h) Each sponsor of a proposed Action of Immediate Witness determined to be eligible will have 2 minutes to speak in support before the vote to admit the action to the agenda.

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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 or off-site queue designated for the Congregational Study/ Action Issue for which they advocate.

After discussion and debate concerning the proposed Congregational Study/Action Issues, a written or electronic ballot, prepared by the Commission on Social Witness, will be used to receive the vote of the delegates and Trustees 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 ... [1]

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i) The motion to admit is not debatable and requires a two-thirds vote of support.

j) Up to 7 minutes will be allowed for debate, if needed, on each proposed Action of Immediate Witness admitted to the final agenda. No amendment shall be in order unless there have been at least seven minutes of debate, if that much is needed, on the merits of the proposed Action of Immediate Witness. 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 whether on-site or offsite, and seven minutes for discussion has not expired. Motions to refer or table the question will be in order after 4 minutes of debate, as long as that much discussion is needed.

k) Debate and voting on affirmation of an Action of Immediate Witness will occur during General Session on Saturday. Affirmation must be by two-thirds vote, as specified in Bylaw Section 4.16(c)(2). Proposed AIWs are not in competition with one another as are proposed Congregational Study/Action issues. Each of the proposed AIWs admitted to the Final Agenda may be affirmed or rejected by the delegates & Trustees.

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### RULE 123. 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 13. PRECEDENCE OF THE BYLAWS AND RULES

In the event of a conflict between these Rules of Procedure and the Bylaws or Rules of the UUA, the Bylaws and Rules of the UUA take precedence.

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### RULE 14. ADJOURNMENT

The final business session of the 2019 General Assembly will be adjourned no later than 8:30 p.m. on Saturday, June 22, 2019.

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