

## **Rules of Procedure GA 2017**

### **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 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. Except for Congregational Study/ Action Issues (Rule 11) and selection of AIWS for inclusion on the final agenda, 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**

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**

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**

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, an Action of Immediate Witness (AIW), 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**

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, Congregational 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. This time includes time devoted to discussing any amendments to the proposed amendment. Any motion to extend the time for debate must be made from the procedural microphone before time for debate expires. Whenever possible, the discussion time will be equally divided between proponents and opponents through equitable recognition of speakers at microphones designated Pro and Con and off-site delegates.

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 the original or extended time for discussion has not expired. Notwithstanding the foregoing, 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 procedural microphone for procedural questions will not count against pro or con debate time as allotted elsewhere in these rules.

#### 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 in opposition to motions.

**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 offsite procedure queue.

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## **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 2015-2016 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 not later than 5:00PM 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(c), which permits the addition of Actions of Immediate Witness to the Agenda and consideration of non-substantive resolutions; and
- b) Under Bylaw Section 4.16(d), 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 in writing of the title and content of his/her Responsive Resolution as soon as it is practical to do so, but not later than 6:00PM on Saturday for Responsive Resolutions based on reports delivered in general sessions 1 through 4. 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 or off-site queue designated for the Congregational Study/ Action Issue for which he/she advocates. After debate concerning the proposed Congregational

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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 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**

In a year in which a UUA Statement of Conscience is proposed, one hour will be allowed for debate. The Commission on Social Witness may recommend for Assembly 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 General 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 on an amendment. The Commission on Social Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone in General Session.

#### **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 in the Exhibit Hall must be delivered to the booth in the exhibit area no later than 5:00PM 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(c)(3) and must be filed with the Commission on Social Witness in the Volunteer Office by no later than 5:00 PM Friday.
- d) The Commission on Social Witness will provide a summary of up to six proposed Actions of Immediate Witness that meet the criteria during Saturday morning's General Session.
- e) Each sponsor of a proposed Action of Immediate Witness determined by the Commission on Social Witness to be eligible will have two minutes to speak in support of obtaining a vote supporting the admission of the action to the agenda.
- f) Delegates and Trustees will vote by ballot for up to three AIWs that they would like to see added to the final agenda.
- g) After the tellers count the ballots, the CSW chair will make a motion to add to the agenda each of the three proposed AIWs with the most votes. Those that receive a two-thirds vote are admitted to the Final Agenda for a vote at a subsequent General Session.
- h) The motion to admit is not debatable and requires a two-thirds vote of support.
- i) A motion to amend an Action of Immediate Witness is not in order in the General Session unless it first was presented to a Mini-Assembly, as described in Bylaw Section 4.16(c)(5). The Commission on Social

Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone.

j) Up to twenty minutes will be allowed for debate, if needed, on each proposed Action of Immediate Witness admitted to the final agenda. No amendment to a proposed AIW shall be in order unless there have been at least twelve minutes of debate, if that much is needed, on the proposed AIW.

k) Debate and voting on adoption of an Action of Immediate Witness will occur during General Session on Sunday. Adoption must be by two-thirds vote, as specified in Bylaw Section 4.16(c) (6). 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 adopted or rejected by the delegates & Trustees.

#### **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. 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.

#### **RULE 16. ADJOURNMENT**

The final business session of the 2017 General Assembly will be adjourned no later than 3:45 p.m. on Sunday, June 25.

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