

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 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

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 15 minutes of discussion, if that much is needed, on the merits of the main question as moved.

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

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 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) Thirty 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. 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 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 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 Procedure microphone for procedural questions will not count against pro or con discussion 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 off-site "Procedure" queue.

RULE 8. COMMITTEE OF THE WHOLE

At any stage of the meeting, the Moderator, without a vote of the Assembly, at the Moderator's 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 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 2017–2018 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 Saturday, June 24, 2017. 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(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 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 6:00 PM on Saturday, June 24, 2017 for Responsive Resolutions based on reports delivered in General Sessions 1 through 4.

RULE 11. UUA STATEMENT OF CONSCIENCE

In a year in which a UUA Statement of Conscience is proposed, one hour will be allowed for discussion. The Commission on Social Witness may recommend for Assembly approval by majority vote an amount of time for the Statement to be discussed 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 discussion, 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 12 minutes will be allowed for the discussion 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 12. ACTIONS OF IMMEDIATE WITNESS

The Actions of Immediate Witness process is suspended for the 2017 General Assembly.

RULE 13. 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 14. 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.

RULE15. ADJOURNMENT

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