

## General Rules of Conduct

Successfully conducting meetings, whether full business meetings or the meetings of small committees, requires that all participants are working within the same parameters, with a common language, and with commonly understood rules of order governing the conduct of all members and guests

The following general rules of conduct apply to all members at all business meetings, all committee meetings, and all meetings of sub and ad hoc committees.

- *All motions, comments, and debate are directed to the Chair.*
- *Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives. Discussions must be limited to the merits or lack thereof of the topic.*
- *Motions precede debate. Debate cannot begin until a member has made a motion on the item under consideration for action*
- *The Chair must restate the motion clearly so that everyone knows exactly what is being proposed and opened for debate*
- *No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once*
- *If no one responds or once everyone has had their say, the chair then must restate the motion and “Call for the Question.”*