



### **Unit Standing Rules – Fall General Meeting and AGM**

1. The official agenda as adopted shall be the order of the day.
2. Changes in the official agenda shall be made only by a two-thirds vote.
3. Prior to commencement of the virtual meeting, all members will have their microphones muted with the exception of the chair and the designated host(s).
4. A member wishing to speak to the assembly shall click on the “raise hand” icon. The member will automatically be placed in order on a speakers list. The Chair will recognize the member wishing to speak and unmute their microphone. Once the microphone has been unmuted and the member has been recognized, he/she shall give his or her name and work location before speaking to the assembly. The member will have their “virtual” hand lowered by the host.
5. A member wishing to ask a question or speak to the motion shall not exceed the time limit of two minutes.
6. Members can ask only one question per turn at the “mic.” If a member has another question, they can raise their hand again and they will go back on the speakers list.
7. A member will be allowed to speak to a motion a second time only if no other member wishes the floor, and shall close debate.
8. A member in speaking to the motion shall not conclude with a call for the question.
9. The Speaker shall provide, but not solicit, the opportunity for both sides to speak to the question.
10. During any question period, the asking of a supplementary question will be at the discretion of the Speaker. A supplementary question must relate to the preceding question.
11. Only members of the Unit are entitled to speak to and vote on an issue. The exception is for designated guest(s) who may respond to inquiries directed to them for response.
12. The business of the meeting shall be conducted by a show of cards, with a simple majority vote required, unless otherwise stated, for the adoption of any motion/amendment.
13. Requests for Information:
  - a) A member may seek a request for information during debate in accordance with *Robert’s Rules of Order*.
  - b) Respecting the order of microphones only, requests for information or parliamentary inquiries will be permitted.
  - c) Requests for information shall be directed through the Speaker to the appropriate individual.
  - d) Upon completion of a request for information, the member will be permitted up to two minutes of debate.
  - e) Following appropriate support for calling the question, additional requests for information will be ruled out of order.
14. Unit members may speak in favor, or against, a motion from a microphone on the floor.
15. Each member of the assembly shall cooperate with the Speaker in preserving order and decorum.