

RULES OF ORDER

(virtual meeting attendance)

To address the meeting:

- Please use the “**raise your hand**” button at the bottom of your screen and wait to be recognised by the Chair.
- Unmute your microphone and introduce yourself. You may proceed to speak on the issue or motion which is currently being addressed.
- You may have up to three minutes to speak on each issue or motion.
- You may introduce a new issue or motion on the floor once the previous issue or motion has been dealt with.
- You may not speak more than once on the same issue or motion.
- The person who introduces an issue or moves a motion has the right to rebuttal after everyone else has had a chance to speak.

For voting: the Chair will pose questions that require Members to vote Yea or Nay. You will use the “raise your hand button” to reply.

Example:

- Firstly the question, All those in favour? Those in favour will indicate with the “raise your hand” button.
- The results will tallied and then be cleared.
- Then the question, All those opposed? will be asked. Those opposed will indicate with the “raise your hand” button.