



## **General Rules for Congregational Meetings**

People are asked to speak for themselves, not for what they believe others may think. Also, people are asked to be mindful of the feelings of others in the way that they phrase their remarks.

So that our on-line participants and those with hearing loss can participate fully, you must be at a microphone before being recognized to speak.

Comments are limited to 2 minutes per person.

The moderator will call on people with differing points of view alternately.

No one will be called upon to speak for a second time before everyone wishing to speak has spoken once.

Procedural questions, questions for information, and right relations/process questions will be addressed as soon as they are made known to the moderator, before calling on other speakers or moving on to another item of business.

No vote on a motion will be taken before 15 minutes of comments have expired or there are no more people seeking to comment.

After 15 minutes, the question may be called. A 2/3 vote is required to end debate and proceed to a vote on the motion.

There must be a 2/3 vote to extend discussion beyond the time allotted on the agenda.

If a motion to adopt the budget as a whole is presented by the Board of Trustees, the budget motion is not amendable.

All votes will be taken by a voice vote or show of hands. In the case of a contested election or close vote, the moderator may call for the use of ballots.

Except as written above and in the congregational by-laws, the meeting will be conducted according to Robert's Rules of Order.

Approved by the Congregation, May 19, 2024