

SOME BASIC RULES OF MEETING PROCEDURE

As we are a new organisation and many of you may be not be familiar with meeting procedure I believe we should be aware of and respect a few of the golden rules. Our adherence to the rules and our courtesy will ensure smooth, trouble-free and very effective meetings.

The Chair controls and guides the meeting. If you have something to say, either stand and be recognised by the Chair or raise your hand. Preferably stand. Try not to chatter amongst yourselves, a general meeting is just that and if you have something to say, we all need to hear it.

Address the Chair (if the President has the Chair) as "Madam President." If our Vice President has the Chair or a female member has the Chair, the address is "Madam Chair". If a male member has the Chair, the address is "Mr. Chairman."

Resolutions (motions) generally will have speakers for and against. If you wish to move a resolution or an amendment, stand and when you are recognised address the chair (appropriately) and proceed with your resolution/amendment. It is always good practice to write down your resolution/amendment and it must always begin with "That." Once you have moved your resolution or amendment, you may not speak until the Chair has accepted or called for a member to second the resolution. Once your resolution is seconded you may speak to your resolution.

If you are the member who seconds a resolution, it is wise after seconding the resolution to state "...And I reserve my right to speak" This indicates to the Chair that you wish to speak to the resolution and the Chair is bound to allow you to speak before the debate is closed. You cannot speak last and you cannot speak after any other affirmative speaker.

If you are the member who proposed the resolution you have the right to speak last after all debate for and against has been heard and debate has been closed at the discretion of the Chair. After your closing summation, the Chair will put the resolution.

If you have a "point of order" (you believe the meeting/Chair has erred) you may stand immediately you believe the error has been committed and state without being recognised by the Chair "Point of order Madam President", or as appropriate" You must then state your point of order and allow the Chair to rule on your point.

There are many, and some complicated meeting procedures however, if we can all strive to adhere to those few above I can assure meetings of the members of WWCC will be streamlined, fun and productive.