

Rules for Discussion of Reports

1. Comments are directed to the Committee Chair
 - This is done to keep focused on the issue and not on the personalities involved
2. Reports will be given uninterrupted
3. The reporting committee member may ask for questions during the report
4. Attendees will be recognized by the Committee Chair by raising his or her hand to comment on the report
5. The person giving the report will be given the opportunity to respond to any comments when recognized by the Committee Chair

Rules for Discussion of Questions

1. This will apply for members that would like to discuss an issue that may or may not result in a proposal
2. Time limit is 5 minutes, the Committee Chair may extend when time expires
3. Comments are directed to the Committee Chair
 - This is done to keep focused on the issue and not on the personalities involved
4. One committee member should speak at a time
5. The committee member speaking or the Committee Chair may designate the next speaker
 - Preference should be given to committee members that have not yet spoken
 - The Committee Chair's designation will take priority as he should assure all members are permitted the opportunity to speak
6. Committee members should signal they want to speak by raising his or her hand

Rules for Discussion of Proposals

1. Comments are directed to the Committee Chair
 - This is done to keep focused on the issue and not on the personalities involved
2. Everyone at the meeting will be given the opportunity to speak uninterrupted
3. An attendee can make a motion, or proposal, when recognized by the Committee Chair
4. Once a motion is made the Committee Chair will ask for it to be seconded
5. Once the motion is seconded, each attendee at the committee meeting will be asked to comment on the motion when recognized by the Committee Chair
6. After each attendee at the meeting has had the opportunity to comment on the proposal the initiator will have the opportunity to respond to any comments
7. If necessary each attendee at the meeting will once again have the opportunity to comment on the proposal when recognized by the Committee Chair
8. After each attendee has had the opportunity to speak a second time the initiator will once again have the opportunity to respond to any comments
9. At the conclusion of the discussion the motion will be voted on.