

# OA FOOT STEPS VIRTUAL INTERGROUP MEETING GUIDELINES

## TO BE USED WHEN CONSIDERING MOTIONS

Revised: July 12th, 2024

### ARTICLE I - GENERAL PRACTICE

1. **Precedence** : These rules take precedence over Robert's Rules of Order, Newly Revised, in case of any conflict.
2. **Recognition by the Chair:** Anyone wishing to address the Intergroup Business Meeting must first be recognized by the chair.
3. **Recording Restrictions:**
  1. The only recording allowed at the Intergroup Business Meeting is by the secretary, solely for the purpose of ensuring accuracy in the minutes.
  2. All recordings must be retained until the minutes are approved, after which they must be erased or destroyed.
4. **Question Procedures:**
  1. Voting members may ask one question per report or motion, with a follow-up question if clarification is needed from the chair.
  2. If a representative has additional questions, they must raise their virtual hand again. These questions will be addressed if time permits.
  3. Preference will be given to representatives who have not yet asked a question on the report or motion.
5. **Addressing Remarks:**
  1. All remarks must be addressed to the chair.
  2. All questions will be answered through the chair.
6. **Meeting Conduct:** The meeting will be conducted according to the procedures for a small meeting outlined in Robert's Rules of Order, Newly Revised.

### ARTICLE II - CONSENT MOTION PROCEDURE

1. **Introduction and Seconding of the Motion:**
  1. A motion must be seconded before it can be considered.
  2. The motion maker will introduce the motion for a maximum of 1 minute, but will not debate the motion.
2. **Question Period:**
  1. After the motion is presented, there will be 5 minutes allotted for questions from the voting members.
3. **Adoption or Objection:**
  1. Following the question period, the chair will ask, "Is there any objection to the adoption of this motion?"
    - i. If there is no objection, the motion is adopted, and the meeting proceeds to the next motion.
    - ii. If there is any objection, the motion is tabled until after the consideration of all other motions are considered under Article II.

## **ARTICLE III - MAIN MOTION PROCEDURE**

### **1. Debate:**

1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:
  - i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.
  - ii. Each speaker is limited to one minute.

### **2. Question Period:** After the debate, there will be 7 minutes allotted for questions from the voting members.

### **3. Voting:**

1. A vote will be taken via a Zoom poll.
2. During the voting period, no member will be recognized to speak.

## **ARTICLE III - AMENDMENT PROCEDURE**

### **1. Submission of Amendments:**

1. Proposed amendments must be sent to the Deputy Officer via email or Zoom private chat.
2. Amendments that are not written clearly and concisely will be ruled out of order. Members will be advised to contact the bylaws committee for assistance crafting a proper motion for a future meeting.

### **2. Consideration of the Amendment:**

1. Amendments will be considered in the order once the chair announces them and another voting member seconded them.
2. Amendments can be proposed until the chair announces it is time to vote on the main motion.

### **3. Debate on Amendments:**

1. Debate on an amendment is limited to four speakers: no more than two in favor (including the maker who speaks first and begins by reading the amendment) and two against.
2. Each speaker is limited to one minute.

## **ARTICLE IV - CHANGING THESE GUIDELINES**

Any voting member can suggest changes to these Guidelines, which may be amended at any time during a meeting, requiring a second discussion, question time, and a two-thirds vote.