



## Bylaw 6 – Appendix A – General Assembly Special Procedures

### 1. Purpose

- 1.1 The purpose of this appendix is to outline the special procedures of the General Assembly (GA), and to serve as a means of clarifying assembly procedures to MSU members.

### 2. GA Special Procedures

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| <b>General Procedure</b>     | 2.1 The Speaker shall strive to clarify all procedural motions throughout the GA and before all votes, as appropriate;   |
|                              | 2.1.1 Procedures and motions will be summarized using colloquial terms as often as possible.   |
| <b>Speaking Restrictions</b> | 2.2 No member may speak to a given motion more than three (3) times, and no member may speak for longer than five (5) minutes per speech;  |
|                              | 2.3 No member may motion to “call the question” before a given motion has been spoken to by a minimum of three (3) people from each opposing side of the motion.   |
| <b>Starting/Ending Times</b> | 2.4 A meeting of the GA shall start at its scheduled time despite an absence of quorum, and shall continue despite lapses in quorum; the official public minutes of the meeting shall indicate the specific timeframes during which quorum was achieved; |
|                              | 2.5 A meeting of the GA shall typically end when it is scheduled to end;   |
| <b>Voting Procedure</b>      | 2.6 For each motion, the Speaker shall first assess for general consent before calling for a vote;   |
|                              | 2.7 If there is an objection to general consent or if there is discussion on the motion, a vote shall instead be held using Clickers;  |
|                              | 2.7.1 In the case that Clickers cannot be used, a vote shall instead be held by raising hands where members of the Elections Committee, or designates appointed by the   |

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returning officers, shall tally each person's vote and deliver the results to the Speaker for verification.

### 3. Terminology

<b>Adopting the agenda</b>	Do you agree with what is on the agenda? This will need a mover and a seconder. If you want to add or change something on the agenda, you may go stand at the microphone.
<b>Items of Business</b>	These are the motions. After the mover and seconder have spoken, debate may take place.
<b>Motion</b>	The actual change you want to push for. If you are bringing it up, you are the <b>mover</b> .
<b>Secunder</b>	Before any motion can be discussed, it needs to be seconded. In other words, a second person needs to agree to discuss it. You don't have to agree with a motion to second it.
<b>Debate</b>	At this time, anyone may go to the microphone and speak to the motion. Do you support it? Are you against it? Why? Designated microphones will be available for supporters of the motion on one side of the stage, with other microphones available for the opposition to the motion on the other side of the stage. If you are speaking to neither (e.g. encouraging the crowd to abstain or bringing up a point about neutrality), you may choose whichever microphone you desire.
<b>Amendment</b>	If you want to change anything about the motion and its wording during the debate, you can move to amend the motion. Please write down your amendment and hand it to the speaker before you go to the microphone.
<b>Voting</b>	When there are no more students at the microphone, the Chair will <b>call the question</b> – reading the motion one more time and invite the audience to vote. You may vote Yes, No or Abstain.
<b>Calling the Question</b>	If you feel that debate is getting circular, you may move to call the question immediately – effectively ending debate. Please be mindful that both sides have spoken to the motion, a minimum of three (3) speakers from each microphone, if they exist. You must be supported by a 2/3 vote of the crowd. This motion is not debatable.
<b>New Business</b>	You may bring up a new motion that was not on the agenda. Follow all the procedures above to move to add it to the agenda, and you must be supported by 2/3 of the crowd to begin discussing it.

#### 4. Amendments

- 4.1 Any amendments to this appendix shall require a quorate vote by the GA Planning Committee.