

May 20, 2023 Annual Meeting

Eno River Unitarian Universalist Fellowship

Rules of Procedure

1. The Secretary will verify current membership and voting eligibility at the entrance to the meeting. Each active member will receive one voting card.
2. The Presiding Officer will ask the Secretary to report on whether there is a Quorum (10% of membership) present. Absentee ballots will not count toward the quorum.
3. Once a motion has been made and seconded, the Presiding Officer will allow discussion. Roberts' Rules of Order will be followed.
4. During discussion of any motion, members attending in person will use the microphone present in the sanctuary and those attending via zoom will send a message to the board member designated, who will read your question or comment in the room.
 - Speakers will be recognized by the Presiding officer, alternating between members in queue at the microphone or in queue via chat in zoom.
 - Debate will be stopped when either the allotted time on the agenda is reached or when there is no one left in either queue.
6. During discussion, each member will have two minutes to make a statement or ask a question that addresses the motion on the floor.
7. No person may speak twice to the same issue until everyone else wishing to speak has spoken to it once.
8. When appropriate, voting will be by a show of voting cards for members present in the sanctuary, and by using the polling feature on Zoom, or if needed the raise hands feature for members attending via zoom. Business items are adopted by a simple majority.

Absentee ballots are available for members who are unable to attend and can be accessed here in advance of the meeting. [Add link when available](#)