

## UNWLA Policies and Procedures

### Attachment B: Rules for Conducting the UNWLA National Board Annual Meeting

1. The President of the UNWLA opens the UNWLA National Board Annual Meeting and presides over it in accordance with the approved procedure, determines amount of time for debate, clarifies proposals put under discussion, submits proposals for a vote, announces the outcome of the vote, and resolves all “points of order.”
2. A member can only ask a question once of a specific report.
3. A member may only take the floor to discuss the current topic on the agenda.
4. All who wish to take part in the topic under discussion are placed on a list. After all on the list have been heard, the President may open a second list for discussion if there is sufficient time.
5. In the discussion of a given proposal, a person can speak once, and a second time after all the speakers have been heard. The person who made the proposal may speak twice: once to justify the proposal and a second time to close the discussion.
6. The main proposal can be amended. That is, you can amend the proposal by supplementing it, reducing it, adding words or whole sentences. The amendment itself can also be amended. It is discussed and voted on, first on the second amendment, then on the first amendment, and finally over the full proposal with the eventual amendments.
7. Each proposal and amendment must be seconded by at least one participant. Only one proposal can be considered at a time.
8. A proposal can be withdrawn before the President puts it under discussion. After the proposal is clarified by the President, its withdrawal shall require the unanimous consent of the Board.
9. A motion to restrict or close a discussion needs to be seconded and takes precedence over other proposals announced or discussed. Such a motion cannot be discussed or amended, and requires two thirds of the vote.
10. When a motion to close the debate has been passed, no further discussion is permitted and the proposal under discussion is immediately put to a vote.
11. The Rules of the Meeting shall be adopted by a majority vote.