

Panel 55 Meeting Procedures **Rules for Discussion at Assembly**

- During discussions, Assembly members who wish to speak line up at the microphones and are called on in order.
- Assembly members must use the microphone (mic) each time they speak and state their name, service position and District.
- The Area Chairperson or any other Area Officer may ask to have the discussion held at another time.
- The Area Chairperson does not enter into the discussion. The Area Chairperson may answer questions about the issue, but not express opinions.
- Assembly members with a voice are allowed two minutes and one time at the mic per discussion/motion. When the timer's bell rings, Assembly members may finish their sentence before relinquishing the mic. When a discussion is held over more than one session, it is up to the discretion of the Chairperson whether or not to allow the one-time at the mic rule to start over with each subsequent session.
- Assembly members are allowed to go to the mic to ask a question for informational purposes. When asking a question, approach the mic holding up a *Service Manual*. Note that questions begin with who, what, where, when, why, and how, and do not contain personal opinion, either before or after the question. Members who then wish to express an opinion return to the line of waiting speakers.
- If a question is asked, it is the Chairperson's responsibility to call on the appropriate person to answer the question.
- Assembly members who answer a question are not limited to two minutes at the mic nor do they give up their one time at the mic per discussion/motion. However, they may not give their opinion—only respond to the question.

- In a Knowledge-Based Decision-Making culture, we seek information; we don't advocate.
- Assembly members should express their opinion. If your opinion has been stated, do not come to the microphone to state it again unless you have additional facts/comments. In doing so, there will be time to hear a variety of ideas.
- The legitimate rights of the minority are protected by Concept Five ("The rights of appeal and petition protect minorities and insure that they be heard.") and are observed throughout all Area meetings.
- Out of respect to those holding a differing viewpoint, applause is not permitted during a discussion when a member expresses an opinion with which others may agree. We do applaud accomplishments, just not opinions.