

## THE MODERATOR'S RULES and GUIDELINES

Everyone must be recognized by the Moderator in order to speak.

### **SPEAKERS FROM THE FLOOR**

State your NAME and STREET ADDRESS

**~~Limit your comments/question to 2 minutes~~**

Keep comments within the **SCOPE** of the **MAIN MOTION** or **AMENDMENT**

Do not repeat a point that has already been made.

Speak from one of the standing microphones.

If necessary, someone will bring a roving microphone to you.

**MOTION TO AMEND.** Ask the Town Clerk for the form on which to write an amendment. Go to microphone to be recognized and make the motion. We will discuss and vote on the amendment before taking up the MAIN MOTION. The Motion to Amend must be within the scope of the MAIN MOTION.

**MOVE THE QUESTION.** Someone may rise to be recognized "to move the question" which motion may not be debated and will take us – if passed by **2/3** of the voters - directly to a vote on the MAIN MOTION. You may not make a statement before moving the question.

Depending when and if this happens the moderator will assess the will of the meeting - whether there are more unanswered questions or we are ready for the vote on the main motion; it is the moderator's discretion whether or not to delay the vote and continue the discussion on the MAIN MOTION.

**EXCEPTION.** If you wish to raise a **POINT OF ORDER** – limited to one of the following challenges - you may address the Moderator without being recognized. You may rise at your seat and say, "Point of Order".

Is the speaker entitled to speak?

Is the speaker inappropriate?

Is the pending action contrary to proper procedure?

**VOTING.** The moderator will call for a **VOICE VOTE**, a **STANDING VOTE** or a **CLICKER VOTE**. It is up to the moderator to decide which is appropriate and most efficient for the question at hand.

The moderator will announce the **VOTE**.

**ULTIMATELY**, the moderator will ask for a **MOTION TO DISSOLVE**. If we have to hold a second session the moderator will ask for a Motion to Adjourn.