

General Session Procedures

- 1) Acknowledgement by the Presiding Officer
 - a) If you wish to be acknowledged by the Presiding Officer, you may use the raise hand function or send a message directly to the Presiding Officer.
 - i) Messages to the Presiding Officer are only to ask for a point of information or point of order. Motions messaged to the Presiding Officer will not be recognized.
 - ii) You may also raise your hand. (NOTE: Raising your hand means you will have to wait for anyone else that is listed before you to speak.
 - b) During motions and votes, the Presiding Officer will only be able to recognize point of orders and point of information's from people that send messages to the Presiding Officer. The raise hand function is used for the voting process and to request to be a speaker on a motion.
 - c) Anyone that is acknowledged by the chair is limited to 1 min to speak
 - i) After one minute, staff of the presiding officer will ask them to finish their sentence.
- 2) Motions and Discussion
 - a) A motion that requires discussion will have the following procedures
 - i) The Presiding Officer will first ask for 3 speakers in support, and then for 3 speakers in opposition.
 - ii) Speakers will be called on alternating between speakers in favor and speakers in opposition.
 - iii) The Presiding Officer will give each speaker the opportunity to speak for 1 minute. After one minute, staff of the presiding officer will ask them to finish their sentence.
 - (1) In the case that someone starts speaking differently than they were identified too, they will be muted and the Presiding Officer will ask staff for another name of someone that rose their hand to speak that way.
 - b) At the conclusion of the speakers, the Presiding Officer will begin the voting process.
- 3) Voting
 - a) When a vote is going to be held on a motion the Presiding Officer will say the motion three times. CDP Staff will type the motion being voted on into the chat.
 - b) Then the Presiding Officer will tell everyone planning to vote yes to push the yes button and everyone planning to vote no to push the no button. They will say this at least three times. Voting will remain open for 45 seconds.
 - c) Then the Presiding Officer will tell anyone that is on by phone and wishes to vote in favor, they should raise their hands at this time and what they are voting for 3 times. Repeat these steps for people voting no.
 - d) At the conclusion of these 3 calls for votes, the Presiding Officer will request staff to announce the total of the vote.