



House of Laity

Rules of Order

Section 1: Control of the House:

The Chair is in control of the House when in session.

Section 2: Governing Rules:

Roberts Rules of Order will govern proceedings.

Section 3: Rules of Debate Governing Consent Calendar and General Calendar:

1. The Chair states the question for consideration, a motion and second must be made to begin debate. Failing this, the question dies, no action taken.
2. Delegates may only speak when recognized by the Chair.
3. After a motion and second are made, each delegate may speak on the question for not more than two (2) minutes unless another delegate wishing to speak on the same question has yield his/her time to such delegate. Regardless of time being yield, a delegate cannot speak more than six minutes on a question. The six minute limitation is subject to Subsection 4.
4. In the debate each delegate may speak twice on the same question but cannot make the second speech (limit of four minutes for second speech) on the same question as long as any delegate who has not spoken on that question desires to do so.
5. Debate must be limited to the merits of the *immediately pending question* -- that is, the last question stated by the Chair that is still pending.

Section 4: Putting the Question and Announcing the Vote on Any Calendar Item:

1. When the debate appears to have closed, the Chair asks again, "Are you ready for the question?" If no one rises the Chair proceeds to *put the question* -- that is, to take the vote on the question.
2. If the question is on the adoption of a resolution, unless it has been read very recently, it should be read again.
3. In putting the question the Chair should make perfectly clear what the question is that the assembly is to decide.
4. All votes will be made by a show of hands so that the votes may be counted.



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5. Majority of delegates voting passes (unless otherwise required by the Constitution or Bylaws).
6. The Chair will vote only in the event of a tie among the voting delegates.

Section 5: Placement of Business Before the Assembly

The Order of Business will be based on two calendars: a Consent Calendar and General Calendar. The Assembly will first take up the Consent Calendar and then the General Calendar.

A. Consent Calendar

- i. Will be compromised of item(s) requiring a vote which the Chair, in his/her discretion, has determined based on a feedback does not require substantial debate.
- ii. An item may be pulled from the Consent Calendar and placed on the General Calendar upon a petition signed by five percent of the delegates.
- iii. When a vote is called for on the Consent Calendar, item(s) constituting the Consent Calendar shall be subject to one vote *ie*, Consent Calendar item(s) will be passed or rejected upon one vote taken.

B. General Calendar

- i. The General Calendar will consist of all items not comprising the Consent Calendar.
- ii. Items on the General Calendar shall be called up for action of the Assembly in the sole order and discretion of the Chair.