

## 10. GUIDELINES FOR DISCUSSION

Hawaii Area 17 "loosely" follows *Robert's Rules of Order*, which when practiced, allows the discussion to proceed in an informal, yet business-like, manner.

### 10.1 General Guidelines for Discussions:

- A. Once a topic or motion is placed into discussion, those in line at the microphone may address the assembly and discuss only the topic or motion.
- B. Each participant may speak for two (2) minutes.
- C. After everyone in line has spoken once, and if time allows, participants are given a second opportunity to speak on the topic or motion.
- D. We discuss only one motion at a time.

10.2 Determining a quorum: A quorum is required for a vote. Hawaii Area 17's quorum is 50% plus 1 of all registered voting members.

### 10.3 Types of Voting Results

- A. Votes are determined by a show of hand, except during elections where area's voting members cast ballots.
- B. *Simple majority*: Achieved whenever 51% (and not 50% + 1) of the voters are in agreement.
- C. *Substantial Unanimity*: At least two-thirds (2/3) of the assembly's voters agreeing to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement.
  1. All matters of policy require a *substantial unanimity* vote.
  2. On all motions requiring a *substantial unanimity* result, Hawaii Area 17 always gives the minority the opportunity to speak to the majority.
- D. *Minority*: Hawaii Area 17 recognizes the minority in two (2) distinct ways:
  1. When a simple majority result is needed, the minority is the side with the least amount of votes.
  2. When substantial unanimity result is needed, the minority is the side that didn't get the required two-thirds (2/3) votes necessary to pass a motion. Therefore, when seeking *substantial unanimity*, the minority could have the majority of the votes but less than the required two-thirds (2/3).

### 10.4 Procedures for Frequently Made Motions

- A. Motion to Call the Question: (requires a second; discussion ceases immediately.)
  1. Stops the discussion of a motion already in progress to proceed directly to a vote.
  2. Must be made at the microphone.
  3. Requires a *substantial unanimity* result.
  4. If *substantial unanimity* is achieved, the assembly moves immediately to vote on the motion at hand.
  5. If *substantial unanimity* is not achieved, discussion continues.