

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.

B. Motion to Table (a motion): (Requires a second; discussion ceases immediately.)

1. Stops the discussion of a motion already in progress until a future date.
2. Must be made at the microphone.
3. Requires a simple majority result to proceed.
4. If the motion is accepted, then the motion in progress is set aside to a future date, either later on during the assembly or for a future assembly.
5. If the motion is defeated, then the discussion of the motion in progress continues.

C. Motion to Reconsider: (Requires a second; discussion ceases immediately.)

1. Must be made at the microphone by someone who first voted with the majority and wants to change their vote.
2. Requires a *simple majority* result.
3. If the motion is accepted, then the assembly will re-vote on the issue.
4. If the motion is defeated, the results from the first voting procedure will be the assembly's action.

D. Depart from the agenda: (Requires a second; discussion to follow.)

1. The Hawaii Area 17 Chair has the discretion to rearrange the agenda in order to facilitate the business in the best possible way.
2. Defining significant agenda items: Examples of significant agenda items could be, but not limited to, items to be voted on or moving planned business between days during a session.
3. Examples of non-significant agenda items: Examples of non-significant agenda items could be, but not limited to, non-voting items or scheduled meal and break times.
4. When a rearrangement is necessary:
 - a. A voting member, including the area chair, must state his intent in the form of a motion at the microphone.
 - b. The motion requires a second.
 - c. A *substantial unanimity* result must be achieved.
 - d. If *substantial unanimity* is achieved, rearranging the agenda is allowed.
 - e. If *substantial unanimity* is not achieved, the agenda remains as written.