



Introduction of New Business  
Discussion Item/Motion

Assembly

ACM

New Business

New Business

Old Business

Old Business

Assembly Business?\*

Examples: Unbudgeted expense or increase to line item >5% of spending plan or a direct effect on groups in CNIA.

Ready to Vote?  
(2/3 majority)

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(2/3 majority)

Restate Motion  
1st Vote

Minority Opinion Speaks

Minority Opinion?

1st Vote Stands

Motion to Reconsider & Second?

1st Vote Stands

Vote to Reconsider  
(Simple Majority)

1st Vote Stands

Full Discussion Resumes

Ready to Vote?  
(2/3 majority)

Restate Motion  
2nd Vote

Motion Passes

Motion Fails

\* This is a general guideline of how we conduct business in CNIA. At the discretion of the Chair, we may deviate from this process while still achieving an informed group conscience. All matters of policy require a 2/3 majority. Housekeeping matters can be a simple majority.

**An Informed Group Conscience:**

Ideally there will be informed discussion of the topic before a motion is made. Much of our business does not require a motion. If a motion is needed, it can often best express the area conscience if it arises out of discussion, instead of starting discussion.

**Sharing:**

Everyone is welcome to speak at the microphone. Each person may speak for up to 2 minutes. No one should speak for a second time until everyone who wishes to has spoken for the first time.

**Calling the Question (Ready to Vote):**

Calling the question brings debate to a halt while members decide whether to proceed directly to a vote or go on with the debate. A motion to call the question must be made in order at the microphone without comment. It requires a second, is not debatable, and requires a 2/3 majority.

For more detailed information, please see "How We Do Business" in the CNIA Service Material Handbook.

# Summary of Area Business Procedures

We follow rules of order to make conducting area business easier and more efficient to address our needs and reach an informed group conscience. We encourage active participation and lengthy discussion by all members. This is a summary of our business practices found in our CNIA Service Material Handbook

## General Rules of Debate

- Line up at the microphone if you want to speak, and you will be called on in order.
- Keep comments brief and on topic (2 minutes).
- Allow everyone an opportunity to speak before speaking a second time.
- Full discussion of a motion, including minority opinions, should take place before the vote.
- Everyone should be free to express their opinion. However, if your position has already been stated by someone else, it is not necessary to go to the mic and say it again.
- Votes are taken by a show of hands.

## Introducing New Business

- All members welcome to introduce discussion topics and are encouraged to share openly.
- Members may bring up topics at an area assembly, an area committee meeting (ACM), or they may contact an area officer.
- We can begin discussion immediately if time permits, or the topic may be tabled for New Business at our next Assembly or ACM.
- Discussed items become Old Business to address at the next Assembly or ACM.

## Discussion

- It is prudent to engage in thorough discussion before bringing a motion forward.
- All points of view, including “minority opinion,” should be heard during discussion.
- Further action may be taken when discussion is complete.

## Making a Motion

- Most of our business does not require a motion.
- Motions can only be brought up during “New Business,” if a motion is required.
- Motions should be clear and concise
- Motions must be submitted in writing to the Chair, Interpreter, and Recording Secretary (handwritten, messaged, or emailed)

## Friendly Amendments

- Someone may wish to propose an amendment to the motion.
- An amendment requires a second, and must be accepted by the member who originally made the motion.
- If the amendment is accepted, debate resumes on the amended motion.

## Tabling a Motion

- Postpones discussion to a future ACM or Assembly.
- Requires a motion and a second, it is not debatable, and it only needs a simple majority.

## Calling the Question

- Brings the debate to a halt while members decide whether to proceed directly to a vote (on the motion) or go on with the debate.
- A motion to call the question must be made in order at the microphone without comment, requires a second, is not debatable, and requires a two-thirds vote.

## Voting

- Eligible voting members are: Group Representatives (GSRs), or their Alternate if the GSR is not available; District Committee Members (DCMs), or their Alternate if the DCM is not available, and Area Officers.
- **Simple Majority:** General Housekeeping or non-substantive matters not related to area business or policy are made by simple majority (example: motion to lend equipment for translation or a District Unity Day). These matters do not need to be written or submitted, and no minority appeal is heard.
- **Substantial Unanimity:** All matters of policy require substantial unanimity, that is, a two-thirds majority. Because the number of members present during our meetings varies from time to time, the phrase “two-thirds majority” is taken to mean two-thirds of eligible voters who either voted for or against a motion.
- **Minority Opinion:** After voting on a motion, the losing (or non-prevailing) side will always be given an opportunity to speak their position. If the motion passes with two-thirds vote, the minority may speak.
- **Reconsideration:** After hearing minority opinion, a member who voted with the prevailing side may make a motion to reconsider (it can be seconded by anyone).
  - Simple majority is required to reconsider.
  - If the majority votes to reconsider, a full debate of pros and cons resumes.
  - Comments should be limited to new considerations of the question under debate.
  - No motion may be reconsidered twice.