

SUGGESTED RULES OF ORDER
for the
2015 SERVAS INTERNATIONAL GENERAL ASSEMBLY

FINAL DRAFT

1. This 2012 General Assembly (GA) will remain in session on the following days:

Sunday, October 11, 2015 until Friday October 16, 2015
at times defined in the 2015 SICOGA Timetable.
2. The President or his designate shall take the chair. If the President and his designate are absent, EXCO shall choose another suitable person to act as chair.
3. If a delegate does not understand what is being said, they will raise their paddle displaying the “?” Side. The “?” means “I DO NOT UNDERSTAND”. Discussion will immediately stop until the delegate understands. Then discussion will continue.
4. When a delegate wishes to speak, the delegate shall hold up his/her country’s paddle. When it is the delegate’s turn to speak, he/she shall state his/her name and country, and shall only speak about the motion being debated.
5. A registered delegate may speak on the motion for only two minutes, unless the GA approves more time.
6. A speakers list will be kept. A delegate shall not speak for a second time on the motion, until all of the delegates who wish to speak have had the opportunity to speak for the first time.
7. A delegate shall not interrupt another except to call a point of order. A point of order is indicated by the delegate raising both hands above their head.
8. If a point of order is called, the delegate shall stop speaking until the point of order has been decided.
9. Any amendment to a motion, when properly introduced and seconded, will be discussed and voted on before the main motion.
10. When a motion is being debated, no motion is allowed except:
 - a. To refer the motion back to the Subject Working Group.
 - b. To request an immediate vote on the motion (call for the vote).
 - c. To table (put aside) the motion for a definite or indefinite time.
 - d. A motion to amend the motion under discussion.
11. The exceptions listed in 10 a, b, and c cannot be made by a delegate who has spoken on the motion.

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12. A motion to do 10 a, b, or c must be voted upon immediately by the GA.
13. Any motion that affects the Statutes should have been reviewed by the Statutes Working Group before the vote is taken, to confirm the wording for the change to the statutes. If this has not been done, the Statutes Working Group will review the wording of the Statutes change, to ensure that it reflects the intent of the motion.
14. When there is a motion to call for a vote, no discussion or amendment is permitted. The moderator will immediately ask for a vote to decide if the assembly is ready to vote on the motion without any more debate.
15. Motion for reconsideration of a motion already passed or defeated: A delegate may change his/her mind and ask for a motion for reconsideration if:
 - he/she voted with the majority on the original vote, and
 - two-thirds of the delegates agree to reconsider the vote.In that case, the motion will be scheduled to be discussed at the first session of the next day.
16. Working groups and official committees may combine agenda items to prepare a composite motion to cover the intent and the principle of the items.
17. Reports of working groups and official committees may not be amended.
18. If a motion is passed, it becomes a decision of the GA.
19. Voting is done by a show of paddles. All votes for, votes against, and abstentions shall be recorded in the minutes. The only exception is for votes on procedural matters. Abstentions do not count for or against the motion (decision of 2012 GA).
20. A delegate may challenge any decision of the chair person. The chair person will give up the chair and an alternate chair person will take the chair. The delegate will have an opportunity to explain their reason for the challenge and the chair person will explain their reason for the original ruling. The alternate chair person will then ask the delegates “Shall the decision of the chair be sustained?” and the delegates will vote.
21. The chair does not vote. The only exception is when the President is in the chair and casts the deciding vote to break a tie.
22. All matters and questions of parliamentary nature not provided for by these Rules of Order shall be decided by *Robert’s Rules of Order, Revised*.