

**SUGGESTED RULES OF ORDER**  
for the  
**2018 SERVAS INTERNATIONAL GENERAL ASSEMBLY**  
  
**DRAFT 1**

1. This 2018 General Assembly (GA) will remain in session on the following days:  
  
Sunday, October 14, 2018 until Saturday October 20, 2018
2. The GA will be in session during the following hours:  
  
8:30 a.m. to 6:00 p.m. with:
  - 30-minute breaks at or about 10:30 a.m. and 4:00 p.m.
  - One-hour lunch breaks at or about 1:00 p.m.
3. The GA sessions are led by a neutral moderator. The President or his designate shall moderate at the times specified. If the President and his designate wishes, SI Exco shall choose another suitable person to act as moderator.
4. If a delegate does not understand what is being said, they will raise their paddle displaying the “I DO NOT UNDERSTAND” side. Discussion will immediately stop until the delegate understands. Then discussion will continue.
5. 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.
6. A registered delegate may speak on the motion for only two minutes, unless the GA approves more time.
7. A delegate shall not speak again on the motion until all who wish to speak have had the opportunity to do so.
8. 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.
9. If a point of order is called, the delegate shall stop speaking until the point of order has been decided.
10. Any amendment to a motion, when properly introduced, will be discussed and voted on before the main motion.

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11. 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.
12. The exceptions listed in 11 a, b, and c cannot be made by a delegate who has spoken on the motion.
13. A motion to do 11 a, b, or c must be voted upon immediately by the GA.
14. Any motion that affects the Statutes can only be approved “in principle”, and must then be referred to the ad hoc Statutes working group for action.
15. When there is a motion to call for a vote, no discussion or amendment is permitted, and the vote will be done without any more debate.
16. A delegate may change his/her mind and ask for a motion to be reconsidered if he/she voted with the majority (on the original vote), and two-thirds of the delegates agree. In that case, the motion will be scheduled for the first session of the next day.
17. Working groups and official committees may combine agenda items to prepare a composite motion to cover the intent and the principle of the items.
18. Reports of working groups and official committees may not be amended.
19. If a motion is passed, it becomes a decision of the GA.
20. 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. An abstention is not counted as for or against the motion.
21. A delegate may appeal any decision of the moderator. The moderator shall then ask “Shall the decision of the moderator be sustained?” The only discussion before voting shall be for the moderator and the challenger to explain their respective positions.
22. The moderator does not vote. The only exception is when the President is in the position of moderator and casts the deciding vote to break a tie.
23. 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*.