

**Constitution of
Novelty: the Cantonese Students' Association
2023-2024**

Article 1: Name of the Organisation

- 1.1 The official name of the organization will be Novelty: the Cantonese Students' Association.
- 1.2 Novelty: the Cantonese Students' Association may be referred to by the abbreviation Novelty.

Article 2: Purpose

- 2.1 The purpose of Novelty is to embrace cultural diversity and bring the richest experience to students' university lives by organizing joint-university events, providing academic and career support, and serving the local community.
- 2.2 Novelty will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by welcoming students who come from different places who speak Cantonese, including Hong Kong, Macau and Chinese born all over the world.
- 2.3 Novelty fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 Novelty operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article 3: Membership

- 3.1 Membership in Novelty is open to all students, staff, faculty and alumni of the University of Toronto.
- 3.2 The term of membership for Novelty will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in Novelty:
 - a. The right to participate and vote in group elections and meetings.
 - b. The right to communicate and to discuss and explore all ideas.

- c. The right to organize/engage in activities/events that are reasonable and lawful.
 - d. The right to freedom from discrimination based on sex, ethnicity, religion, or sexual orientation.
 - e. The right to be free from censorship, control, or interference by the University based on the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities that are illegal, or which infringe on the rights and freedoms already mentioned above.
 - f. The right to distribute on campus, responsibly, published material given that it is not unlawful.
- 3.4 Each member shall possess the following responsibilities relative to participation in Novelty:
- a. Support the purpose of the organization.
 - b. Uphold the values of the organization.
 - c. Contribute constructively to the programs and activities offered by the organization.
 - d. Abide by the constitution and subsequent official organizational documents.
 - e. Respect the rights of peers and fellow members.
 - f. Abide by University of Toronto policies, procedures, and guidelines.
 - g. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 Novelty will collect a mandatory membership fee from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting. The member fee is CA\$15 (for one-year membership) and CA\$25 (for four-year membership).
- 3.6 Novelty values and respects the personal information of its members. Novelty always secures its member's information and will not supply names or other confidential information to third parties.
- 3.7 Novelty will protect the privacy of member information and must use it

only for the delivery of service and not for commercial gain.

- 3.8 All members of Novelty can attend every event for free or at a discounted price.
- 3.9 The process for becoming a member of Novelty is as follows:
 - a. You must fill in a membership signup form.
 - b. You must make an e-transfer payment to the Novelty bank account or pay cash to the Financial Director.

Article 4: Committee members

- 4.1 The committee members of Novelty shall include the Co-Presidents, Vice President, Administrative Director, Event Planning Director, Financial Director, Marketing Director, Public Relations Director, Department Executives and Senior Consultants.
- 4.2 The Board of Management only includes Co-Presidents, Vice President, Administrative Director, Event Planning Director, Financial Director, Marketing Director and Public Relations Director.
- 4.3 The broad responsibilities of each committee member position are as follows:
 - a. President(s)
 - i. President is the leader of Novelty and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.
 - ii. President represents the association at public functions in a manner deemed appropriate by its members.
 - iii. President ensures that the duties and obligations of this Constitution are met.
 - iv. President supervises all departments and is responsible for assigning duties among all directors and executives.
 - v. President ensures directors and executives have fulfilled all their duties and complete tasks within the timeframe allocated.
 - vi. President chairs and maintains order in internal meetings.

- vii. President should be present in external meetings, including club collaborations, sponsorship meetings and UTSC Campus Groups meetings.
- viii. President shares responsibility with Financial Director to oversee the financials of the club.

b. Vice President

- i. Vice President is the second in command within Novelty. In the absence or disability of the President, the Vice President shall perform all powers of, and be subject to all the restrictions upon, the President.
- ii. Vice President assists the President in making major decisions.
- iii. Vice President monitors the departments' activities and performance.
- iv. Vice President manages executive recruitment.
- v. Vice President should be present in external meetings, including club collaborations, sponsorship meetings and UTSC Campus Groups meetings.
- vi. If necessary, the Vice President can fill in for any department director and supervise the executives.
- vii. When there are two Vice Presidents, one should be the Internal Vice President (IVP) and another the External Vice President (EVP).
 - a. In the absence or disability of the President, the IVP shall perform all powers of, and be subject to all the restrictions upon, the President.
 - b. In the absence or disability of the President and the IVP, the EVP shall perform all powers of, and be subject to all the restrictions upon, the President.
 - c. Internal Vice President manages the Administrative, Marketing and Finance Department.
 - d. External Vice President manages the Event and Public Relations Department.

c. Administrative Director

- i. Administrative Director oversees the Administrative Department and ensures the smooth functioning of Novelty.
- ii. Administrative Director administers and maintains the organization's email system.
- iii. Administrative Director manages all club documents.
- iv. Administrative Director schedules monthly General Meetings and coordinates with each department to ensure successful meetings.
- v. Administrative Director takes minutes of meetings.
- vi. Administrative Director prepares recruitment forms for new members and then schedules an interview for them.
- vii. Administrative Director is responsible for room and booth bookings.
- viii. Administrative Director is responsible for directors' and executives' booth schedules based on their availability.
- ix. Administrative Director reports to the President.
- x. In the absence or disability of the President and of the Vice President, the Administrative Director shall perform all powers of, and be subject to all the restrictions upon, the President.

d. Event Planning Director

- i. Event Planning Director oversees the Event Planning Team and organizes events:
 - a. exclusive to Novelty's member to facilitate relationship building within club members;
 - b. for the public.
- ii. Event Planning Director seeks opportunities in cooperating with other university's student societies to organise joint school and interclub events.
- iii. Event Planning Director attends collaboration meetings with other student groups.
- iv. Event Planning Director is responsible for planning Novelty

events for students.

- v. Event Planning Director works closely with Financial Director before making any purchase to land on a feasible event.
 - vi. Event Planning Director coordinates with Marketing Department before executing any promotions and events.
 - vii. Event Planning Director assists external executives in making decisions on each event.
 - viii. Event Planning Director provides feedback and evaluations after each event.
 - ix. Event Planning Director manages the Discord of Novelty.
 - x. Event Planning Director reports to the President.
- e. Financial Director
- i. Financial Director is the treasurer of Novelty and oversees the Finance Department. Financial Director is tasked with overseeing all financial activities, reporting on revenue, budgeting, and disbursing funds to departments.
 - ii. The Financial Director completes a detailed financial report at the end of each term.
 - iii. Financial Director analyses financial data and provides insights during General Meetings.
 - iv. Financial Director provides financial advice during the event planning process.
 - v. Financial Director should have long-term budget planning and forecasts.
 - vi. Financial Director bookkeeps and keeps track of records of payments.
 - vii. Financial Director is responsible for bank account maintenance and transactions.
 - viii. Financial Director is responsible for approving expenses.
 - ix. Financial Director coordinates with other event directors on the event budget.
 - x. Financial Director reports to the President.
- f. Marketing Director
- i. Marketing Director oversees the Marketing Department and

is responsible for Novelty's promotional strategies, and the branding and image.

- ii. Marketing Director manages the social media platforms of Novelty, including Facebook, Instagram, YouTube, and LinkedIn.
- iii. Marketing Director promotes events and happenings at school or through social media tools.
- iv. Marketing Director finalises ideas and creates posters to promote Novelty events.
- v. Marketing Director works closely with Financial Director before making any purchase.
- vi. Marketing Director reviews each promotional process and provides feedback and evaluations.
- vii. Marketing Director reports to the President.

g. Public Relations (PR) Director

- i. PR Director oversees the PR Department and is responsible for sponsorship and connection with business corporations and organisations except for student groups.
- ii. PR Director generates a list of potential sponsors, establishes a proposal with a sponsorship package, and sends it to potential sponsors.
- iii. PR Director negotiates agreements and maintains a good relationship with potential sponsors.
- iv. PR Director seeks opportunities in coordinating with companies.
- v. PR Director attends collaboration meetings with business corporations and sponsors.
- vi. PR Director reports to the President.

h. Senior Consultants

- i. Senior Consultant is exclusive to former Presidents, former Vice Presidents and former directors.
- ii. Senior Consultants guided and assisted the group in meeting its goals and communicated the vision of the

group.

iii. Senior Consultants pass down their knowledge, experiences and advise the current President and Vice Presidents.

i. Department Executives

i. All members can sign up to be an executive working under a department.

ii. The executive's duty is consistent with the directors', but executives take orders from and report to their corresponding directors.

iii. Well-performed executives could be promoted to department directors in the next year.

4.4 Only student members of the organization may hold committee member positions.

4.5 The committee members collectively form the Committee that acts as the primary steward of the organization.

4.6 This Committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

4.7 This Committee cannot make amendments to the constitution without the approval of the general membership at a valid Executive Meeting.

4.8 The term of each committee member will last from May 1 following their election to April 30 of the following year.

4.9 Any committee member of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

- 4.10 Any vacancy of committee members shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.11 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the Board of Management at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.12 Any vacancy of the President shall be filled by the Vice President until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article 5: Removal of Members and Committee members

- 5.1 The process for removing a member or committee member may be initiated when a committee of no less than three (3) non-executive general members and two (2) committee members appointed by the general membership to investigate a complaint determines that:
- a. A member or committee member has engaged in unlawful actions or activities.
 - b. A member or committee member has violated the constitution.
 - c. A member or committee member has violated University of Toronto policies, procedures, or guidelines.
 - d. A member or committee member has violated the rights of a fellow member.
 - e. A member or committee member has not fulfilled their organizational responsibilities.
 - f. Other criteria are deemed to be appropriate by the Committee in consultation with and approved by a majority of the general membership.

5.2 The process for removing a member or committee member may also be initiated when:

- a. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the committee member.
- b. A motion for a removal vote is put forward by any member of the committee member and passed by a two-thirds majority vote of the committee members. The individual facing potential removal vote is entitled to vote on the motion if they are an committee member or be allowed to explain themselves if they are a non-executive general member.

5.3 The removal of members and committee members will be facilitated by a *three-tier* procedure which operates as follows:

- a. First Tier
 - i. The committee member or member will be warned both verbally and in writing that their behaviour constitutes grounds for removal from the organization and that it should cease effective immediately.
- b. Second Tier
 - i. Initiated because the member or committee member has violated section 5.1 after receiving a first tier warning relative to a particular action or behaviour.
 - ii. The Vice President will be responsible for contacting the committee member or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - iii. The Vice President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
 - iv. The committee member or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President' written response to demonstrate progress or correction of behaviour.

c. Third Tier:

- i. Initiated because the member or executive has violated section 5.1 after receiving a second tier warning relative to a particular action or behaviour.
- ii. The removal vote must take place at a valid General Meeting of the membership. A representative supporting the motion for removal and the committee member or member facing removal (or an individual they designate), may speak for up to five minutes each.
- iii. The removal of a committee member or member requires a 2/3 majority vote of all the members present at a valid general meeting (including committee members). The committee member or member facing removal is entitled to vote on the motion.

Article 6: Finances

- 6.1 The funds of the organization shall be expended under the operating budget approved by the general membership at a valid general meeting.
- 6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Financial Director following with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Financial Director shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from

time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Committee members or other persons as the Executive may designate, direct or authorize from time to time and the extent thereby provided.

- 6.8 The President, the Financial Director, and only in special circumstances the Vice President shall be the sole signing authorities of banking instruments for the organization.
- 6.9 Novelty will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 Novelty will accept full financial and production responsibility for all activities it sponsors, plans, or executes.
- 6.11 All financial resources that are obtained from the contributions of sponsors and remained from functions are to be carried onto future events within the club's treasury.
- 6.12 All expenses that are carried out by executives towards the development of the club may be claimed with the Financial Director if the item permits. Nevertheless, a claim form must be filed.

Article 7: General Meetings

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy making, propose amendments to the constitution, and report on the financial status of the organization.
- 7.2 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:
 - a. Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting.
 - b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.
 - c. Moderating the discussion at meetings according to the agenda.
 - d. Suspending members from participating in meetings for constitutional or procedural violations.

- 7.3 There shall be a minimum of one (1) general meeting held every twelve (12) months. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 7.4 General meetings may be called to order by the President, through a petition signed by three (3) committee members, or by a petition signed by five (5) non-executive general members.
- 7.5 General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 7.6 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 7.7 All directors are expected to make brief progress reports on their activities at every general meeting.
- 7.8 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.9 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 7.10 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
- 7.11 Any question at a valid general meeting shall be decided by a show of hands.
- 7.12 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.13 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

7.14 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article 8: Executive Meetings

8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

- a. Formulating and distributing an agenda for each meeting.
- b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.
- c. Moderating the discussion at meetings according to the agenda.

8.3 There shall be a minimum of one (1) executive meeting held every two months. The date of each subsequent executive meeting will be announced 14 calendar days before the preceding meeting and will be reiterated to executives via group messages a minimum of two (2) calendar days before the meeting.

8.4 Executive meetings may be called to order by the President or through a petition signed by three (3) committee members.

8.5 Executive meetings are restricted to committee members only.

8.6 Minutes of all executive meetings must be recorded by the Administrative Department member and maintained for reference purposes.

8.7 Executives must notify the President a minimum of 48 hours before an executive meeting to inform them of a new matter they wish to discuss. The President will then add the discussion item to the agenda.

8.8 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

8.9 Executives must notify the Administrative Director a minimum of 24 hours before an executive meeting to inform any absent.

Article 9: Director Meetings

- 9.1 The purpose of director meetings is for the directors to talk about any issues that the organization is facing, review the club's performance and prepare for new events.
- 9.2 Director meetings will be facilitated by the President of the organization. The President shall be responsible for:
 - a. Formulating and distributing an agenda for each meeting.
 - b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.
 - c. Moderating the discussion at meetings according to the agenda.
- 9.3 There shall be a minimum of one (1) director meeting held monthly. The date of each subsequent meeting will be reiterated to directors via group messages a minimum of two (2) calendar days before the meeting.
- 9.4 Director meetings are restricted to the Board of Management only.
- 9.5 Minutes of all director meetings must be recorded by the Administrative Director and maintained for reference purposes.
- 9.6 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- 9.7 Directors must notify the Administrative Director a minimum of twenty-four 24 hours before a meeting to inform any absent.

Article 10: Emergency Meetings

- 10.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 10.2 These meetings must abide by the respective rules outlined in sections 7 and 8 depending on the nature of the meeting.
- 10.3 Notice of these meetings must be provided with a minimum of 24 hours in advance through email or messages.

10.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of three (3) committee members.

Article 11: Elections

11.1 The Presidential elections will be held before April 30 each year.

11.2 The Administrative Director shall create a nomination form for the election.

11.3 The current directors and executives can each nominate (including self-nomination) at most two (2) Presidential candidates. The current executives can also nominate others or themselves for subsequent directors and/or Vice President.

11.4 A screening committee composed of the President, Vice President and Senior Consultants will assess each candidate's qualifications against pre-established criteria for holding the positions. Then, the screening committee elects two to three candidates that are suitable to be the next President.

11.5 All general members, directors, and executives each have one (1) vote in the Presidential election.

11.6 Elections can be performed online or on campus, on the condition that it is a secure, credible, and authentic election. If online, the President should be the vote collector. The President does not reveal the number of votes of each candidate until the voting period ends.

11.7 The voting period is decided by the President, but it shall be a maximum of twelve (12) hours for on-campus election, and twenty-four (24) hours for online election.

11.8 If an error in the process is found, the election should be re-held.

11.9 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

11.10 The subsequent Vice President(s) shall be appointed by the winning

Presidential candidate. Then, they shall pick the subsequent directors and executive members.

Article 12: Amendments

- 12.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 12.2 Amendments to the constitution require the approval of two-thirds of committee member's presence at an executive meeting.
- 12.3 The general membership must have the final say on amendments to the constitution.

Article 13: Transition

- 13.1 All outgoing committee members are required to tutor and transfer all organizational resources used relative to a particular role over the preceding year to new committee members upon leaving the position.
- 13.2 New committee members shall consult preceding committee members when they encounter difficulties in their role.

Article 14: Food Handling on Campus

- 14.1 Novelty will conform to Provincial and Municipal Health Regulations when events that include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 15: Precedence of University Policies

- 15.1 Novelty will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Novelty, the University's policies, procedures, and guidelines will take precedence.

Article 16: Legal Liability

16.1 The University of Toronto Scarborough does not endorse Novelty's beliefs or philosophy, nor does it assume legal liability for the group's activities on- or off- campus.

Article 17: Banking

17.1 Novelty agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing committee members for all bank accounts opened in the organization's name to the Office of Student Experience and Wellbeing at the University of Toronto Scarborough, should the university request it.

9 Appendix A: General Meeting Rules of Order

I. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general

membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the

opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

11 VIII. Voting

1. There are 3 basic motions for each item of business:

A motion to adopt a specific action by the board.

A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).

A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.