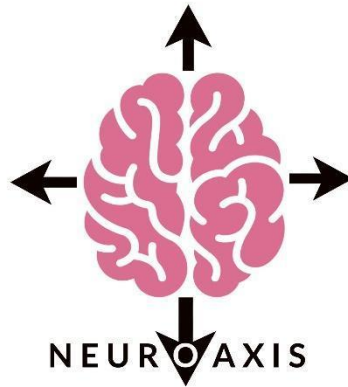


# Constitution of the Neuroaxis

at the University of Toronto Chapter



# **Contents**

<b>Article I</b>	<b>Name of Organization</b>	<b>2</b>
<b>Article II</b>	<b>Purpose</b>	<b>3</b>
<b>Article III</b>	<b>Equity and Procedural Policies</b>	<b>4</b>
<b>Article IV</b>	<b>Membership</b>	<b>5</b>
<b>Article V</b>	<b>The Executive Board</b>	<b>7</b>
<b>Article VI</b>	<b>Removal of Members and Executives</b>	<b>9</b>
<b>Article VII</b>	<b>Executive Meetings</b>	<b>11</b>
<b>Article VIII</b>	<b>Annual General Meetings</b>	<b>13</b>
<b>Article IX</b>	<b>Emergency Meetings</b>	<b>15</b>
<b>Article X</b>	<b>Elections</b>	<b>16</b>
<b>Article XI</b>	<b>Transition</b>	<b>17</b>
<b>Article XII</b>	<b>Finances</b>	<b>18</b>
<b>Article XIII</b>	<b>Banking</b>	<b>19</b>
<b>Article XIV</b>	<b>Amendments</b>	<b>20</b>
<b>Article XV</b>	<b>Food Handling on Campus</b>	<b>21</b>
<b>Article XVI</b>	<b>Precedence of University Policies</b>	<b>22</b>
<b>Article XVII</b>	<b>Legal Liability</b>	<b>23</b>
<b>Appendix A</b>	<b>Annual General Meeting Rules of Order</b>	<b>24</b>

## **Article I Name of Organization**

I.1 The official name of the organization will be Neuroaxis at University of Toronto Chapter.

I.2 The Neuroaxis at University of Toronto Chapter may be referred to by the acronym Neuroaxis throughout this document and its appendix.

## **Article II Purpose**

II.1 The purpose of Neuroaxis is the advancement of education amongst the members of the University of Toronto as well as other members of the community including but not limited to high school students, women, and racialized groups.

II.2 The Neuroaxis will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by providing a platform for Neuroscience, Psychology, and Research students or students interested in these subjects and research.

II.3 The Neuroaxis fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.

## **Article III Equity and Procedural Policies**

III.1 The Neuroaxis operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

III.2 The Neuroaxis as an organization entity and individuals operating in and on behalf of the organization must abide the Law of Land, including but not limited to the Criminal Code of Canada.

III.3 The Neuroaxis as an entity and individuals operating in and on behalf of the organization must abide by University of Toronto policies, procedures, and guidelines.

III.4 Each member of the Neuroaxis must respect the rights of other members and community members.

III.5 Each member of the Neuroaxis has the right of freedom from discrimination on the basis of sex, race, religion, or sexual orientation.

III.6 Each member working on behalf of Neuroaxis has the right to distribute on campus, in a responsible way, published material provided that it is not unlawful.

III.7 The Neuroaxis and all its members reserve the right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests, or opinions unless and until these lead to activities which are illegal, or which infringe on the rights and freedoms already mentioned above.

## **Article IV    Membership**

IV.1 Membership in Neuroaxis is open to all students, staff, faculty, and alumni of the University of Toronto Scarborough.

IV.2 The term of membership for the Neuroaxis will be from September 1 – April 30 each year.

IV.3 Each member shall be afforded the following rights through membership in Neuroaxis:

IV.3.1 The right to participate and vote in group elections and meetings.

IV.3.2 The right to organize and engage in activities or events by abiding to Article II and its subsequent policies and guidelines.

IV.4 Each member shall possess the following responsibilities relative to participation in Neuroaxis:

IV.4.1 Support the purpose of the organization.

IV.4.2 Uphold the values of the organization.

IV.4.3 Contribute constructively to the programs and activities offered by the organization.

IV.4.4 Attend the annual general meeting.

IV.4.5 Abide by the constitution and subsequent official organizational documents.

IV.5 The Neuroaxis values and respects the personal information of its members. The Neuroaxis secures its member's information at all times and will not supply names or other confidential information to third parties.

IV.6 The Neuroaxis will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

IV.7 The process for becoming a member of Neuroaxis is as follows:

IV.7.1 Each year, the board of executives is responsible for announcing the start of the member registration period using the appropriate means including Neuroaxis social medial.

IV.7.2 People who are deemed eligible by article IV.1 and are interested in becoming a general member of the Neuroaxis can sign-up online or in-person (if available).

IV.7.3 Executive members of the Neuroaxis will confirm whether this registration has been successful and will provide members with Neuroaxis member ID.

IV.7.4 Should a person contact the executives after the registration period regarding membership, board of executives shall decide whether they can register at that time.

## **Article V    The Executive Board**

V.1 The executives of the Neuroaxis shall include the positions of:

- [President](#)
- [Vice President](#)
- [Operations Director](#)
- [External Outreach Director](#)
- [Internal Outreach Director](#)
- [Social Media Director](#)
- [Graphic Designer](#)
- [Cognitive Chronicles Coordinator](#)
- [Cognitive Chronicles Multimedia Director](#)
- [Cognitive Chronicles Liaison](#)

V.2 The President alongside the Vice President are considered Senior members of the executives for which previous experience as the executive of the Neuroaxis is required.

V.3 The responsibilities of each executive position are as follows:



V.3.1 The President as the directing senior position is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.

V.3.2 The Vice President works under the supervision of the President providing the necessary assistance in leading the executive team. Additionally, the Vice President will be assisting the President of the organization in hiring the new executive team upon selection. Lastly, the Vice President is required to fulfill the duties of the executives should there be any unexpected vacancies within the executive team until a new member is hired.

V.3.3 Operation Director(s) will be in charge of planning the events held by the organization throughout the year as proposed by the Senior Executives and approved by the Executive body. Operation Director(s) will also be responsible for the organization's budget and all its financial relations. All expenses and transactions within the organization must go through their supervision to maintain the organization's records. The Operation Director(s), with the help of the Vice President, will contact the related department and university associations to provide the necessary means to maintain the organization's budget.

V.3.4 External Outreach Director(s) will act as a liaison between the organization and other student clubs, associations, and groups off campus. The External Outreach Director(s) will be mainly responsible for liaison with external parties to help the organization with its outreach program.

V.3.5 Internal Outreach Director(s) will act as a liaison between the organization and other student clubs, associations, and groups that are active on campus. The Internal Outreach Director(s) will be working closely with the Operation Director(s) to collaborate and promote potential events on campus to add on to the student life.

V.3.6 Social Media Director(s) will advertise and propagate organization's events and activities and is responsible for managing organization's social media platform. Social Media Director(s) will aid the Operation Director(s) with promotion of upcoming events as well as the opportunities.

V.3.7 Graphic Designer(s) will be responsible for production of multimedia to help promote organization's mission, events, outreach programs, and hiring.

V.3.8 Neuroaxis Student Ambassadors will work together to promote organization and its upcoming events and opportunities among the student body on campus. Any current student who is registered at UTSC is eligible to apply to be a student ambassador.

V.3.9 Cognitive Chronicles Coordinator(s) will be responsible to oversee the production of the Cognitive Chronicles podcast as the new initiative offered by the Neuroaxis at UofT. The Coordinator(s) with the help of the President and Vice president of the organization will plan the mission and schedule of the podcast for the upcoming semester. Additionally, the Cognitive Chronicles Coordinator(s) will ensure the episodes are ready for distribution on organization's platform on time. Lastly, the coordinator(s) will oversee and assess the function of Cognitive Chronicles Multimedia Director(s) and Liaison(s) and will report this back to the senior executives.

V.3.10 Cognitive Chronicles Multimedia Director(s) will be responsible to record and edit the podcast and will ensure that the production quality is acceptable. Multimedia Director(s) might from time to time assist with other tasks as assigned including but not limited to research, interview question preparation, material gathering, etc. Multimedia Director(s) will work under the close supervision of the Cognitive Chronicles Coordinator(s) and will collaborate with the Social Media Director(s) and/or Graphic Designer(s) should the necessity arise (otherwise they should be able to function independently).

V.3.11 Cognitive Chronicles Liaison(s) will be responsible for liaising between organization and guests speakers invited on special episodes of the podcast. Liaison(s) will also be in charge of communicating and confirming details of the guest speakers' schedule. The Cognitive Chronicles Liaison(s) will work under the direct supervision of the Cognitive Chronicles Coordinator(s) and should be able to function independently from organization's Internal or External Directors.

V.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.

V.5 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 university administration, student government and academic staff.

V.6 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

V.7 The term of each executive will last from September 1st (or following their appointment or election) to April 30th of the following year.

V.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered fourteen (14) days prior to the requested date to one of the senior executives as defined in [sub-article V.2](#). Unless any such resignation is, by its terms, effective on a later date, meaning less than fourteen days, it must undergo the board of executives' approval.

V.9 Any vacancy of executives shall be filled by the Vice 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.

V.10 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting, and no ratification by the organization is required.

V.11 Any vacancy of the President shall be filled by the Vice President. In such an event, there will be a by-election, in order to appoint a new Vice President.

## Article VI Removal of Members and Executives

VI.1 The process for removing a member or executive may be initiated when a committee of no less than one (1) President and one (1) Vice President and one (1) executives appointed by the board of executives to investigate a complaint determines that:

VI.1.1 A member or executive has engaged in unlawful actions or activities;

VI.1.2 A member or executive has violated the constitution;

VI.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

VI.1.4 A member or executive has violated the rights of a fellow member;

VI.1.5 A member or executive has not fulfilled their organizational responsibilities;

VI.1.6 Consecutive absence and improper engagement of an executive member in executive meetings, as outlined in section VIII.2;

VI.1.7 Other criteria deemed to be appropriate by the board of Executives.

VI.2 The process for removing a member or executive may also be initiated when:

VI.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is presented to the board of Executives;

VI.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing a potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves;

VI.3 The removal of members and executives will be facilitated by a three-tier procedure which operates as follows:

VI.3.1 First Tier:

- The executive or member will be warned both verbally and in writing by the president(s) that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

VI.3.2 Second Tier:

- Initiated because the member or executive has violated [section VI.1](#) after receiving a first-tier warning relative to a particular action or behavior.
- The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The President with the help of 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.
- The executive or member accused of violating [section VI.1](#) will be given fourteen (14) calendar days from receiving the written response to demonstrate progress or correction of behavior.

### VI.3.3 Third tier:

- Initiated because the member or executive has violated [section VI.1](#) after receiving second tier warning relative to a particular action or behavior.
- The removal vote outlined in [section VI.2.2](#) must take place at a valid executive meeting. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five (5) minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid executive meeting. The executive or member facing removal is entitled to vote on the motion.
- In the event that the investigating executive member does not present to the aforementioned meeting without a) a proper notice and b) valid excuse as deemed acceptable by the senior executives, the executive member's term will be terminated immediately.

## **Article VII Executive Meetings**

VII.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.

VII.2 Participation in executive meetings is mandatory for all executives. All members of the executive board are advised to actively keep up with the meeting through the means provided by the secretary.

VII.3 Executive meetings will be chaired by the President(s) of the organization. The President(s) shall be responsible for:

VII.3.1 Confirmation and distribution of the agenda of the meeting that is to be formulated

and proposed by the secretary in advance of the meeting;

VII.3.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable

manner;

VII.3.3 Moderating the discussion at meetings according to the agenda;

VII.4 There shall be a minimum of one (1) executive meeting held every month during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of seven (7) calendar days prior to the meeting.

VII.5 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the board of executives.

VII.6 Executive meetings may be called to order by the President(s) or the designate of the president(s).

VII.7 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization unless an executive has an explained absence.

VII.8 Minutes of all executive meetings must be recorded and maintained for reference purposes by the secretary or a designate in case of the secretary's explained absence.

VII.9 Executives must notify the President(s) a minimum of twenty-four (24) hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

VII.10 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting. A vote is only valid by the presence of the voting executive; in other words, no proxy is considered legitimate.

VII.11 Any question at an Executive Meeting shall be decided by a show of hands.

VII.12 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

VII.13 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

VII.14 The President may, with the consent of the majority of executives, decide to adjourn these meetings whenever necessary.





## **Article VIII Annual General Meetings**

VIII.1 The purpose of the Annual 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, to propose amendments to the constitution, and to report on the financial status of the organization.

VIII.2 The Annual General meeting will be chaired by the President. The President shall be responsible for:

VIII.2.1 Formulating and distributing an agenda for each meeting no later than one (1) day before the meeting;

VIII.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

VIII.2.3 Moderating the discussion at meetings according to the agenda;

VIII.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

VIII.3 The procedure at meetings of members shall be governed in accordance with the process outlined in [Appendix A](#).

VIII.4 The Annual General Meeting is to be held prior to the end of the executive session. The date and time of the meeting will be left to the discretion of the board of executives.

VIII.5 The Annual General meeting is 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.

VIII.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.

VIII.7 All executives are expected to make brief progress reports on their activities at the Annual General Meeting.

VIII.8 Minutes of all general meetings must be recorded and maintained for reference purposes by the secretary.

VIII.9 Members must contact the President a minimum of 48 hours before the Annual General Meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

VIII.10 Each member of the organization shall be entitled to one (1) vote at the Annual General Meeting except the President who shall only vote in the event of a tie. A vote is only valid by the presence of the voting executive; in other words, no proxy is considered legitimate.

VIII.11 Any question at a valid general meeting shall be decided by a show of hands.

VIII.12 Whenever a vote by show of hands occurs, a declaration by the President 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.

VIII.13 In case of an equality of votes at a valid general meeting, the President of the meeting shall have the deciding vote.

VIII.14 The President presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn the Annual General Meeting when necessary.

## **Article IX    Emergency Meetings**

IX.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise in the event of any emergency.

IX.2 These meetings must abide by the respective rules outlined in [section VII](#) and [section VIII](#) depending on the nature of the meeting.

IX.3 Notice of these meetings must be provided a minimum of 24 hours in advance through the appropriate means of communication.

IX.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (2) executive members.

## **Article X Elections**

X.1 An election will be held prior to April 30th each year to appoint the president(s) and the Vice President of the upcoming academic year. The election process is as follows:

X.1.1 To run as a candidate for senior positions, as outlined in [section V.2](#), previous experience as an executive at the Neuroaxis is required.

X.1.2 Eligible candidate must inform the executive board of their candidacy in a valid executive meeting;

X.1.3 Each candidate can only run for one of the two senior positions (President OR Vice President);

X.1.4 The election is decided by the majority votes. In case of a tie, the election continues until one candidate receives the majority votes or if one candidate drops their candidacy.

A vote is only valid by the presence of the voting executive; in other words, no proxy is considered legitimate.

X.2 The hiring process for the Neuroaxis executive board will be held prior to May 1st each year by the newly elected President(s) and Vice President.

X.3 To apply for the executive positions available at the Neuroaxis, the prospective applicants must submit their application through the proper platform announced by the hiring team. Successful applicants will be contacted by the hiring team to be interviewed on an agreed upon date.

X.4 Final results of the hiring process must be presented to the general members by the hiring team through the appropriate means. The results themselves should not be brought into question; only the process through which these results were tabulated.

X.5 If an error in the process is found, the hiring process must repeat on the questioned positions.

## **Article XI Transition**

XI.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

XI.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

XI.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.



## **Article XII Finances**

XII.1 The funds of the organization shall be expended pursuant to the operating budget approved by the board of executives at a valid executive meeting.

XII.2 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

XII.3 The operating budget shall be approved by a majority vote of the executive members present and voting at a valid executive meeting.

XII.4 All Budgets shall be prepared by the Finance Director in accordance with the organization's priorities as determined by the board of executives at a valid executive meeting.

XII.5 The President(s), the Finance Director, and only in special circumstances the Vice President shall be the sole signing authorities of banking instruments for the organization and will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

XII.6 The Finance Director will ensure that proper and accurate financial records are maintained and passed on to incoming executives through documentation of all financial applications and transaction records. All records will be shared with the secretary in a timely manner to be preserved for the proceeding executive team.



## **Article XIII    Banking**

XIII.1 The Neuroaxis agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Office of Students Experience and Wellbeing, University of Toronto Scarborough.

## **Article XIV Amendments**

XIV.1 The organization may make, amend or repeal the constitution or certain sections therein. Notice of a meeting called to consider such a resolution shall be given as follows:

- Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
- A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

XIV.2 Amendments to the constitution made by the board of executives require the approval of two thirds ( $\frac{2}{3}$ ) of the members present at a valid Annual General Meeting.

## **Article XV Food Handling on Campus**

XV. The Neuroaxis will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

XV.2 The Neuroaxis will conform with all Scarborough Campus Student Union (SCSU) and University of Toronto rules as they pertain to the selling and service of food products on the University of Toronto Scarborough campus.

## **Article XVI Precedence of University Policies**

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

## **Article XVII Legal Liability**

XVII.1 The University of Toronto Scarborough does not endorse the Neuroaxis's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

## **Appendix A Annual General Meeting Rules of Order**

### A.i. Call to Order

- a) The President 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.
  
- b) The meeting must be open to all applicable general members. General and executive members must receive notice of the meeting in accordance with the constitution.

## A.ii Review of the Agenda

- a) The first draft of the agenda is prepared by the President prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
- b) The agenda belongs to all general and executive 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.
- (c) At this point in the agenda, a general and executive members may add or delete items from the agenda and may change the order of presentation.
- (d) When possible, changes to the agenda should be done by acquiescence of all general and executive members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

## A.iii Approval of Previous Minutes

- a) 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.
- b) 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.
- c) 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.
- d) 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.

#### A.iv Executive Reports



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

#### A.v Open Forum

- a) 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 executive after a report has been provided.
- b) Strict time limitations should be imposed by the President and these limitations must be enforced. Each general member should address the President regarding an issue and must speak courteously and to the point.

#### A.vi. Old and New Business

- a) All items that were tabled during previous meetings must be revisited during the business the business portion of the agenda occurring after executive reports.
- b) The general membership may vote to postpone consideration of any old business, or it may remove any item from consideration.
- c) 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.
- d) All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

A.vii. Motions and Deliberations

- a) When an item of business is to be discussed, the President announces the item to be discussed and opens the floor to discussion.
- b) No general member may speak until recognized by the President. No general member may interrupt the speaker who has the floor.
- c) The President 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.
- d) The President is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the President shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
- e) 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.
- f) When it appears to the President 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.