THE MODERATOR'S RULES and GUIDELINES

Everyone must be recognized by the Moderator in order to speak.

SPEAKERS FROM THE FLOOR
State your NAME and STREET ADDRESS
~~Limit your comments/question to 2 minutes~~
Keep within the **SCOPE** of the **MAIN MOTION** or **AMENDMENT**
Do not repeat a point that has already been made.
Speak from one of the standing microphones.
If necessary someone will bring a roving microphone to you.

EXCEPTION. If you wish to raise a **POINT OF ORDER** – limited to one of the following challenges - you may address the Moderator without being recognized.

> Is the speaker entitled to speak?
> Is the speaker inappropriate?
> Is the pending action contrary to proper procedure?

MOTION TO AMEND. If you wish to amend please ask the Clerk or Moderator for the form on which you may write down your amendment. We will discuss and vote on the amendment before taking up the MAIN MOTION. The Motion to Amend must be within the scope of the MAIN MOTION.

MOVE THE QUESTION. Someone may rise to be recognized and "to move the question" which motion may not be debated and will take us – if passed by **2/3** of the voters - directly to a vote on the MAIN MOTION. You may not speak first.

Depending when and if this happens the moderator may ask the meeting if there are more questions or if we are ready for the question; it is the moderator's discretion whether or not to delay the vote and continue the discussion on the MAIN MOTION.

VOTING. The moderator will call for a **VOICE VOTE**. If the result is not clear the moderator will call for a **STANDING COUNT** of the voters. Once the moderator calls for a **STANDING COUNT** no more people will be allowed into the hall and no one may leave. This is to ensure that the vote is accurate. The moderator will provide as much lead-time as possible for a Standing Count.

The Town Clerk will ask the assigned tellers to count the votes seating section by seating section.

The moderator will announce the **VOTE**.

ULTIMATELY, the moderator will ask for a **MOTION TO DISSOLVE.** If we have to hold a second session the moderator will ask for a Motion to Adjourn.

Moderator Sarah Cannon Holden