What is the most important rule of a General Assembly?

- *Any Engineering or Computer Science graduate student* can propose an idea to vote on, and can even suggest a change to an existing proposition before it is voted on.
- The Chair is the person who makes sure that the meeting happens respectfully and clearly and that everyone gets a chance to speak. The Chair may thus interrupt or ask for clarity when necessary.

So how can I make a proposal OR change a proposal?

- **How to propose a "motion" (an idea that you want people in the room to vote on):**

  1) Raise your hand and when it's your turn, say for example: "I want to propose a motion to.. (the motion must be related to the agenda item being discussed)

  2) The Chair then asks, "does anyone second this motion?" Anyone can then raise their hand and say their name to "second the motion" (support the discussion of this motion).

  3) Then there is a discussion *about this particular motion* where anyone can voice their opinion on this topic.

  4) At any point, someone can stop the discussion by saying "I'd like to call the question" (which means they'd like to vote right away.) A vote then happens to see if people are ready to vote. If a 2/3 majority vote that they are ready, the vote for the motion happens next.

  5) The Chair will ask people to raise their voting cards to vote on whether or not they support the motion: You can either vote *for* the motion, against the motion, or you can *abstain* (choose not to vote either way for or against the motion). Normally a motion will be carried (passes) with a simple majority vote.

- **How to "make an amendment" (change a motion that is being proposed/discussed):**

  6) During the discussion for *any motion (except a motion specifically requiring a ratification)* (before the vote happens, in point #3 above), *anyone* can propose to modify the motion by saying for example "I'd like to propose *an amendment* to change this part of the motion."

  7) The Chair asks "does anyone second this amendment?" Someone must then raise their hand and give their name to "second the amendment" (support the discussion of this amendment)..

  8) Then there is a discussion *about this particular amendment* where anyone can voice their opinion about it.

  9) At any point, someone can stop the discussion about the amendment by saying "I'd like to call the question" (which means they'd like to vote right away, *on the amendment.*) A vote is then taken to see if people are ready to vote on the amendment. If a 2/3 majority vote that they are ready, the vote for the amendment happens next.

  10) The Chair will ask people to raise their voting cards to vote on whether or not they support *the amendment*: You can vote *for* the amendment, *against* the amendment, or you can a*bstain* (choose not to vote either way for or against the amendment). If a majority vote yes, the amendment passes, which means that the motion is now amended (changed). If not, then the original motion stays as it was.

  11) The discussion would then continue to discuss the original or the new revised motion and vote on it (and you would return to point #4 above).