

Let's Plenary!

Start here!

You are entering a Working Party or Voting Plenary... Follow the squares and arrows on this map for an exciting time ahead!

The meeting will be presided over by a **Chair** or **Co-chairs**. • **Rapporteurs** will take notes on overhead projectors and laptops. • **Runners** will count votes and search out pertinent information, usually from staff or volunteers who are not in the room. ➤

The Chair will state the intended procedures for the plenary and ask the **Floor** if there are any proposed changes to the rules of the plenary, or to the order of the resolutions. If there are changes proposed, they will be discussed and voted upon. ➤

Resolution to be discussed is announced, placed on an overhead screen and read. ←

Are there any questions on the resolution? ←

Questions on the Resolution will be answered. End of questions. ←

Are there any amendments? ←

If you think the resolution should be changed, you can propose an amendment. Write the amendment on a piece of paper first, to present to the chair. ➤

YES!

NO!

If there are no amendments, go straight on to **Debate on the Resolution**. ➤

If there is an amendment, is it **Friendly** or **Unfriendly**? (See terms) ↓

Vote on the Unfriendly Amendment: Votes will usually be by show of hands. If the chair feels the vote is other than overwhelming, he/she will call upon the Runners to count. Leave your hand up till told. Your vote can be in favor, opposed, or an abstention. ↓

Friendly: Questions on the Amendment will be taken and answered. ↓

Unfriendly: Questions on the Amendment will be taken and answered. ↓

Because it is a friendly Amendment, it will be adopted without debate. ↓

Debate on the Unfriendly Amendment: People will speak "pro" and "con" on the Amendment. There are usually no more than 3 speakers each way. Speak if you have something unique to say, but try not to repeat another speaker's statement. ↓

The Chair will announce the result of the vote, and the rapporteurs will record it. ←

The Resolution will be showed and reread with the Amendment included. ➤

If the Amendment passes, it becomes a part of the Resolution. ➤

If there are other amendments, go back to **Are There Any Amendments?** ➤

If there are no more amendments, go on to **Debate on the Resolution**. ➤

Debate on the Resolution: People will speak pro and con on the resolution. The chair will try to give full vent to all debate, but may bring debate to a close if time is running short. ➤

Vote on the Resolution: Votes will usually be by show of hands. If the chair feels the vote is other than overwhelming, he/she will call upon the Runners to count. Leave your hand up until told. Your vote can be in favor, opposed, or an abstention. ➤

The chair will announce the result of the vote, and the rapporteurs will record it. ➤

If there is another Resolution, go back to **Resolution to be discussed...** ➤

If there are no more resolutions, the Chair will call the Plenary to a close. ➤

The end!
You've made it through & we thank you for your vote.
See you next time!