

Glossary of Terms

Having the floor = a person or item that has the full attention of the meeting

Motion = a formal suggestion that the meeting take a specific action

Amendment = changing a proposal on the floor by adding, changing, and/or subtracting the text in a way that does not negate its intent

Discussion item = a scheduled topic that will be discussed by the meeting.

Proposal item = an idea brought by a Coop member or group of members to be discussed and voted on

How to gain the floor (speak):

- Raise **Open Forum** Item by submitting in writing to Chair during Warm-up and your name will be called.
- Raise your hand during **Discussion** periods when the Chair asks for speakers. Those who have not yet spoken to an issue will be chosen first.
- **Make a motion** during debate by raising your hand when no one else has the floor, and calling for the Chair's attention.

These Motions and Interruptions can be made during the meeting by raising your hand and stating the name of the motion. When the Chair recognizes you, you have the floor.

- **Point of Order**, to call attention to an infraction of meeting rules (the Chair decides).
- **Request for Information**, to seek factual information from the Chair or current speaker.
- **Call the Question**, to end discussion on a motion and vote on it immediately (this motion requires a second and is decided by a two-thirds majority, although the Chair may defer if discussion is deemed incomplete).
- **Table** (temporarily lay aside) business on the floor, specifying when it should be taken up again, whether later in the meeting, at the next meeting or sent back to the Agenda Committee to be rescheduled at their discretion. Requires a second and a simple majority in favor.
- **Extend** discussion for a specific length of time. Requires a second and is decided by a simple majority.
- **Overrule the Chair**. Requires one speaker for, one against, and is decided by a simple majority.

For more details including the actual rules upon which this guide is based, please see the document "Park Slope Food Coop Guide to the General and Annual Meetings."