**Q&A**

Limits **1** minute for **each** question and answer, **starts** with **5** minutes, **extendable** by **5** minutes, up to **10 minutes total.**

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| **In order to:** | **You must say:** |
| End Q&A period... | “[Council] moves to end the Q&A period...” |
| Extend the Q&A period... | “[Council] moves to extend Q&A by [time frame].” |

**DISCUSSION**

**Starts** with **5** minutes, **extendable** by **multiples** of **5,** up to **45 minutes total.**

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| **In order to:** | **You must say:** |
| End discussion... | “[Council] moves to end the discussion period…” |
| Extend the discussion period... | “[Council] moves to extend the discussion period by [time frame]...” |
| Exhaust the speaker’s list... | “[Council] moves to exhaust the speaker’s list…”   * Closes the speaker’s list and ends the current period thereafter. |
| Exhaust the speaker’s list with additions... | “[Council] moves to exhaust the speaker’s list with additions…”   * Last call for councils to place themselves on the speaker’s list. |

**VOTING**

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| --- | --- |
| **In order to:** | **You must say:** |
| Propose another voting method other than secret ballot... | “[Council] moves to vote by [voting method].”   * **Secret ballot** is automatically used and conducts business through a confidential paper vote. * **Acclamation** exists if there is a general consensus regarding business and all councils wish to collectively adhere to “aye” or “nay” for voting. * **Roll call** alphabetically considers each council’s votes through a vocal “yes,” “no,” or “abstain.” |
| Brief period of consultation strictly within councils... | “[Council] moves to caucus for [time frame].”   * Usually around **2** to **3** minutes. |
| Break between business... | “[Council] moves to recess for [time frame].”   * Usually around **3** to **5** minutes and happens between business, not during. |

**KEY TERMS**

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| **Term** | **Purpose** |
| Point of Privilege... | Register a complaint regarding personal discomfort. |
| Point of Order... | Brings attention to a violation and enforces the rules of order. |
| Point of Information... | Request additional information that pertains to the business at hand. |
| Point of Clarification... | When you need the presenter to elaborate on or re-iterate a statement. |
| Parliamentary Inquiry... | Ask a question regarding parliamentary procedure. |
| Yield... | Lets the floor know when you’re done speaking. |
| Yield to Redundancy... | When your point or question has already addressed and restating it would be redundant. |

**DISCUSSION**

**Starts** with **5** minutes, **extendable** by **multiples** of **5,** up to **45 minutes total.**

|  |  |
| --- | --- |
| **In order to:** | **You must say:** |
| End discussion... | “[Council] moves to end the discussion period…” |
| Extend the discussion period... | “[Council] moves to extend the discussion period by [time frame]...” |
| Exhaust the speaker’s list... | “[Council] moves to exhaust the speaker’s list…”   * Closes the speaker’s list and ends the current period thereafter. |
| Exhaust the speaker’s list with additions... | “[Council] moves to exhaust the speaker’s list with additions…”   * Last call for councils to place themselves on the speaker’s list. |

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