



**STANDING RULES FOR REGION V ASSEMBLY**

1. Two (2) Officers and any Region Representatives present shall constitute a quorum for the transaction of any Region V business.
2. Parliamentary Rules shall be followed.
3. Motions are to be made in writing in triplicate and signed and presented in WSBC format. One copy is for the Region Secretary, one for the Region Chairman, and one for the maker of the motion.
4. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business. Please use the microphone provided on the floor.
5. Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two minutes.
6. The group conscience is more important than the technicalities of the actual motion.
7. All committee reports are to be made in writing and will be included with the Minutes of the Assembly. Motions pertaining to the committee reports may be made during the reports.
8. New business shall include only those items which have been submitted prior to the agenda deadline (45 days before assembly) and should be expressed in motion form.
9. Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing, prior to noon on the day of the assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
10. All voting Region Reps and Alternates will sit in the front of the room. Visitors (all are welcome) and nonvoting alternates are requested to sit in the rear of the room.
11. No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.
12. No merchandise, raffle tickets or other group or intergroup fundraising items shall be sold or displayed in any assembly business session.

(Continued on opposite side)

13. As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
14. No food of any kind shall be consumed in the meeting room during the business sessions.
15. All cell phones, pagers and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms.

Revised March 10, 2007