



**The Annual Meeting of the Membership
The Guild of Artists & Artisans
October 14, 2021**

1. All people must be registered before being admitted to the Annual Meeting and wear an identification nametag.
2. When a member wishes to address the assembly, he/she should go to the front of the room, form a line and state his/her name prior to offering comments or motions.
3. All comments shall be made to and through the Chair.
4. Only voting members may present motions and vote, but any member may speak to a question.
5. Debate shall be limited to three (3) minutes for each speaker. No one can speak a second time until all who wish to speak have had the opportunity to do so. The second time a member speaks, it shall be for one (1) minute. No member can speak more than twice to the same question unless permission is granted by the assembly.
6. ***All motions shall be written on a Motion form and given to the Minutes Transcriber immediately after being proposed.***
7. When presenting motions, please ***state the motion as simply as possible without explanation.*** All motions must be seconded before discussion. The presenter of any motion may remain at the microphone if he/she wishes to speak to the motion. The maker of the motion always has the right to speak first, at which time it is appropriate to give information and/or explanations.
8. If a ballot vote is taken, each voting member shall fold the ballot in half and place his/her ballot in the ballot box.