

- ✓ Rotating chair  
one ♀ chairs, another takes minutes  
minute-taker is responsible for bringing  
minutes to next meeting  
minute taker then becomes next chair

✓ Agenda set at beginning of each meeting  
with approx. time allotments. Introductions.

✓ take suggestions

- New business

- 5 mins. attend -  
- Speakers list only used in difficult discussions
- ✓ All concrete suggestions for policy or action to be voted on

Decisions made by  $\frac{2}{3}$  majority vote by show of hands

~~ABSTENTIONS~~

? Any ♀ who has attended one previous meeting (after ~~minutes~~ does not apply to vote) of main body or any sub-body may vote

Abstentions count in total for purposes of count but  
 $\frac{2}{3}$  of total present

- what happens when

✓ A decision may be changed if  $\frac{3}{4}$  want to reopen discussion and  $\frac{2}{3}$  vote in favour of new decision

✓ A brief period (10 mins.) is available at the close of each meeting for general emotional clearing.

✓ Set time period for meetings 7<sup>30</sup> - 10<sup>00</sup>