

Modes of Address

To begin a speech, the member must first address the chair and the other members as “Distinguished chair, vice-chair, fellow members...” The chair, administrating the online meeting, will draw attention to the presenter and mute the other participants. **As soon as the speech is finished, the member gives the right to speak back to the chair** by saying, “I yield the floor back to the chair”.

A member may speak in the first person singular, and she may address other members in the third person singular, using the title “fellow member” or simply “Mme. So and So” or “Mr. So and So” (e.g. “Is my fellow member aware that...”/“Is Mme. So and So claiming that...”). Members may not address others using their first names. **The use of the pronoun “you” to directly address a fellow member is discouraged.**

Members who wish to speak may raise their hands; only the chair can grant a member the floor by saying “Mme. So and So” **has been recognized**” or “The chair **grants** the floor to Mr. So and So”.

When a speech is over, the chair will ask if any member wishes to make a **Point of Inquiry** (see below). Only the chair can give **recognition** to a member wanting to make a Point of Inquiry by saying, for instance, “Mme. XYZ **you have been recognized**” or “Mme. CDE **you have the floor**”. Once all **Points of Inquiry** have been answered, the floor is explicitly given back to the chair.

Exposition Phase and Points of Inquiry

In the **Exposition Phase**, the main submitter will deliver a short speech about the key terms and arguments in the paper. The chair will follow the presentation; he or she may offer a short comment on the piece; she or he may also ask the submitter for explanations when necessary.

The chair will then ask the main submitter how many **Points of Inquiry** he or she is open to. The main submitter may respond “1”, “2”, or a maximum of “3” Points of Inquiry. The chair will then recognize which members (who are raising their hands) may make their Points of Inquiry. Once all Points of Inquiry have been addressed, the main submitter yields the floor back to the chair.

Motions

A **Motion to Follow-up** is made when a member wishes to ask another question right after her/his Point of Inquiry had been addressed. The motion can only be granted once after the original P.O.I.

A **Procedural Query** may be introduced when a member is uncertain about the next step to take in the deliberations, or has a question about the Rules of Procedure, or wishes to call the chair’s attention to a breach of the rules.

A **Point of Personal Privilege** may be made in order to make a request concerning a member’s individual comfort or well-being (for instance, if there are issues with audibility, if a member needs to temporarily excuse herself/himself from the deliberations, etc.)

A **Motion to Continue** is made when a member wishes to shift the deliberations to the next phase, question, or issue. **This motion should be seconded by at least one other member.** Once that occurs, the motion is put to a vote and requires a simple majority to pass.

A **Motion to Vote** can be made when a member wishes to put a revision proposal, which at that point has been debated for a considerable amount of time, to a vote. This motion should be seconded by at least one other member. Once that occurs, the motion is put to a vote and requires a simple majority to pass. A

Motion to Vote does not apply to the acceptance of the entire **Commission Paper** itself.