

ENC Meeting Protocols

Based on Roberts Rules of Order

- No member may speak until recognized by the chair.
- No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
- No member can speak more than twice on a motion.
- The first time a member speaks on a motion will be limited to two minutes and the second time will be limited to one minute. A 15-second warning will be given before the expiration of time.
- All remarks must be addressed to the chair - no cross debate is permitted.
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- All discussion must be relevant to the immediately pending question.
- Members may not disrupt the assembly.
- The debate must address issues, not personalities - no one is permitted to make personal attacks or question the motives of other speakers.
- Any speaker whose comments are not directly relevant to the pending question will be stopped.
- A secondary motion on the current motion (i.e. motion to amend, motion to refer to committee, motion to table, etc.) can only be made by someone who has the floor after being called on by the chair if they have not already spoken twice.
- Any member who has the floor can make a motion to end debate and call the vote. Vote to end debate can be recorded by voice or show of hands.

Meeting protocol, Code of Conduct, Roberts Rules of Order, and the Brown Act apply to Zoom chat. The chat may not be used to discuss or debate items on the agenda, to discuss any potential ENC matters not listed on the agenda, or to make personal attacks/question motives of the speakers.

To promote a respectful and harmonious environment, adhere to the following code of civility:

- Treat others with respect and kindness, regardless of differences.
- When meeting on Zoom, do not engage in other activities, and blur distracting backgrounds.
- Listen actively and attentively when others are speaking.
- Use polite language and avoid offensive remarks.
- Acknowledge and appreciate diverse perspectives and opinions.
- Address conflicts calmly and constructively, seeking resolution.
- Maintain confidentiality and respect others' privacy.