

## Guide to Good Dialogue

- Suspend the urge to decide "right now"
- Listen carefully for points of agreement
- Speak respectfully, using care in your language
- Speak for yourself. Offer your perspective concisely
- Respect confidentiality
- "More" perspectives are better than "few"
- Expect a better outcome than if you had not had the dialogue; trust the process
- Turn cell phones and pagers off or put them on silent ring

### PARLIAMENTARY QUICK REFERENCE

A main motion must be moved, seconded, and stated by the Chair before it can be discussed.

If you approve the motion as it is, vote for it.

If you disapprove the motion, in toto, vote against it.

If you approve the idea of the motion but want to change it, move to amend it by adding, deleting, or substituting.

If you want competent advice to help you to make your decision, move to refer the motion to an appropriate person or committee with instructions to report back.

If you feel that a person or committee can handle it better than the assembly, move to refer the motion with power to act.

If the pending matter should be set aside temporarily because something more urgent has come up, move that it be laid on the table.

If you want time to think the motion over, move that consideration be postponed to a certain time.

If you think that further discussion is unnecessary, move the previous question.

If you do not agree with a decision by the Chair, appeal the decision to the assembly.

If you think that a matter introduced is not germane to the matter at hand, a question of order may be raised.

If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.

If a motion has several parts and you wish to vote differently on these parts, move to divide the motion.