



RULES OF ORDER FOR SIGA 2022
SERVAS INTERNATIONAL GENERAL ASSEMBLY (SIGA)*

1. This 2022 Servas International General Assembly (SIGA) will remain in session on the following days:

Friday, November 25, 2022 until Saturday November 26, 2018

2. The SIGA will be in session during the following hours:

From 09.15 Pune, India time (04.15 Coordinated Universal Time, UTC) to 18.00 Pune, India time (12.30 UTC)

– 15-minutes tea/coffee breaks at 10.45–11.00 and 30 minutes at 16.00–16.30.

– Two-hours lunch breaks at 12:30-14.00, including Servas Singing 13.30-14.00.

3. The SIGA sessions are led by neutral moderators. The SI President or his designate shall moderate at the times specified. If the President and his designate wishes, SI Exco shall choose another suitable person to act as moderator.

4. If a delegate does not understand what is being said, they will need to get the attention from the moderators. When using physical country paddles she or he should display the “I DO NOT UNDERSTAND” side. Discussion will immediately stop until the delegate understands. Then discussion will continue.

5. When a delegate wishes to speak, the delegate shall get the attention from the moderators.

When using physical paddle she/he hold up it up. When it is the delegate’s turn to speak, he/she shall state his/her name and country, and shall only speak about the motion being debated.

6. A registered delegate may speak on the motion for only two minutes, unless the SIGA approves more time.

7. A delegate shall not speak again on the motion until all who wish to speak have had the opportunity to do so.

8. A delegate shall not interrupt another except to call a point of order. A point of order is indicated by the delegate raising both hands above their head.

9. If a point of order is called, the delegate shall stop speaking until the point of order has been decided.
10. Any amendment to a motion, when properly introduced, will be discussed and voted on before the main motion.
11. When a motion is being debated, no motion is allowed except:
 - a. To refer the motion back to the Subject Working Group.
 - b. To request an immediate vote on the motion (call for the vote).
 - c. To table (put aside) the motion for a definite or indefinite time.
12. The exceptions listed in 11 a, b, and c cannot be made by a delegate who has spoken on the motion.
13. A motion to do 11 a, b, or c must be voted upon immediately by the SIGA.
14. Any motion that affects the SI Statutes can only be approved “in principle”, and must then be referred to the ad hoc Statutes working group for action.
15. When there is a motion to call for a vote, no discussion or amendment is permitted, and the vote will be done without any more debate.
16. A delegate may change his/her mind and ask for a motion to be reconsidered if he/she voted with the majority (on the original vote), and two-thirds of the delegates agree. In that case, the motion will be scheduled for the first session of the next day.
17. Working groups and official committees may combine agenda items to prepare a composite motion to cover the intent and the principle of the items.
18. Reports of working groups and official committees may not be amended.
19. If a motion is passed, it becomes a decision of the SIGA.
20. Voting is done using the SI electronic voting system. All votes for, votes against, and abstentions shall be recorded in the minutes. The only exception is for votes on procedural matters. An abstention is not counted as for or against the motion.
21. A delegate may appeal any decision of the moderator. The moderator shall then ask “Shall the decision of the moderator be sustained?” The only discussion before voting shall be for the moderator and the challenger to explain their respective positions.
22. The moderators do not vote. The only exception is when the SI President is in the position of moderator and casts the deciding vote to break a tie.
23. All matters and questions of parliamentary nature not provided for by these Rules of Order shall be decided by *Robert’s Rules of Order, Revised*.

*These SIGA Rules of order were revised by SI Exco on August 21 2022. The SIGA Rules of order are based on the meeting manual Robert's Rules.

About Robert's Rules on Wikipedia:

Robert's Rules of Order, often simply referred to as ***Robert's Rules***, is a manual of [parliamentary procedure](#) by U.S. Army officer [Henry Martyn Robert](#). "The object of Rules of Order is to assist an assembly to accomplish the work for which it was designed ... Where there is no law ... there is the least of real liberty."^[1] The term "Robert's Rules of Order" is also used more generically to refer to any of the more recent editions, by various editors and authors, based on any of Robert's original editions, and the term is used more generically in the United States to refer to parliamentary procedure.^[2]

https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order