

ADOPTED BY ASSEMBLY ON JANUARY 10, 2004

That the following policies and procedures have been adopted, recognizing that, as we learn to work together, these policies and procedures may be amended or amplified.

1. On matters of meeting procedure, that is, how we conduct meetings, common sense and reasonableness will prevail. A list of shared values will be developed and adopted by the Assembly during the first weekend of meetings. These shared values will act as a guideline for how the group will work together. These guidelines can be revisited for clarification or amendment.
2. The conduct of the Citizens' Assembly meetings normally will be informal and, where feasible, most decisions will be reached by consensus.
3. When formality is required, the Citizens' Assembly will be guided by the Terms of Reference and policies and procedures of the Assembly. Where the Terms of Reference, and policies and procedures are silent, the Chair will make decisions regarding procedure for the meetings of the Assembly. Such decisions may include referring a matter to the Assembly. The spirit and aim of the Assembly's procedures should be to develop our own way of working as we learn to work together, rather than having to resort to a formal meeting system such as "Roberts Rules of Order."
4. A quorum will be fifty percent of the membership of the Citizens' Assembly. A quorum is the number of members required to be in attendance in order to make decisions and conduct Assembly business.
5. The Chair may summarize a consensus position and that consensus position will be deemed equivalent to a vote unless a vote is requested by several members of the Citizens' Assembly.
6. Consensus means that in the opinion of the Chair a very clear majority of the members support or can "live with the decision."
7. Where a formal decision is required, such as those noted in the Terms of Reference and Duties of the Chair, the decision will be made by a vote of the majority (50% plus one) of the Citizens' Assembly members present.
8. Voting will be by a show of hands, or by the electronic motion button in the *Asia Pacific Hall*, or by secret ballot as determined by the Chair in consultation with members.
9. The Chair does not have a vote, but may cast a deciding vote in the event of a tie on a resolution.

Policies & Procedures

- Developed by Chair

10. The Chair will ensure that all decisions of the Assembly are recorded and provided to Assembly members.
11. A daily question period, on all matters of interest to Assembly members, will begin each morning session of the Assembly. The question period normally will continue for 15 minutes, but may be extended if required.
12. Discussion groups will be composed of similar numbers and their membership will be changed each weekend. A facilitator will support the work of these discussion groups.
13. Normally, any motions to the Assembly to address or decide on an issue will first be put forward as a notice of motion.
14. The activities of the Citizens' Assembly will be open to the public and media.
 - (a) Members of the public and media shall not disrupt the proceedings of the Assembly and will be accommodated on an "as-space-is-available" basis.
 - (b) Access to discussion groups, however, will be constrained by the limited available space and will be subject to review by the Assembly.
15. Submissions to the Citizens' Assembly are considered to be in the public domain and may be posted on the web site. Submissions also will be available to members and the public during weekend meetings and at the Assembly office during regular office hours.