

SPECIAL DISPOSITIONS – ANNUAL MEETING RULES

In order to facilitate the smooth functioning of the Assembly and to provide means to increase the participation of the membership present in the Assembly, the following rules have been adopted and will provide the basis for resolving questions of procedures and regulate debates.

- RULE #1** These Rules or Special Dispositions will complement the regulations of Caribe Federal Credit Union, understanding that they are not valid if they conflict with the Bylaws.
- RULE #2** Bothwell-MSM, Parliamentary Procedures Manual, most recent edition, will be the Parliamentary Authority in all the cases and/or situations that are not covered under the Bylaws of Caribe Federal Credit Union and these Special Dispositions.
- RULE #3** Situations not covered by Caribe Federal Credit Union's Bylaws or these Special Dispositions, or Bothwell-MSM, the Assembly shall decide by a Simple Majority of votes. Inasmuch as they are not contrary to any of the aforementioned.
- RULE #4** The Presiding Officer shall grant a maximum of three turns in the consideration of a debatable motion, in parity of conditions, allowing each debater to speak for two minutes each, for the adoption of the motion or against its adoption.
- RULE #5** Only members of Caribe Federal Credit Union in good standing, as certified by the secretary, have the right to speak and vote in the Assembly.
- RULE #6** All members shall rise, except those unable to do so, to address the Chair or Presiding Officer in order to be recognized, when debating, or when making a motion.
- RULE #7** No member is entitled to the floor without being recognized by the Presiding Officer.
- RULE #8** Each member shall identify himself with his name every time he is requesting the floor without revealing his (her) membership I.D. number.
- RULE #9** No Member shall speak more than twice to the same question.
- RULE #10** No member shall interrupt another member that has been assigned the floor and has begun to speak.
- RULE #11** Whenever a voting process is performed, the Scrutiny Committee responsible for counting the votes, shall proceed to inform the results to the Chair or Presiding Officer.
- RULE #12** All participants in the debate must adhere to the theme of the discussion, i.e., the matter before the consideration of the Assembly or the theme object of debate or discussion. Should it deviate from the topic, the Presidency shall call it to order, promptly.
- RULE #13** The Presiding Officer shall call to order any member that departs from the question under consideration.
- RULE #14** Members of an Assembly cannot address one another directly but must address all remarks through the Chair.
- RULE #15** While a member is speaking and another member wishes to address a question to him, that question must be made through the Chair. However, the speaker has no obligation to answer the question if he chooses.
- RULE #16** During debate any member who uses offensive language and shows lack of respect to another speaker shall be called to order by the Presiding Officer.
- RULE #17** The Presiding Officer shall protect any Member who is speaking from inappropriate interruptions during the assembly. No member should be permitted to disturb the Assembly by whispering, walking across the floor or in any other improper way.
- RULE #18** The Presiding Officer shall act immediately and decisively to call out of order any person who inappropriately attacks or interrupts another member of CFCU.
- RULE #19** In debate the maker of a motion is not allowed to speak against his own motion, while he can vote against it.
- RULE #20** The maker of a motion has the right to initiate and close a debate on the motion without exceeding the allowed time per debater.
- RULE #21** Once a voting process is initiated, any interruption during this process shall be called out of order.
- RULE #22** All reports shall be read consecutively by the BOD. Thereafter, there will be a time allocated to answer questions and receive the reports or approve if necessary.
- RULE #23** These rules may be suspended by two thirds vote.
- RULE #24** These Special Dispositions shall go into effect immediately, as soon as they are approved by the Assembly.
- RULE #25** Other matters which are considered operational, sensitive or of confidential nature, will be referred to the Board of Directors and/or management for their prompt attention.