

COSA Delegate Voting Guide

Welcome, Delegates!

In order to make the most of this time with you, we have put together these guidelines to help move thought the business day. There will be scheduled breaks throughout the day. Feel free to take self-care breaks as needed.

We will use the decision-making model used in board meetings for voting.

Proposals

- It is the board's obligation to evaluate any proposal before presenting it to the delegates. The board shall determine if the proposal meets all requirements on the proposal form, is clear, and that the change being requested is presented in a manner following the COSA By-Laws and related government limitations (tax codes, for example).
- All proposals will be submitted to the delegates one month prior to the delegate meeting.
- Please review the Safe Communications Guidelines, especially numbers 2, 7, and 8.
- All voting procedures and individual speakers will be timed to ensure fairness to all. For most sections there will be a two-minute warning. Longer sections will have a five-minute warning.
- Time adjustments are at the discretion of the meeting facilitator, parliamentarian, and board chair.
- Clarifying questions can be asked at any time. A clarifying question is to ask for an explanation of the wording or meaning of the proposal or about the voting process. The presenter, facilitator, parliamentarian, or chair will answer the clarifying question at this time. Clarifying questions are not opinions, whether worded as a question or not.
- The person submitting the proposal has up to 5 minutes to read the proposal and add any supporting information.
- The proposer may withdraw the proposal at any time.
- After being introduced, the proposal will be voted on.
 - Green means agree with the proposal as written.
 - Yellow means there are questions or concerns.
 - Red means disagree with the proposal as written.
- If 100% green, the proposal passes.
- If less than 100% green, those who wish to explain why they voted as they did have the opportunity to speak. This includes the presenter. No one is obliged to speak. A person may only speak once per vote. Friendly amendments can be made at this time. (See below for additional information.)
 - There will be a person designated to queue those who wish to speak for each color.
 - The person who wishes to speak will chat their name to the person designated for that color; first come, first speak.
 - The minority color will speak first, then the middle, then the majority.

- o Each person will have two minutes to speak. Practice good boundaries when speaking and when listening.
- o If a speaker's comment has already been made, please yield time to other speakers.
- o The facilitator will decide how much time for each color to speak based on timing needs for the entire meeting.
- The proposal will be voted on a second time. Green/yellow/red.
- If 75% green, the proposal passes.
- If less than 75% green, those who wish to explain why they voted as they did have the opportunity to speak in the same manner as before except with one minute per share.
- The proposal will be voted on a third time. Green/yellow/red.
- If 75% green, the proposal passes.
- If less than 75% green, the proposal does not pass.

Friendly amendments

- A friendly amendment is a suggestion for a proposal change from a delegate to the presenter. The appropriate time to make a friendly amendment is during the comment period after a vote.
- The secretary will ensure the friendly amendment is written correctly and green/yellow/red comments will pick up where they left off. The secretary's time to write the amendment is not counted in the speaker's time.
- Further comments are not required to consider the friendly amendment at this time. This is to allow the presenter to get a feel for how the original proposal is being received.
- If more than one person offers an amendment, whether they are completely different from each other or they refer to each other, each person can only speak once per vote.
- The presenter listens until the end of all comments for that round of voting then decides what to accept. Comments are not discussions. At the end of that poll's comment time the presenter has 5 minutes to incorporate some, all, or none of the friendly amendments.
- After a friendly amendment(s) is accepted or rejected by the proposer, the voting picks up where it left off. If the amendment is offered during the comment period after the first poll, the next vote is the second poll whether the amendment is accepted by the presenter or not. If the amendment is made during the second round of comments, the next poll is the third and final vote.
- The board has authority to reject a friendly amendment. The board decides if a proposal is ready to present to delegates initially. Amendments should only alter the proposal. If an amendment changes the proposal such that it becomes something that would not have passed the board or the amendment violates something, the meeting facilitator or other board member should interrupt proceedings to pause the process. The facilitator or other board member can request a short break for the board to discuss an amendment if there is a question about the amendment's validity.

Nominations

- Each person being nominated will have two minutes to introduce themselves, as they wish, to the delegates.
- After introductions, voting is done once by yes or no only.