

TTBU Council Meeting: Quick Reference Guide

How to Communicate to the Steering Committee Using the Indicators?

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a chevron. Click the chevron.
- Select either “Spotter” or “Steering” from the drop-down list, and using the table below select the action you wish to take:

Indicator	Purpose of Indicator	HOW? (using Zoom chat feature)
FOR (✓)	<ul style="list-style-type: none"> • Mover initially speaking to the motion • Debating in favour of a motion <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>	Type “FOR” to SPOTTER
AGAINST (X)	<ul style="list-style-type: none"> • Debating against a motion <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>	Type “AGAINST” to SPOTTER
QUESTION (?)	<ul style="list-style-type: none"> • To ask a question to the mover <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>	Type “QUESTION” to SPOTTER
	<ul style="list-style-type: none"> • To move a Main motion • To reconsider a motion • Calling for the Vote / Calling the Question (i.e. end debate) 	TYPE “MOTION” to STEERING + complete the online form to submit your amendment: http://bit.ly/TTBUamendments
	<ul style="list-style-type: none"> • To make an amendment 	Type “AMENDMENT” to STEERING + complete the online form to submit your amendment: http://bit.ly/TTBUamendments
PAUSE (🔴)	<p>May be used by a Member / Council Representative only when the Member:</p> <ul style="list-style-type: none"> • believes the established Rules of Order are being contravened. • is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve. • is experiencing an issue which requires accommodation to physically participate in the meeting. • disagrees with the ruling of the Chair and wishes to Challenge to the Chair. • has a question for the Chair about how to navigate the Rules of Order. 	Type “PAUSE” to SPOTTER

Sequence of Indicators

The mover of the motion shall be heard first on a FOR indicator.

Subsequent rotation of debaters: AGAINST, QUESTION, FOR.

- The order of where you are placed into the queue can be viewed at <http://bit.ly/TTBUsequence>.

Questions to Steering

- Open the chat feature as noted above.
- Select “Steering” from the drop-down chat list for questions to Steering

Questions to Executive Report/Items of Concern

- Open the chat feature as noted above.
- **Select “Spotter”** from the drop-down list and type **“QUESTION”**. This will indicate to the Spotter that you wish to ask a question or discuss a Branch Concern.
- Only the Spotter is able to acknowledge your request to ask your question/share your concern. If you send it to someone else, you will not be placed in the queue.
- The Spotter will add you to the queue. The Chair will recognize speakers in the order in which the request to speak is received.
- When you are recognized by the Chair, you will be able to un-mute your mic. At the end of 60 seconds or when you have finished your question/concern, your microphone will be muted.
- The order of where you are placed into the queue can be viewed at <http://bit.ly/TTBUsequence>.

For an organized list of all the materials and links you will need for this meeting:

<https://linktr.ee/TTBUCouncil>.