

Student Instructions for a Town Meeting

1. Meet and discuss with community resource persons and groups that have an interest in the proposition to get their background information and proposals.
2. Time limits for each side's presentation should be agreed upon ahead of time. The chairperson has the authority to cut off debate and discussion when the time limit has been exceeded.
3. The chairperson calls the meeting to order, explains the purpose of the meeting, and describes the rules to be followed during the meeting:
 - o A person may not speak until he/she is recognized by the chairperson.
 - o No one may interrupt when a person is speaking.
 - o All remarks must relate to the proposition being discussed.
 - o If the speaker wanders from the point, abuses other people, or in any way defeats the purpose of the meeting, the chairperson declares him or her out of order.
4. A representative of the group in favor of the proposition is asked to stand and describe the group's position. After the representative has finished speaking, he/she may ask people brought as witnesses to stand and speak.
5. The chairperson announces that any person in favor of the proposition may stand and speak. They will be recognized in the order in which they stand.
6. A representative of the group opposed to the proposition is asked to stand and describe the group's position. After the representative has finished speaking, he/she may ask people brought as witnesses to stand and speak.
7. The chairperson announces that those people opposed to the proposition will be recognized in the order in which they stand and given an opportunity to speak.
8. After all people on both sides of the proposition have had an opportunity to speak, the chairperson opens the question for additional discussion or debate. During this time any person may stand, be recognized, and present his/her point of view or argue against the point of view of someone else.
9. At the end of this discussion or debate the chairperson calls for a vote on the proposition. The vote is decided by a majority.