

which the members are not at that time considering.

Do not permit personalities or abusive language.

Always make the speaker address the Chairman and ask any questions through him which it is wished to put to another member.

If a member shows a tendency to monopolize the whole meeting see that he does not do so, and give everyone an equal chance. If necessary, limit the time that any person can speak. No one can speak until the Chairman has recognized him and given him the floor. When more than one gets up at a time the Chairman shall give the floor to the one who first arose and addressed him. A member cannot stand at the same time that someone else is speaking.

Speakers must not be interrupted except by the Chairman on a point of order, or unless someone rises to a point of order, in which case, he says, "I rise to a point of order." The Chairman asks him to state the point of order and he must reply briefly and to the point, showing that the speaker whom he interrupted was not conforming to the proper procedure. He cannot enter into any discussion upon the question before the meeting but must confine himself to the point of order. The Chairman then rules his