

RULES OF ORDER

Our bylaws clearly state that the local uses Bourinot's Rules of Order, and outlines some the rules used. During regular meetings of the local, its executive, and all committees of the local, the order of precedence for Rules of Order shall be:

- i) The rules clearly outlined in our bylaws
- ii) The rules as outlined in Bourinot's Rules of Order, fourth edition
- iii) The rules as outlined in the "CUPE Parliamentary Procedure" handbook

Duties of the Chair or Speaker

The Chair conducts meetings, preserves order and decorum, and interprets the Rules of Order. The Chair is impartial and may not take part in the debate. The presiding officer may yield the chair to in order to speak on any question before the Local, or to introduce a new question. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, she or he may in addition give a casting vote, or, if she or he chooses, refrain from breaking the tie, in which case the motion is lost.

The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in her or his absence a President pro-tem shall be chosen by the local.

Agenda and Minutes

The Agenda is the order of business for the meeting. It describes the items for consideration and gives the order in which they will be taken up. The Agenda must be passed or adopted before the meeting can commence. The adoption of the minutes of the last meeting ratifies any decisions taken at that time. Any changes in the Agenda or minutes must be proposed and considered before the Agenda and minutes are adopted. An item on the Agenda may be taken out of sequence and disposed of only by majority consent.

On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.

Motions

Any member may move a substantive or procedural motion as long as it is 'in order.'

A substantive motion, or one containing a number of considerations, should be prepared in writing and given to the chair, preferably in advance of the meeting.

The mover of a motion is allowed to speak first on the motion followed by the seconder. Then, by custom, opponents and proponents alternate in debate. Questions about the motion are directed to the Chair and then to the mover or person to whom the are addressed. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minute, or more than once on the same question without the consent of the

meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.

When a member wishes to speak on a question or to make a motion, she or he shall rise in her or his place and respectfully address the presiding officer, but, except to state that she or he rises to a point of order or on a question of privilege, she or he shall not proceed further until recognized by the chair. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof. If a member, while speaking, is called to order, she or he shall cease speaking until the point is determined; if it is decided she or he is in order, she or he may again proceed.

Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

Amendments

A motion to amend a (main) motion must be relevant to that motion and properly moved and seconded. When 'in order' an amendment takes precedence over the main motion and becomes the subject of debate. It must be accepted or rejected before debate reverts to the main motion. If accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.

An amendment to an amendment (a sub-amendment) may be proposed to an amendment under the same condition as an amendment is moved to a main motion. At no time may there be more than one main motion, one amendment and one sub-amendment on the floor.

No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.

Referring, Tabling, and Postponing

Referring a motion or substantive issue sends it to a committee. The motion requires a seconder. It is debatable, but *only* debates about whether to refer or to what committee the item should be referred to are in order.

Tabling a motion is designed to lay aside the pending question in order to attend to more urgent business. A tabled motion should be 'taken from the table' *at the same meeting*. A motion to table, and to take from the table, is neither amendable nor debatable.

Postponing a motion sets it aside until a certain time - which must be noted when the motion to postpone is made. Motions to postpone are debatable and amendable.

Motions at a Glance

To Do This:	You Say This:	May Interrupt The Speaker?	Seconding Required?	Debatable?	Amendable?	What Majority is Required?
Move a Motion	I move...	No	Yes	Yes	Yes	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
End debate on a motion	I call the question	No	Yes	No	No	Majority
End the meeting	I move adjournment	No	Yes	No	No	Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item	No	Yes	No	No	Majority
Postpone discussion until later in the meeting until...	I move that the motion be tabled	No	Yes	No	No	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Reconsider a motion already voted on earlier. <i>The mover to reconsider must have voted with the majority on the original motion</i>	I move that the motion about ... be reconsidered at the next meeting. Written notice must be provided before the next meeting.	No	Yes	Yes	No	2 / 3 Majority.

To Do This:	You Say This:	May Interrupt The Speaker?	Seconding Required?	Debatable?	Amendable?	What Majority is Required?
Object to something which prevents your continued participation (eg excessive noise)	Point of Privilege	Yes	No	No	No	No vote taken, Chair rules
Seek clarification from the previous speaker	Point of Information	Yes, if urgent	No	No	No	No vote taken, Chair rules
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	2/3 Majority
Enquire about procedure or consequences	Point of Order	Yes	No	Yes, only on the point	No	No vote taken, chair rules
Object to incorrect procedure being used	Point of Order	Yes	No	Yes, only on the point	No	No vote taken, chair rules