**Committee and Board Procedures – For Members**

**Motions and Resolutions**

A motion is a proposal that is put before a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and are recorded in the minutes with a mover and a seconder.

**Putting forward a motion**

It is best practice for motions to be placed on the agenda so members have adequate time to consider them before the meeting and so that members can prepare questions about the items prior to the meeting.

Each board and committee will have a deadline to submit motions or business. The Chair has the authority to approve motions or business for the meeting or refer it to the appropriate meeting.

Please fill out a motion TEMPLATE if you wish to submit a motion for a meeting.

* [Guild Council Motion Template](https://drive.google.com/open?id=1jVJoGnYIafxc9TKH-6u4qLmneJwIMj0O)
* [Representation Board Motion Template](https://drive.google.com/open?id=1xvgpn3DAh-APY9YjI6H5tZdFfGYQjmzl)

These can be adapted for any board or committee meeting.

If a motion is not submitted prior to the meeting, it must be hand written on a piece of paper and handed to the Chair to read out. The Chair can reject:

* Motions that conflict with the Regulations or with the bylaws.
* Motions that repeat the same question on the same day.
* Motions that conflict with an already adopted motion
* Motions that operate outside the scope or object of the organisation
* Motions that appear dilatory, incorrect, frivolous, or rude

If the motion is to be addressed outside of General Business, then a motion to:

* *“Suspend the standing orders to allow the following motion to be moved...Motion: [insert motion]” must be moved.*

Otherwise, the hand-written motion can be handed to the Chair in General Business without needing to address re-arranging the regular business of the meeting.

**Voting on a motion**

 A member of the meeting puts forward a clear and concise proposal for a decision or action to the meeting via the chairperson. This is called a motion.

 A second person agrees to 'second' the motion. This person is referred to as the seconder. This is not a vote in favour of the motion but a vote to have the motion put before the meeting. If a motion is not seconded, it lapses.

Informal discussion on the motion will take place. If it is deemed by any person in the meeting that the discussion is becoming repetitive, circular, or irrelevant, they may move a ***procedural motion*** to move into formal debate. This must seconded and voted on by members of the board. If approved, a formal debate will commence. Discussion follows, generally in the format of alternating speakers for and against the motion. After sufficient debate, the person who originally moved the motion has a right of reply. The motion is read aloud and voted on.

Usually a show of hands is used to determine who is For, Against, or who is Abstaining from the vote on the motion. Abstentions are not counted as votes for or against. The Chair will declare the result of the vote by declaring the motion as being carried or lost.

**Procedural Motions**

Procedural motions are proposals that deal with the conduct of the meeting itself, as opposed to substantive motions discussed above. If the Chair accepts the procedural motion, then the following rules apply:

* No seconder is required for the procedural motion;
* No discussion of the procedural motion is permitted;
* The procedural motion should be voted upon immediately

Examples of procedural motions include:

* “To move into/end formal debate” –
	+ To start or end a formal debate process (for/against speakers alternating)
* “That the motion now be put”
	+ That the motion should go to a vote immediately
* “That the meeting proceed to next business”
	+ That the discussion carry on to the next item of business
* “To suspend that standing orders to allow the following motion to be moved…” –
	+ To address motion outside of General Business that was not included on the agenda
* “That the meeting move in/out of camera”
	+ This motion seeks to exclude those people who are not entitled to vote from the meeting (they will have to leave the room), in circumstances where confidentiality is required.
* “That a time limit of [number of minutes] be imposed on speakers in the discussion”
	+ To impose a time limit on speaking time of members
* “That the speaker no longer be heard”
	+ To silence a member from speaking during a debate about the motion being considered
* “To amend the motion…”
	+ To amend the motion currently being discussed

**Point of Order**

A point of order is called out to the Chair by a member standing up and saying 'point of order' or 'I wish to raise a point of order'. This means that the person making the challenge is saying the speaker should stop because they has breached a principle of ordered debate. This point of order will be addressed immediately.

The Chairperson takes the point of order, listens to the reasons why the point of order has been raised. It is the task of the Chairperson to rule on the point of order and their decision is final.

Examples where a point of order may be called are where:

* the speaker is addressing issues outside the subject matter of the motion;
* fair rules of debate are not being followed;
* time limits have been reached;
* a quorum is not present; or
* the language is offensive or abusive.

**Motion of dissent**

Relating to a Point of Order, rejection of a motion, or other decision having been made by the Chair, a motion of dissent is a disagreement by a member on the ruling of the Chair. A motion of dissent requires no seconder, and the Chair must immediately stand down. Someone else then takes the Chair for discussion on the motion of dissent. The Chair is given the opportunity to explain their decision and the mover also puts forward their reason for dissent. The meeting then votes on the motion: if the motion is upheld, the Chair must reverse their decision. If the motion is lost, the meeting continues as before.

**Interruptions to Speakers**

Speakers may only be interrupted by other members in the following circumstances:

* A procedural motion is passed to stop debate or ‘that the speaker no longer be heard’
* On a point of order
* On a call for a quorum
* To move ‘That the motion be put.’
* To move a time limit motion for the current speaker
* To move a motion for the meeting to go in camera

**Amending a Motion**

If an amendment is moved and supported, it must be discussed and voted on to decide if the amendment is to be accepted before the main (substantive) motion is discussed. If the amendment is carried it is incorporated into the main motion. The meeting then returns to the main motion with the included amendment if carried, or without it if the amendment is lost. The motion is then discussed and voted on.

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