

PART 5

Simplified Rules of Order

What is parliamentary procedure?

Parliamentary procedure is frightening to some people, for they regard it as an esoteric domain far beyond their capabilities.

Actually, parliamentary procedure is simply the rules for working together in groups. It enables groups of people to transform their ideas into effective group action.

Much of parliamentary procedure is just common sense. Anyone who becomes familiar with the basics, as outlined in this booklet, should have no trouble whatever in understanding and working comfortably with parliamentary procedure.

Principles of parliamentary procedure

Understanding parliamentary procedure is easier if we remind ourselves of some of the basic principles on which it is based. Although the principles may seem to be self-evident, their very familiarity may result in our overlooking their importance.

Seven principles are worthy of note here.

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.

2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.

3. All members have equal rights, privileges and obligations. One of the main responsibilities of the chairperson is to use their authority to ensure that all people attending a meeting are treated equally—for example, not to permit a few people to dominate the debates.

4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.

5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members—majority and minority—should be the concern of every member, for a person may be in a minority on one question, but in the majority on the next.

6. Every matter presented for decision should be discussed fully. The right of every member to have their say on any issue is as important as their right to vote.

7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion they do not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Preparing for a meeting

Although a chairperson will use the various rules of order in conducting a meeting, there are things they can do prior to the meeting to help ensure that things will go smoothly.

One of the most fundamental ways to ensure a successful meeting is often overlooked because it is so obvious—ensuring that the room selected for the meeting is suitable and comfortable. The room should permit a seating arrangement in which no one's view is blocked. Moreover, careful attention should be paid to such matters as lighting, acoustics and ventilation, for such factors can play major roles in the success or failure of a meeting.

By far the most important thing a chairperson can do to ensure a successful meeting is to do their homework. The person should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task

forces, any motions already submitted by members or groups of members, and insofar as is possible, any "new" business likely to be introduced. Such preparation will enable the person to "stay on top of things" while chairing the meeting, and to anticipate most of the questions likely to be asked, information needed, etc.

The chairperson should also ensure that key people needed by the meeting (for example, the treasurer, committee chairpersons) will attend the meeting.

Procedures used in meetings

Quorum of members

Before a meeting can conduct business it requires a quorum—the minimum number of members who must be present at the meeting before business can be legally transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the association by an unduly small number of people.

The by-laws of an association should specify the number of members that constitute the quorum. Ideally, that number should be the largest number that can be depended on to attend any meeting except in very bad weather or other extremely unfavorable conditions.

Robert's rules specify that if the by-laws do not specify what the quorum shall be, it is a majority of the members of the association. In most organizations, however, it is often not possible to obtain the attendance of a majority at a meeting. Most associations should therefore have a provision in their by-laws for a relatively small quorum. An actual number can be listed or a percentage of the membership. No single number or percentage will be suitable for all associations. A quorum should be a small enough number to permit the business of the association to proceed, but large enough to prevent a small minority's abusing the right of the majority of the members by passing motions that do not represent the thinking of the majority.

Because of the difficulty involved in getting a majority of the members of an association to attend meetings, the 1975 BCTF Annual General Meeting passed a regulation that ". . . where a local constitution does not prescribe a figure to represent a quorum, 15 per cent of the members in good standing shall constitute a quorum." A quorum for any BCTF local is therefore the number or percentage provided in the association's by-laws OR 15 per cent of the association's membership.

The quorum for a committee of the whole is the same as that for a regular meeting, unless the by-laws of the association specify otherwise. If a committee of the whole finds itself without a quorum, it can do nothing but rise and report to the regular meeting. In all other committees and task forces a quorum is a majority of the members of the committee or task force.

In any meeting of delegates the quorum is a majority of the number of delegates who have been registered as attending, even if some of them have departed.

In the absence of a quorum, any business transacted is null and void. In such a case, however, it is that business that is illegal, not the meeting. If the association's rules require that the meeting be held, the absence of a quorum in no way detracts from the fact that the rules were complied with and the meeting held, even though it had to adjourn immediately.

The only actions that can legally be taken in the absence of a quorum are to fix the time in which to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent. If an important opportunity would be lost unless acted upon immediately, the members present at the meeting can—at their own risk—act in the emergency in the hope that their actions will be ratified at a later meeting at which a quorum is present.

Before the chair calls a meeting to order, they should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum and entertain a motion to adjourn or one of the other motions allowed, as described above.

If a meeting has a quorum to begin with, but members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is their duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can raise a

point of order to that effect at any time so long as they do not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. They may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken.

If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, the association must call another meeting to complete the business of the meeting. The usual quorum requirements apply to any subsequent meeting unless the association has specified in its by-laws a procedure to be used in such a situation. The by-laws could stipulate, for example, that if a meeting had to be terminated for lack of a quorum, another meeting will be held x days or weeks later, and that the number of members attending that meeting will constitute a quorum.

If the by-laws do not provide for a procedure, all the usual requirements for calling and holding meetings apply.

The agenda

The agenda consists of the items of business to be discussed by a meeting. It is made up of "special" and "general" orders.

Usually the chairperson or another designated person is charged with the responsibility for preparing the agenda. The BCTF, for example, charges the President with the responsibility for preparing agendas for the Executive Committee and the Annual General Meeting. The person preparing the agenda can, of course, seek assistance with the task.

The agenda can be amended either before or after it is adopted. Until the meeting adopts the proposed agenda, the latter is merely a proposal. When a motion to adopt the agenda is made, therefore, the meeting can, by motions requiring simple majorities, add items to, delete items from, or re-arrange the order of items on the proposed agenda.

Once the agenda has been adopted, the business items on it are the property of the meeting, not of the groups or individuals who submitted the items. Any change to the agenda, once it has been adopted, can be made by motion, but any such motions require two-thirds or larger majorities to pass.

If an individual or school staff has submitted a motion for debate by a meeting, but decides, after the agenda has been adopted, not to present the motion, the individual or staff cannot simply withdraw the motion from the agenda; that action requires a two-thirds majority vote, because the effect is to amend the agenda. The individual or staff may choose not to move the motion, but it is the right of any other person attending the meeting to move the motion if they want to do so.

To expedite progress of the meeting, the chairperson may announce that the individual or staff would like to withdraw the motion, and ask if there is any objection. If no one objects, the chairperson can go on to the next item of business, because a unanimous lack of objection is, in effect, a unanimous vote to delete the item from the agenda.

In short, once the agenda has been adopted, each item of business on the agenda will come before the meeting unless: (1) no one moves a motion, (2) no one objects to withdrawal suggested by the sponsoring individual or group, (3) a motion to delete an item from the agenda is made and passed with a two-thirds or larger majority, or (4) the meeting runs out of time before the item can be discussed.

In summary, the agenda can be changed before or after it has been adopted. Before adoption of the agenda, motions to amend the agenda require simple majority votes. After adoption, motions to amend the agenda require two-thirds or larger majorities to pass.

Debate on motions

Business is accomplished in meetings by means of debating motions. The word "motion" refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is sometimes advantageous to permit limited discussion of a general topic before a motion is introduced. A

preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. This departure from strict parliamentary procedure must be used with caution, however; the chair must be careful not to let the meeting get out of control.

Normally, a member may speak only once on the same question, except for the mover of the main motion, who has the privilege of "closing" the debate (that is, of speaking last). If an important part of a member's speech has been misinterpreted by a later speaker, it is in order for them to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken.

Associations may want to adopt rules limiting the time a member may speak in any one debate—for example, five minutes.

The mover of a motion may not speak against their own motion, although they may vote against it. The mover need not speak at all, but if they do, it must be in favor of the motion. If, during the debate, the mover changes their mind, they can inform the meeting of the fact by asking the meeting's permission to withdraw the motion.

Proper wording of motions

Much time can be wasted at meetings (including the Federation's Annual General Meeting) when a motion or resolution is carelessly worded. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out forces more careful wording.

Roll call votes

A roll call vote places on the record how each member votes. It has the opposite effect, therefore, of a ballot vote, which keeps each vote secret. Roll call votes are usually used only in representative bodies that publish their minutes or proceedings, since such votes enable the constituents to know how their representatives voted on their behalf.

Roll call votes should not be used in a mass meeting or in any group whose members are not responsible to a constituency.

If a representative body is going to use roll call votes, the organization of which it is a part should include in its by-laws or procedures a statement of what size of minority is required to call a roll call vote. The BCTF Representative Assembly, for example, specifies that a roll call vote must be taken if geographical representation holding 20 per cent or more of the voting cards issued indicate that they want such a vote.

If the organization has no provisions in its by-laws or procedures, a majority vote is required to order that a roll call vote be taken. (In such instances a vote to have a roll call vote would probably be useless, because its purpose would be to force the majority to go on record.)

Roll call votes cannot be ordered in committee of the whole. The procedure for taking roll call votes is to call the names of the representatives or delegates alphabetically, and to have each person indicate orally their vote. An alternative method, used by the BCTF Representative Assembly, is to call the vote alphabetically by name of the local, and to record the votes of each association's representatives.

When the roll call vote has been concluded, the chairperson should ask if anyone entered the room after their name was called. Any such people are permitted to vote then. Individuals may also change their votes at this time. After all additions and changes have been made, the secretary will give to the chairperson the final number of those voting on each side, and the number answering present. The chairperson will announce the figures and declare the result of the vote.

The name of each delegate or representative is included in the minutes of the meeting, together with their vote. If an association has more than one delegate or representative, it is possible for some of them to vote one way on a question and for their colleagues to vote the other way, unless a group (a school staff, for example) has bound all its delegates or representatives to vote a certain way on the matter.

Determining results of a vote

Most motions are decided by a majority vote—more than half the votes actually cast, excluding blanks or abstentions. For example, if 29 votes are cast, a majority (more than 14 1/2) is 15. If 30 votes are cast, a majority (more than 15) is 16. If 31 votes are cast, a majority (more than 15 1/2) is 16.

Some motions require a two-thirds majority as a compromise between the rights of the individual and the rights of the meeting. To pass, such motions require that at least two-thirds of the votes actually cast (excluding blanks and abstentions) are in the affirmative. If 60 votes are cast, for example, a two-thirds vote is 40. If 61 votes are cast, a two-thirds vote is 41. If 62 votes are cast, a two-thirds vote is 42. If 63 votes are cast, a two-thirds vote is 42.

A plurality vote is the largest number of votes when three or more choices are possible. Unless the association has adopted special rules to the contrary, a plurality vote does not decide an issue unless it is also a majority vote. For example, the BCTF requires its candidates for office to receive more than 50 per cent of the votes cast. In a three-way contest, one candidate might have a larger vote than either of the other two, but unless they receive more than half of the votes cast, they are not declared elected.

The *Societies Act* specifies that the majority required on all "special resolutions" is three-quarters. All amendments to by-laws are "special resolutions," and therefore require the three-quarters majority vote.

Challenging a ruling of the chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed, a challenge is not in order. Although Robert allows debate under certain circumstances, BCTF practice is to allow no debate.

The BCTF also departs from Robert somewhat in the procedure involved in deciding a challenge of a chair's ruling. The BCTF procedure is to have the chair, when their ruling has been challenged, ask the meeting for a motion "That the chair be sustained." When that motion has been moved and seconded, the chair asks the challenger to state the reason(s) for the challenge. Following that statement, the chair states their reason(s) for making the ruling they did, then immediately puts the question on the motion to sustain the chair. Having heard both sides of the challenge, the meeting decides the matter by a majority or tie vote (see next paragraph).

Such a motion is in order when another speaker has the floor, but it must be made at the time of the chair's ruling. As noted above, if any debate or business has intervened, it is too late to challenge. The motion must be seconded, is not amendable, but can be reconsidered. A majority or tie vote sustains the decision of the chair, on the principle that the chair's decision stands until reversed by a majority of the meeting. If the presiding officer is a member of the meeting, they can vote to create a tie and thus sustain their ruling.

Robert calls a challenge to the chair an "appeal" from the chair's decision. If two members (mover and seconder) appeal a decision of the chair, the effect is to take the final decision on the matter from the chair and vest it in the meeting.

It should be noted that members have no right to criticize a ruling of the chair unless they appeal it.

In any appeal from the chair's decision a majority vote is required to sustain the chair. As noted above, a tie vote sustains the chair, however (even if the chair's vote created the tie), on the principle that a decision of the chair can be reversed only by a majority vote.

Committee of the whole

The "committee of the whole house" ("committee of the whole" is the commonly used term) is a procedure used occasionally by meetings. When a meeting resolves itself into a committee, discussion can be much more free.

Robert distinguishes three versions of committee of the whole, each appropriate for a meeting of a particular size.

1. In a formal committee of the whole, which is suited to large meetings, the results of votes taken are not final decisions of the meeting, but have the status of recommendations that the meeting itself must vote on under its regular rules. Moreover, a chairperson of the committee of the whole is appointed, and the regular presiding officer of the meeting leaves the chair. The purpose for this move is to disengage the presiding officer from any difficulties that may arise during the committee's session, so that they can be in a better

position to preside effectively during the final consideration of the matter by the regular meeting.

2. The quasi committee of the whole is particularly suitable for meetings of medium size (about 50-100 members). The results of votes taken in committee are reported to the meeting for final consideration under the regular rules, as with a committee of the whole. In this form, however, the presiding officer of the meeting remains in the chair and presides over the committee's session.

3. Informal consideration is suited to small meetings. The procedure simply removes the normal limitations on the number of times members can speak in debate. The regular presiding officer remains in the chair, and the results of the votes taken during informal consideration are decisions of the meeting, and are not voted on again.

In the past, BCTF meetings have not distinguished among the three types of committee of the whole; rather, they have used the formal committee of the whole version.

A meeting may want to exclude visitors and press during committee of the whole, thereby making it easier to control publicity, but such exclusions are not automatic. If the meeting wants to discuss a matter without the presence of visitors, it can decide formally or informally to ask the chair to request guests to leave temporarily.

The procedure is for a member to rise and move: "That this meeting go into committee of the whole to consider..." A seconder is required.

In forming a committee of the whole, the meeting elects a chairperson, or the chair appoints another person to preside over the committee session and then vacates the chair. (When the President has been chairperson, the Vice-President is usually named to chair the committee session.) Any guests who are present may then be asked to leave the meeting.

Regular rules of order apply as in a meeting, except that members may speak more than once to the same question and that motions made in committee do not require seconds. The committee may consider only the matters referred to it by the meeting (in the motion forming the committee of the whole). No minutes are kept of the committee's session, although notes should be kept for the purpose of reporting to the meeting.

Calls for orders of the day are not in order in a committee of the whole.

When the committee of the whole has fully considered the matter referred to it, a member will move: "That the committee now rise and report." If this motion carries, the chairperson of the meeting resumes the chair and calls upon the chairperson of the committee to report. A report usually takes the form: "The committee of the whole considered the matter of . . . and makes the following recommendations . . ."

A mover and seconder are required for each recommendation. Amendments may be proposed in the usual manner. Because the only minutes kept are those of the regular meeting, it is important that any action wanted be correctly reported to the meeting from the committee session and that proposed motions be made regarding the action required.

If the committee of the whole wants additional time to consider the matter referred to it, it may decide to ask the regular meeting for permission to sit again. A time will then be established by a regular motion.

It is often the practice that the motion to move into committee contain the following four parts:

1. What is to be discussed.
2. Who is to be the chairperson.
3. Who is to be present.
4. When the meeting will rise from committee and report to the meeting.

Such a motion is debatable, amendable and requires a simple majority to pass.

Voting rights of the chair

The BCTF has departed from Robert's rules in assigning voting rights to the chairperson of the BCTF Executive Committee. In that group the chairperson has been given a "deliberative" vote. The deliberative vote enables the chairperson to vote on all matters at any time they please. Any question is decided by the number of votes cast. Because the chairperson has cast (or has chosen not to cast) a deliberative vote, they have no tie-breaking voting rights. A majority of affirmative votes is necessary to adopt a motion. A tie vote therefore rejects the motion.

Robert's rules, on the other hand, state that if the presiding officer is a member of the group concerned, they have the same voting rights as any other member. The chair protects their impartiality by exercising their voting right only when their vote would affect the outcome. In such cases they can either vote and thereby change the result, or can abstain. If they abstain, they announce the result of the vote with no mention of their own vote.

The outcome of any motion requiring a majority vote will be determined by the chair's action in cases in which, without their vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority).

If there is one more affirmative vote than negative votes without the chair's vote, the motion is adopted if the chair abstains. If they vote in the negative, however, the result is a tie and the motion is therefore lost.

In short, the chairperson can vote either to break or to cause a tie; or, when a two-thirds vote is required, can vote either to cause or to block the attainment of the necessary two-thirds.

The chair cannot vote twice, once as a member, then again in their capacity as presiding officer.

Each association should choose which of the two voting arrangements it wants for its chairperson, and should specify the procedure in its policy statements or in its by-laws so that the voting arrangements will be clear to all members of the association.

Sample order of business

This section details a sample order of business for a regular business meeting and indicates how the chairperson should handle each item. The order is not intended to be prescriptive; each chairperson should follow an order that is satisfactory to them and to the association.

The order of business

The chairperson of a meeting should prepare in advance a list of the order of business or agenda for the meeting. A sample order of business follows:

1. Call to Order
2. Adoption of the Agenda
3. Minutes
4. Executive Minutes
5. Treasurer's Report
6. Correspondence (listed)
7. Unfinished Business (listed)
8. Committee Reports (listed)
9. New Business (listed)
10. Announcements (listed)
11. Program (An alternative is to have a guest speaker make their comments before the business meeting begins so that they do not have to sit through the meeting.)
12. Adjournment

An explanation of each of these items follows.

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Call to order

1. The chairperson calls the meeting to order with such a statement as: "The meeting will now come to order." If the President is not present, the meeting may be called to order by the Vice-President, or by any person those attending are willing to accept as chairperson or acting-chairperson.

Adoption of the agenda

2. In some associations it is the practice to circulate copies of the agenda of the meeting in advance. Alternatively, the proposed agenda may be written on a chalkboard before the meeting begins. In either case the meeting should begin with the consideration of the agenda. The chairperson will ask if any of the members have additional matters that should be placed on the agenda. After these have been taken care of, the chairperson should call for a motion to adopt the agenda.

A member should then move: "That the agenda be adopted." (Or "adopted as amended.") A seconder is required. Passage of the motion (requires a simple majority) restricts the business of the meeting to items listed on the agenda.

Many of the less formal locals do not bother with consideration of the agenda in this way. However, the procedure outlined above protects the membership from the introduction, without prior warning, of new, and perhaps controversial, matters of business. If a meeting does adopt an agenda, it can change that agenda only by a formal motion to do so. A member might move, for example, that an item be added to the agenda or deleted from the agenda or that the order in which the items are to be discussed be changed. Such a motion must be seconded and requires a two-thirds majority vote.

Minutes

3. If the minutes have been duplicated and circulated to members before the meeting (a desirable procedure), they need not be read at the meeting. The chairperson asks if there are any errors in or omissions from the minutes.

Some organizations prefer to have a formal motion to approve the minutes. A member should move: "That the minutes of the (date) meeting be approved as printed (or circulated)." In less formal meetings it is sufficient for the chairperson, if no one answers their call for errors or omissions, to say, "There being no errors or omissions, I declare the minutes of the (date) meeting approved as printed." Should there be a mistake in the minutes, it is proper for any member to rise and point out the error. The secretary should then make an appropriate correction or addition. The motion will then read: "... approved as amended."

Executive minutes

4. Sometimes the minutes of the previous executive meeting are read or summarized by the secretary at this point. One purpose is to give information to the membership on the disposition of less important items of business that have been handled by the executive. Occasionally a member will ask for more information regarding the matters disposed of by the executive, and sometimes the general meeting will want to change the action taken by the executive. Such cases are usually rare, but they are indications of the necessary subservience of the executive committee to the membership as a whole.

On important matters of business the Executive Committee may have been able to arrive at recommendations that can later be considered by the general meeting. The reading or summarizing of the executive minutes can therefore prepare the membership for the discussion of important business on the agenda of the general meeting.

The executive minutes are not adopted or amended until the next executive meeting (having been read to the general meeting for information only).

Treasurer

5. The chairperson now calls upon the treasurer to present a report on the finances of the association. For a regular meeting this need be only a simple statement of the receipts and disbursements since the last financial report, the balance of money held in the account of the association, and some information about bills that need to be paid.

At the annual meeting the treasurer should submit a detailed record of the financial business of the year and this report should be audited (that is, checked thoroughly by at least one person other than the treasurer, to ensure that they present fairly the final financial position of the association and the results of its operations for the year).

Although it is not necessary, as indicated above, to have a motion to "adopt" the treasurer's report at a monthly meeting, it is advisable to adopt the audited annual report. The treasurer should move: "That this report be adopted."

Correspondence

6. Before the meeting, the secretary, in consultation with the chairperson, should separate the letters received into two groups—those requiring action and the others. Those letters that will probably require no action are summarized by the secretary. Usually it is sufficient to have one motion—"That the correspondence be received and filed"—or the chairperson may prefer a separate motion.

Those letters that require action by the meeting will be read or summarized one at a time. The chairperson may state, after each has been read, that action on this letter will be delayed until "New Business,"

or they may prefer to have discussion on each letter immediately after it has been read. Each letter in this group will require a separate motion to dispose of it.

Unfinished business

7. Any business that has been postponed from a previous meeting, or that was pending when the last meeting adjourned, is called "old" or "unfinished" business or "business arising from the minutes." It is usually advisable for the chairperson to remind the meeting of the history of this business before discussion begins (or they may call upon someone with special information to do this).

Committee reports

8. Before the meeting, the chairperson should check with committee chairpersons to determine which committees or task forces have reports ready for the meeting and the importance of the material to be presented. All reports must be listed on the agenda.

In establishing the order in which committees should be heard, the chairperson should give priority to those with the most important reports. If none of the reports is of particular importance, any committee report that is pending from the previous meeting should be heard first. Usually, standing committees are given precedence over task forces (a standing committee is one that functions over an extended period of time; a task force is set up to deal with a special problem and is discharged when its task is completed).

Committee reports should be in written form, so that a copy can be placed in the association's files.

There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard.

If the report has been duplicated, the committee or task force chairperson should not read the report. They may want to make a few comments, however, before answering questions from the meeting.

After all questions have been answered, the committee or task force chairperson will move any recommendations on behalf of the committee or task force. They will have arranged beforehand to have one of the members of their committee or task force second the motion, and will usually say: "Smith moves, Jones seconds, that . . ." (Robert's rules indicate that a seconder is unnecessary for such motions, because the motion is being made on behalf of a committee. However, it has always been customary in BCTF meetings to have the motions seconded.)

Amendments to the recommendations may be proposed by any member at the meeting. After all the recommendations have been dealt with, motions may be received from the floor dealing with the substance of the report or the work of the committee or task force concerned.

Note: A committee or task force report need not be adopted. On rare occasions, says Robert's Rules of Order, a meeting may have occasion to adopt the entire report. An affirmative vote on such a motion has the effect of the meeting's endorsing every word of the report—including the indicated facts and the reasoning—as its own. As indicated earlier, the treasurer's audited annual report should be adopted.

Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the membership present at the meeting. The committee will be asked to review its work in the light of the discussion heard.

New Business

9. When all unfinished business has been disposed of, the chairperson will say: "New business is now in order." Items not included on the agenda may not be discussed unless the agenda is amended. (The motion to amend the agenda requires a two-thirds majority.)

Announcements

10. The chairperson should give committee chairpersons and others an opportunity to make special announcements as well as making any of their own.

Program

11. When the association is to hear a special speaker, it may be advisable to have the speaker before the official business (from "Adoption of the Agenda" on) begins. In other cases the program occurs at this place in the agenda. The chairperson of the meeting may ask the program chairperson to take charge at this point.

Adjournment

In organizations with a regular schedule of meetings a motion to adjourn is a "privileged" motion that is neither amendable nor debatable. A seconder is required and the motion should be put. If it is passed, the chair should announce formally that the meeting is adjourned.

Simplified Rules of Order

How Motions Are Classified

For convenience, motions can be classified into five groups:

1. main motions
2. subsidiary motions
3. privileged motions known as secondary motions
4. incidental motions
5. motions that bring a question again before a meeting

The motions in the second, third and fourth classes (subsidiary, privileged and incidental motions) are often called secondary motions, to distinguish them from main motions.

Secondary motions are ones that are in order when a main motion is being debated; ones that assist a meeting to deal with the main motion.

Before examining each of the five types of motions, one should understand the concept of order of precedence of motions. This concept is based on the principle that a meeting can deal with only one question at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way, before any other business can be brought up. Under this principle, a main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it. These other ways are the purpose of the various secondary motions, the motions in categories two, three and four of the five categories of motions listed above.

The rules under which secondary motions take precedence over one another have evolved gradually through experience. If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B takes precedence over motion A and motion A yields to motion B.

A secondary motion thus takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

Certain secondary motions also take precedence over others, so that it is possible for more than one secondary motion to be pending at any one time (together with the main motion). In such a case, the motion most recently accepted by the chair is the immediately pending question—that is, it takes precedence over all the others.

The main motion, the seven subsidiary motions, and the five privileged motions fall into a definite order of precedence, which gives a particular rank to each of the 13 motions. The main motion—which does not take precedence over anything—ranks lowest. Each of the other motions has its proper position in the rank order, taking precedence over the motions that rank below and yielding to those that rank above it.

When a motion is on the floor, a motion of higher precedence may be proposed, but no motion of lower precedence is in order.

At any given time there can be pending only one motion of any one rank. This means that other motions proposed during consideration of a motion can be accepted by the chair only if they are of higher precedence. In voting, the meeting proceeds with the various motions in inverse order—the last one proposed, being of highest precedence, is the first one to be decided.

It should be noted that "precedence" and "importance" are not synonyms. Indeed, the most important motion—the main motion—is the lowest in precedence.

The main motion

A main motion is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending. As noted above, it ranks lowest in the order of precedence.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded and accepted by the chair.

Unless the main motion is very short and simple, the mover should hand it in writing to the secretary.

A main motion must not interrupt another speaker, requires a seconder, is debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, may be reconsidered, and requires a majority vote.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. (Usually the chair will ask if the meeting objects to the motion's being withdrawn. If no one objects, the chair will announce: "The motion is withdrawn.") If even one person objects, the motion cannot be withdrawn.

Alternative wording

Wording may be presented to the meeting to replace original wording of a resolution and must be consistent with the intent of the original proposal. A motion to accept alternative wording is debatable, not amendable, requires a simple majority. See AGM Standing Rule 6.E and/or RA Standing Rule 6.8.

Subsidiary motions

Subsidiary motions assist a meeting in treating or disposing of a main motion (and sometimes other motions). The subsidiary motions are listed below in ascending order of rank—which is the chronological order in which they would be moved if all of them became pending at one time. Each of the motions takes precedence over the main motion and any or all of the motions listed before it.

The seven subsidiary motions are:

1. postpone indefinitely
2. amend
3. refer
4. postpone to a certain time
5. limit or extend limits of debate
6. previous question
7. table.

1. Postpone indefinitely

Despite its name, this motion is not one to postpone, but one to suppress or kill a pending main motion.

If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time except when a speaker has the floor. If passed, the motion kills the matter under consideration. It requires a seconder, may be debated (including debate on the main motion), cannot be amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also "Postponed to a Certain Time" below.)

2. Amend

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

The BCTF has had a long tradition of not allowing amendments that are contrary to the intent of the motion. This practice is not consistent with the advice of several authorities on parliamentary procedure, but has worked very well in the BCTF for many years.

Individuals who want to move an amendment that is contrary to the main motion should urge defeat of the motion and, if the motion is defeated, move a new main motion.

For example, if the main motion were one "To commend the school board for its action on..." an amendment to have it read: "To condemn the school board for its lack of action on..." would be contrary to the intent of the motion and would therefore be out of order.

An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the amendment, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair should allow full discussion on the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the "motion as amended." Because the discussion on the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in that motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the "motion as amended" or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to

an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion ("as amended," if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.

An amendment in itself cannot be referred. A motion to refer during the discussion of an amendment shall apply to the amendment and main motion. The whole matter must be referred.

3. Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: "That the question be referred to the committee" (or "to a committee"—not named).

A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, can be reconsidered if the group to which the question has been referred has not begun work on the matter, and requires a majority vote if the postponement is to a subsequent meeting. However, in BCTF practice, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote.

If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required.

4. Postpone to a certain time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to postpone.

A motion may be postponed definitely to a specific time or until after some other item of business has been dealt with.

When the time to which a motion has been postponed has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion immediately after the other business has been concluded. If the meeting, in postponing the original motion has instructed that it be given priority at the time to which it has been postponed (that is, issued a "special order"), the postponed motion interrupts any item of business on the floor at that time. For this reason, any "special order" requires a two-thirds majority vote.

A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the particular time, can be amended, can be reconsidered, and requires a majority vote.

5. Limit or extend limits of debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, "I move that debate on this motion be limited to 15 minutes"), or it might limit the time taken by each speaker ("I move that debate on this motion be limited to two minutes per speaker").

A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, can be reconsidered, and requires a two-thirds majority vote.

6. Previous question (to vote immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: "I move that the question be now put."

A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable, and is not amendable, and requires a two-thirds majority vote. This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to discuss any measure the "majority" wanted to adopt or to defeat. Such a motion can be reconsidered, but if the vote was affirmative, it can be reconsidered only before any vote has been taken under it—that is, only before the previous question has been put.

A motion to put the previous question has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was being debated. The means that the mover of the motion loses their right to close debate. If the motion is defeated, debate on the motion before the meeting continues as if there had been no interruption.

The motion to put the previous question is the only proper method of securing an immediate vote. Members who call, "Question!" in an attempt to get the chairperson to call the question immediately should be ruled out of order. The only situation in which members may properly call, "Question!" is in reply to the chairperson when they ask the meeting, "Are you ready for the question?"

7. Table (lay on the table)

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lay on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to "bury" it by tabling.

Robert's rules say, "No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go to the table together." For example, a main motion may have

been made and an amendment proposed to it. The proposed amendment "adheres" to the main motion. If the meeting wants to table either of the motions, it must table both of them.

In the example above, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion.

A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.

Privileged motions

Unlike either subsidiary or incidental motions, privileged motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance that, without debate, should be allowed to interrupt the consideration of anything else.

The five privileged motions are:

1. orders of the day
2. question (point) of privilege
3. recess
4. adjourn
5. fix time to which to adjourn.

The five privileged motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately pending question may be a motion to amend or a motion to put the previous question).

The privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over the main motion, any subsidiary motions, and any or all of the privileged motions listed before it.

1. Orders of the day

The orders of the day means the agenda or the order of business. If the order of business is not being followed, or if consideration of a question has been set for the present time and is therefore now in order, but the matter is not being taken up, a member may call for the orders of the day, and can thereby require the order of business to be followed, unless the meeting decides by a two-thirds vote to set the orders of the day aside.

Such a motion can interrupt another speaker, does not require a second, is not debatable, is not amendable, and cannot be reconsidered.

If the chair admits that the order of business has been violated and returns to the correct order, no vote is required. If the chair maintains that the order of business has not been violated, their ruling stands unless a member challenges the ruling. A motion to sustain the chair is decided by a simple majority vote.

Sometimes the chair will admit that the agenda has been violated, but will rule that the debate will continue on the matter before the meeting. In such a case, a vote must be taken and the chair needs a two-thirds majority to sustain the ruling. (The effect of such a vote is to set aside the orders of the day, a move that requires a two-thirds majority vote.)

As noted earlier in this booklet, calls for orders of the day are not in order in committee of the whole.

The orders of the day—that is, the agenda items to be discussed—are either special orders or general orders.

A special order specifies a time for the item, and with four exceptions, any rules interfering with its consideration at the specified time are suspended. (The exceptions are rules relating to: (1) adjournment or recess, (2) questions of privilege, (3) special orders made before this special order was made, and (4) a question that has been assigned priority over all other business at a meeting by being made the special order for the meeting.) A special order for a particular time therefore interrupts any business that is pending when that time arrives.

Because a special order has the effect of suspending any interfering rules, making an item a special order requires a two-thirds vote, except where such action is included in the adoption of the agenda.

A general order is any question that has been made an order of the day (placed on the agenda) without being made a special order (usually by postponement).

When a time is assigned to a particular subject on an agenda, either at the time the agenda is adopted, or by an agenda amendment later, the subject is made a special order. When the assigned time for taking up the topic arrives, the chairperson should announce that fact and proceed with that item. Unless there is a procedural motion to do otherwise. Any such procedural motions are put to a vote.

During the AGM, Standing Rule 1.9 shall apply. During the RA, Standing Rule 1.8 shall apply.

2. Question or point of privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can raise a point of privilege, which permits them to interrupt pending business to make an urgent statement, request or motion. (If a motion is made, it must be seconded.) The motion might also concern the reputation of a member, a group of members, the local, or the BCTF as a whole.

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature.

3. Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time.

A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.

4. Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. As noted earlier, any motion can be withdrawn only with the unanimous consent of the meeting.

The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.

5. Fix time to which to adjourn

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting—before adjourning or postponing the business—may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A motion to fix the time to which to adjourn can be made even while a matter is pending, unless another meeting is already scheduled for the same or the next day.

The usual form is: "I move that the meeting adjourn to Thursday, October 23, at 19:30 in _____ School." The motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.

Incidental motions

These motions are incidental to the motions or matters out of which they arise. Because they arise incidentally out of the immediately pending business, they must be decided immediately,

before business can proceed. Most incidental motions are not debatable.

Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending—that is, it must be decided immediately.

The eight most common incidental motions are:

1. point of order
2. suspension of the rules
3. objection to consideration
4. consideration seriatim
5. division of the meeting
6. motions related to methods of voting
7. motions related to nominations
8. requests and inquiries.

1. Point of order

This motion permits a member to draw the chair's attention to what they believe to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give their reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

2. Suspension of the rule(s)

Sometimes a meeting wants to take an action, but is prevented from doing so by one or more of its rules of procedure. In such cases, the meeting may vote with at least 2/3 majority, to suspend the rule(s) that is/are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires at least 2/3 majority to pass.

Except where obviously impossible, (such as wanting to suspend the rule(s) during the final session of a meeting), a motion to suspend a standing rule(s) shall require notice at a previous session.

Please note that only rules of procedure can be suspended. A meeting may not suspend by-laws. After the meeting has taken the action it wants to take, the rule(s) that were suspended come into force again automatically.

3. Objection to the consideration of a question

If a member believes that it would be harmful for a meeting even to discuss a main motion, they can raise an objection to the consideration of the question; provided debate on the main motion has not begun or any subsidiary motion has not been stated.

The motion can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair. A member rises, even if another has been assigned the floor, and without waiting to be recognized, says, "Chairperson, I object to the consideration of the question (or resolution or motion, etc.)." The motion does not need a seconder, is not debatable, and is not amendable.

The chair responds, "The consideration of the question is objected to. Shall the question be considered?"

A two-thirds vote against consideration sustains the member's objection. (The two-thirds vote is required because the decision in effect amends the agenda.) The motion can be reconsidered, but only if the objection has been sustained.

4. Consideration by paragraph or seriatim

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion to consider by paragraph or seriatim. Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires a majority vote.

Both the RA and the AGM have adopted the rule that "when the decision has been made to consider a question seriatim, each part of

the motion shall be separate and any procedural motion shall be applied only to the part being debated."

5. Division of the meeting (standing vote)

If a member doubts the accuracy of the chair's announcement of the results of a vote by show of hands, they can demand a division of the meeting—that is, a standing vote. Such a demand can interrupt the speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

6. Motions related to methods of voting

A member can move that a vote be taken by ballot or that the standing votes be counted if a division of the meeting appears to be inconclusive and the chair neglects to order a count. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes. (Note: by-laws may specify a secret ballot for such votes as the election of officers.)

7. Motions related to nominations

If the by-laws or rules of the association do not prescribe how nominations are to be made and if a meeting has taken no action to do so prior to an election, any member can move while the election is pending to specify one of various methods by which candidates shall be nominated or, if the need arises, to close nominations or to re-open them. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

8. Requests and inquiries

a. **Parliamentary Inquiry**—a request for the chair's opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.

b. **Point of Information**—a question about facts affecting the business at hand—directed to the chair or, through the chair, to a member.

c. **Request for Permission to Withdraw or Modify a Motion.**

Although Robert's Rules of Order specify that until a motion has been accepted by the chair it is the property of the mover, who can withdraw it or modify it as they choose, BCTF practice is that once the agenda has been adopted, the items on it become the property of the meeting. A person may not, therefore, withdraw a motion unilaterally; they may do so only with the consent of the meeting, which has adopted an agenda indicating that the motion is to be debated.

Similarly, a person cannot, without the consent of the meeting, change the wording of any motion that has been given ahead of time to those attending the meeting—for example, distributed in printed form in advance, printed on the agenda, a motion of which notice has been given at a previous meeting, etc.

The usual way in which consent of a meeting to withdraw a motion is obtained is for the mover to ask the consent of the meeting to withdraw (or change the wording). If no one objects, the chairperson announces that there being no objections, the motion is withdrawn or that the modified wording is the motion to be debated.

If anyone objects, the chair can put a motion permitting the member to withdraw (or modify) or any two members may move and second that permission be granted. In either case a majority vote decides.

d. **Request to Read Papers.**

e. **Request to be Excused from a Duty.**

f. **Request for Any Other Privilege.**

The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

Motions that bring a question back before the assembly

There are four motions that can bring business back to a meeting. The four are: (1) Take from the Table, (2) Rescind, (3) Reconsider, and (4) Discharge a Committee.

The order in which the four motions are listed below are no relation to the order of precedence of motions.

1. Take from the table

Before a meeting can consider a matter that has been tabled, a member must move: "That the question concerning _____ be taken from the table." Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the tables passes, the meeting resumes debate on the original question (or on any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

2. Rescind

A meeting, like an individual, has a right to change its mind. There are two ways a meeting can do so—rescind or reconsider.

A motion to rescind means a proposal to cancel or annul an earlier decision. A motion to reconsider, if passed, enables a meeting to debate again the earlier motion and eventually vote again on it. However, a motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting.

Another form of the same motion—a motion to amend something previously adopted—can be proposed to modify only a part of the wording or text previously adopted, or to substitute a different version.

Such motions cannot interrupt another speaker, must be seconded, are debatable, and are amendable. Because such motions would change action already taken by the meeting, they require: (a) a two-thirds vote, or (b) a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or (c) a vote of the majority of the entire membership—whichever is the most practical to obtain.

Negative votes on such motions can be reconsidered, but not affirmative ones.

3. Reconsider

A motion to reconsider enables the majority in a meeting within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The purpose of reconsideration is to permit a meeting to correct a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred.

A motion to reconsider has the following unique characteristics:

a. It can be made only by a member who voted with the prevailing side—that is, voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated. This requirement is a protection against a defeated minority's using a motion to reconsider as a dilatory tactic. If a member who cannot move a reconsideration believes there are valid reasons for one, they should try to persuade someone who voted with the prevailing side to make such a motion.

b. The motion is subject to time limits. In a session of one day, a motion to reconsider can be made only on the same day the vote to be reconsidered was taken. In a convention or session of more than one day, reconsideration can be moved only on the same or the next succeeding day after the original vote was taken. These time limitations do not apply to standing or special committees.

c. The motion can be made and seconded at times when it is not in order for it to come before the assembly for debate or vote. In such a case it can be taken up later, even after it would be too late to move it in the first place.

Making a motion to reconsider (as distinguished from debating such a motion) takes precedence over any other motion whatever and yields to nothing. Making such a motion is in order at any time, even after the assembly has voted to adjourn—if the member rose and addressed the chair before the chair declared the meeting adjourned. In terms of debate of the motion, a motion to reconsider has only the same rank as that of the motion to be reconsidered.

A motion to reconsider can be made when another person has been assigned the floor, but not after they have begun to speak. The motion must be seconded, is debatable provided that the motion to be reconsidered is debatable (in which case debate can go into the original question), is not amendable, and cannot be reconsidered.

Robert's Rules of Order specify that a motion to reconsider requires only a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered, except in meetings of standing or special committees. However, the BCTF follows the practice of requiring a two-thirds majority for any vote that amends an agenda once that agenda has been adopted. The motion to reconsider has the effect of amending the agenda, because if it passes, the original motion must be debated again—that is, it must be placed on the agenda again. To simplify matters, therefore, the BCTF requires a two-thirds majority vote on all motions to reconsider.

In regular meetings the motion to reconsider may be made (only by someone who voted with the prevailing side) at any time—in fact, it takes precedence over any other motion—but its rank as far as debate is concerned is the same as the motion it seeks to reconsider. In other words, the motion to reconsider may be made at any time, but debate on it may have to be postponed until later.

Moreover, as indicated earlier, in regular meetings a motion to reconsider is subject to time limits. In a one-day meeting it can be made only on the same day. In a two- or more day meeting, the motion must be made on the same day as the motion it wants to reconsider, or on the next day.

4. Discharge a committee (from further consideration)

If a question has been referred, or a task assigned, to a committee that has not yet made its final report, and if a meeting wants to take the matter out of the committee's hands (either so that the meeting itself can deal with the matter or so that the matter can be dropped), such action can be proposed by means of a motion to discharge the committee from further consideration of a topic or subject.

Such a motion cannot interrupt another speaker, must be seconded, is debatable (including the question that is in the hands of the committee), and is amendable. Because the motion would change action already taken by the meeting, it requires: (a) a two-thirds vote, or (b) a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or (c) a vote of the majority of the entire membership—whichever is the most practical to obtain.

A negative vote on this motion can be reconsidered, but not an affirmative one.

Standing Rules of Order of the Annual General Meeting and Representative Assembly

Each of the two senior bodies of the BC Teachers' Federation has adopted a set of standing rules of order. Although the two sets of rules are similar, the two bodies have different responsibilities under the BCTF's by-laws, and their procedures therefore differ somewhat.

Part 1 consists of the standing rules of order of the Annual General Meeting, the Federation's sovereign body.

Part 2 consists of the standing rules of order of the Representative Assembly.

The rules of order for all other BCTF and local association meetings are printed in a separate publication entitled *Simplified Rules of Order*.

All BCTF rules of order are based on Robert's Rules of Order, but differ occasionally from those rules. The BCTF rules are a blend of Robert's rules and procedures the Federation has found to be successful for many years.

Because any meeting can deal with only one matter at a time, the various motions used in parliamentary procedure have been assigned an order of precedence. At any given time there can be pending only one motion of any one rank. This means that other motions proposed during consideration of a motion can be accepted by the chair only if they are of higher precedence. In voting, the meeting proceeds with the various motions in inverse order; the last one proposed, being of highest precedence, is the first one to be decided.

"Precedence" and "importance" are not synonyms. Indeed, the most important motion—the main motion—is the lowest in precedence.

Annual General Meeting

1. Right to attend and speak

1.1 All members of the BCTF shall have the right to attend the meeting.

1.2 Surviving spouses shall have the right to speak on pension matters.

1.3 The right to speak shall be on recognition of the chair and obtained by standing at one of the microphones. Every person shall identify himself when granted recognition by the chair.

1.4 The chair shall, in recognizing speakers, have the right to deviate from the order in which persons seek recognition to permit a speaker or speakers to present a contrary point of view from that of those who have already spoken.

1.5 No speaker shall, without the consent of the delegates, speak more than once or for longer than two minutes on each motion, main or secondary, except for the mover of the motion, who shall have the right to speak for three minutes. This rule shall not deprive the mover of the right to close debate, provided that there has not been a procedural motion to close debate. A motion to change these times shall be in accordance with the AGM Standing Rule 7.2.iii.c. (25 AGM, p. 18)

1.6 Asking and answering questions shall not constitute speaking to a motion.

1.7 a. Questions and answers thereto shall be directed through the chair.

b. A member may address the meeting in their working language and, when the working language is not English, may have another delegate accompany them to the microphone to provide a translation of their remarks to English. Both the delegate addressing the meeting and the delegate providing the translation shall each have up to three minutes to speak to a motion and up to four minutes when moving a motion, in accordance with Annual General Meeting Standing Rule of Order 1.5. The delegate providing the translation will identify himself when granted recognition by the chair. (13 AGM, p. 4)

1.8 No delegate shall comment on any matter immediately before moving a motion.

1.9 The chair can call for the question to be put, if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the assembly declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.

2. Preparation of the proposed agenda

2.1 The preparation of the proposed agenda shall be the responsibility of the President.

2.2 The proposed agenda shall contain the hours at which each session will convene and adjourn, and shall indicate the business to be transacted during each session. Recommendations and resolutions shall be referred to by number. The numbers shall correspond to those assigned in a document entitled *Reports and Resolutions*, Annual General Meeting.

This document shall be made available to members as long as possible before convening of the meeting and shall, insofar as is possible, contain all information pertinent to the items to be included in the proposed agenda of the meeting.

2.3 The proposed agenda shall provide opportunities for delegates to ask questions concerning the reports of the Representative Assembly, the Executive Committee or any other BCTF committee or task force.

2.4 Committee reports shall be published in *Reports and Resolutions* or, in exceptional cases, included in the information kits distributed to delegates.

2.5 Because the proposed agenda must be printed and circulated, provision shall be made for late reports and resolutions. It shall be the responsibility of the Executive Committee to propose the inclusion in the proposed agenda of matters so arising. Component parts of the BCTF shall submit to the Executive Committee resolutions arising too late for inclusion in the printed proposed agenda.

2.6 The Annual General Meeting shall, from time to time, make rules concerning which of its component parts shall have the right to submit matters for the consideration of the meeting.

2.7 (i) The proposed agenda shall commence with the election of chairpersons.

(ii) A co-chairperson not in the chair should be available to assist the chair and the meeting by providing parliamentary opinion.

(iii) The chairpersons shall be either voting members or honorary associate members.

2.8 That the agenda will include scheduled times in advance of the commencement of elections for the Executive Committee positions to allow for speeches from:

(i) candidates for Full-Time Table Officer positions, with a limit of four minutes allocated to each candidate.

(ii) candidates for Member-at-Large positions, with a limit of three minutes allocated to each candidate. (May 19 RA, p. 18)

3. Motion to adopt agenda

Debatable, amendable, but cannot be referred, postponed or tabled.

3.1 The agenda shall be circulated to the meeting. The chair shall bring to the attention of the meeting any changes to the proposed agenda that have originated with the Executive Committee, and shall cause to be presented to the meeting an explanation of why the item(s) could not be included in *Reports and Resolutions*.

3.2 Subject to the provisions of these rules, the constitution and by-laws, and the policies and procedures of the Federation, when a motion to adopt the agenda is made, the meeting can, by motions requiring simple majorities, add items to, delete items from, or rearrange the order of items on the proposed agenda.

3.3 Recommendations and resolutions printed in *Reports and Resolutions* or contained in the information kits distributed to delegates shall be part of the proposed agenda, and may not be withdrawn except by motions to amend the proposed agenda.

4. Motions to amend the agenda (subsequent to its adoption)

Debatable, amendable, but cannot be referred, postponed or tabled, require a two-thirds majority.

4.1 Once the proposed agenda has been adopted, it becomes the property of the meeting. Items on it may therefore not be withdrawn without the unanimous consent of the voting delegates present. However, any change to the agenda, once it has been adopted, can be made by motion, but any such motion shall require at least two-thirds majority to pass. This includes any motion that limits or extends specified time allocations, changes the order of items remaining on the agenda, or designates specific times for items. (19 AGM, p. 11)

4.2 Debate on changes to the agenda will only be permitted in the first session of each day and will be limited to 30 minutes. The Resolutions Committee will have the ability to propose amendments at any time they deem necessary and appropriate, and if the proposed amendments are brought to the floor by a member of the Resolutions Committee after a session has begun, that debate on those amendments will be limited to 10 minutes. (22 AGM, p. 22)
(23 AGM, p. 19)

5. Motion to adopt minutes

Not debatable, amendable as to errors in fact only.

5.1 There shall be a motion to adopt the minutes of the previous meeting. These minutes shall have been circulated to locals, geographical representatives, members of the Executive Committee, and school staffs.

6. Main motions

Debatable, amendable, may be referred, tabled, postponed or reconsidered.

6.1 A main motion is defined as a motion that introduces a substantive question as a new subject. AGM main motions are introduced as resolutions or as recommendations.

6.2 Main motions must be moved and seconded. It shall be the primary responsibility of the sponsoring body of a main motion to move and second the motion, but it shall be the right of any delegate to move or second any main motion.

6.3 No recommendation or resolution shall be discussed or voted on until copies of it have been distributed to the meeting.

6.4 The names of the mover and seconder, and their locals, shall be included on the printed copies of "late" and "new" resolutions.

Types of main motions

6.A Resolutions and Recommendations (as circulated to delegates).

6.A.1—A "resolution" shall be defined as a main motion, sponsored by a component body of the BCTF, other than BCTF committees, the Executive Committee, or the Representative Assembly, that has been published in *Reports and Resolutions*. (See also section 6.D of these rules of order and statement 2.C.04.)

6.A.2—A "recommendation" shall be defined as a main motion sponsored by the Executive Committee or the Representative Assembly.

6.A.3—Recommendations shall take precedence over resolutions.

6.B Special Resolutions.

6.B.1—Special resolutions shall be defined as recommendations or resolutions that seek to amend the Constitution and by-laws of the Federation and other resolutions so defined in the *Societies Act*. Such special resolutions shall require a two-thirds majority vote to pass, with the exception of changes to the Salary Indemnity Plan Regulations, which shall require a three quarters majority vote to pass.

(23 AGM, p. 19)

6.B.2—The *Societies Act* requires notice of motion of any special resolution. (18 AGM, p. 12)

6.C "Late" resolutions.

6.C.1—A "late" resolution shall be defined as a resolution that deals with a matter that arose too late for the sponsoring group to have the resolution published in *Reports and Resolutions*. "Late" resolutions must be submitted to the Executive Committee prior to the AGM. If the Executive Committee rules that a resolution is a "late" resolution as defined herein, it shall recommend that resolution for inclusion in the proposed agenda.

6.D "New" resolutions.

6.D.1—To be acceptable for consideration by the AGM as a "new" resolution, a resolution must meet all of the following criteria:

1. arises directly out of the business of the meeting;
2. could not have been submitted in time to become either a regular or "late" resolution;

3. must relate to an issue that must be dealt with before the spring meeting of the Representative Assembly.

6.D.2—Before accepting a "new" resolution, the chairperson of the meeting shall ask the chairperson of the Resolutions Committee to indicate to the meeting whether or not the Resolutions Committee believes that the resolution meets the criteria for new resolutions, as stated in rule 6.D.1.

6.D.3—When a new resolution has been proposed for consideration by the meeting, it shall be duplicated and distributed to the meeting at a later session or displayed to the meeting.

6.D.4—A new resolution shall receive consideration only with the consent of the meeting expressed by majority vote on a procedural motion to accept the resolution for consideration. The motion to accept for consideration shall not be proposed until copies of the new resolution have been made available to the meeting.

6.D.5—All of the foregoing rules shall apply to resolutions intended for consideration under the heading "new business" at the final session, provided that the chairperson may suspend rule 6.D.3 if this resolution clearly deals with a matter of urgent concern that was not evident early enough for rule 6.D.3 to have been applied. (Dec 10 Ex, p. 8)

6.D.6—If, when the AGM adjourns, it has not considered a resolution submitted as a "new" resolution, the resolution shall die—that is, it shall not be considered to be unfinished business of the meeting.

6.E Alternative wording for resolutions.

6.E.1—Alteration of the wording of a resolution, or consolidation of more than one resolution, is permissible, provided that the alteration or consolidation is for clarification and does not change the intent.

The normal procedure shall be that such alteration of wording will be prepared in consultation between the sponsor of a resolution and the

Resolutions Committee. The alternative wording shall be printed and distributed or displayed to the meeting, prior to consideration of the resolution. If the meeting agrees by a simple majority, the alternative wording may be moved instead of the original wording. A motion to accept alternative wording must be seconded, is debatable, not amendable, and requires a simple majority.

6.F Procedures for presenting resolutions.

6.F.1—A motion to adopt the resolution may be made from the floor. This motion is the primary responsibility of the delegates representing the sponsoring association.

6.F.2—Attention to any broader implications, inherent in the motion, of which the meeting needs to be aware in disposing of the resolution, may be found in the Advice Booklet.

6.F.3—The chairperson of the Resolutions Committee may recommend an appropriate method of dealing with the resolution, such recommendation to be made prior to the resolution being placed on the floor for debate.

6.F.4—The motion to adopt the resolution is then open for debate, during which procedural motions to give effect to the Resolutions Committee's recommendations may be proposed from the floor.

7. Secondary motions

(A secondary motion is any motion that is in order when a main motion is being debated.)

7.1 A secondary motion can be made and considered while a main motion is pending. After a secondary motion has been made and has been admitted by the chair as in order it must be acted on or disposed of before direct consideration of the main question can be continued. Secondary motions that will be accepted by the chair are those listed in rule 7.2.

7.2.i—Subsidiary motions (A subsidiary motion is intended to assist a meeting in treating or disposing of a main motion.) No subsidiary motion, other than an amendment, shall be in order until after the chair is satisfied that an opportunity has been given to present the affirmative and negative points of view.

7.2.i.(a) Postpone main motion indefinitely.

Debatable (including debate on the main motion). Not amendable and may be reconsidered only if the motion to postpone indefinitely is passed.

A motion to postpone indefinitely allows the meeting the privilege of declining to take a position on a main motion. Its adoption kills the main motion and avoids a direct vote on the question.

7.2.i.(b) Postpone main motion to a subsequent annual general meeting.

Debatable (only as to the appropriateness of postponement), amendable (only as to year). Requires majority vote.

Postponement to a subsequent annual general meeting has the effect of ordering the inclusion of that item on the agenda of a subsequent meeting.

7.2.i.(c) Amend.

Debatable, amendable*, may be referred, postponed, or tabled.

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must not be contrary to the intent of that motion.

*Motions for amendments to amendments of main motions are in order but are not themselves amendable.

7.2.i.(d) Refer to main motion with or without amendment.

Debatable (only as to the propriety or advisability of referral), amendable (only as to instructions contained in the referral motion).

A motion to refer must indicate the body to which the motion is to be referred, may empower action, or may require a report to a subsequent annual general meeting, to the Executive Committee, or to the Representative Assembly.

7.2.i.(e) Postpone main motion to a certain time.

Debatable (only as to the appropriateness of postponement), amendable (only as to time). Requires a two-thirds or larger majority vote because it has the effect of amending the agenda.

Postponement can be to a later time in the same session or to a later session of the meeting.

7.2.i.(f) Previous question (that the question be put).

Not debatable, not amendable, requires a two-thirds majority.

This motion may be moved only by a delegate who has been recognized by the chair. After the motion has been seconded, it must be voted on immediately. If it passes, all previous commitments to allow persons to speak are eliminated.

The chair may call the question to be put if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the assembly declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.

7.2.i.(g) Table.

Not debatable, not amendable, requires a majority vote.

A motion to table has the effect of delaying action on a main motion. If the motion is not lifted from the table later (see rule 8.1), the effect of the motion to table is to prevent action from being taken on the main motion.

7.2.ii—Privileged motions (A privileged motion does not relate directly to the pending business, but has to do with special matters that, without debate, should be allowed to interrupt the consideration of anything else.)

7.2.ii.(a) Call for orders of the day.

May interrupt speaker, not debatable, not amendable.

If the adopted agenda is not being followed or if there is a deviation from the agenda, a single delegate can require that the agenda be followed.

A call for orders of the day must receive immediate attention from the chair. The ruling of the chair shall be subject to challenge.

7.2.ii.(b) Question of privilege (point of privilege).

May interrupt speaker, seconder is required if a formal motion is made.

The question or point must concern the welfare, reputation, right, privilege or physical comfort of a member, a group of members or the BCTF as a whole. The chair shall rule immediately on the validity of the point. The ruling of the chair shall be subject to challenge.

7.2.ii.(c) Recess.

May not interrupt speaker, not debatable, amendable as to length of recess, cannot be reconsidered.

A recess is a short intermission in the meeting's proceedings, after which business will immediately be resumed at exactly the point where it was interrupted.

The privileged motion to recess is a motion that a recess being immediately, made while another question is pending.

A motion to recess that is made when no question is pending is a main motion and follows the normal rules for handling a main motion. This applies whether the recess is to begin immediately or at a future time.

7.2.ii.(d) Adjourn.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered.

A motion to adjourn means to close the meeting.

The privileged motion to adjourn can be made only where provision for another meeting or session exists.

7.2.iii—Incidental motions (Incidental motions are incidental to the motions or matters out of which they arise. With few exceptions, they are related to the main question in such a way that they must be decided immediately, before business can proceed.)

7.2.iii.(a) Point of order.

May interrupt speaker.

The point must concern an alleged breach of standing rules and must receive an immediate ruling from the chair. The ruling shall be subject to challenge.

7.2.iii.(b) Appeal (challenge the chair).

Debatable by challenger and chair only.

An appeal or challenge of the chair is in order when another has the floor, but the challenge must be made at the time of the ruling. If any debate of business has intervened, it is too late to appeal.

If any delegate is dissatisfied with any ruling of the chair, the ruling may be challenged. A motion to sustain the chair shall take precedence over all other business.

When a ruling of the chair is challenged by a delegate, all other business shall be suspended.

The delegate making the challenge shall have the right to present argument to the meeting as to why the ruling is in error. The chair shall

have the right to defend the ruling. The vote on the motion to sustain the chair shall follow immediately without further debate.

7.2.iii.(c) Suspend the standing rules.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered. Except where obviously impossible (such as wanting to suspend the rule(s) during a final session of an AGM), a motion to suspend a standing rule shall require notice at a previous session of the meeting and a two-thirds majority vote. Standing rules may be suspended without notice by unanimous consent provided that the suspension is not contrary to the constitution and/or by-laws.

Notwithstanding this provision, the meeting may, at any time, on recommendation of the Resolutions Committee, suspend the standing rules with a two-thirds majority vote.

7.2.iii.(d) Objection to the consideration of the question.

Not debatable, not amendable, two-thirds vote against consideration is required. Can be reconsidered only if objection is sustained.

A motion to object to the consideration of the question can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair.

7.2.iii.(e) Division of a question.

May not interrupt speaker, not debatable, amendable, may not be reconsidered.

When a motion relating to a single subject contains several parts each of which is capable of standing as separate proposition, the parts can be separated to be considered and voted on as if they were distinct questions. Such a procedure is consideration seriatim.

When the decision has been made to consider a question seriatim, each part of the motion shall be separate and any procedural motion shall be applied only to the part being debated.

7.2.iii.(f) Requests and inquiries.

Note: The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

(1) Parliamentary Inquiry—a request for the chair's opinion—not involving a ruling—on a matter of parliamentary procedure as it relates to the business at hand.

(2) Point of Information—a question about facts affecting the business at hand—directed to the chair or, through the chair, to a member.

(3) Request to be excused from a duty.

(4) Request for any other privilege.

8. Motions that bring a question again before the meeting

The following three motions will be the only ones accepted by the chair to bring a question again before the meeting.

8.1 Take from the table.

Not debatable, not amendable, cannot be reconsidered.

A motion to take from the table must be passed before any motion that has been tabled can be reconsidered. Because the motion will have the effect of amending the agenda, it shall require a two-thirds or larger majority vote to pass. If passed, the motion shall be dealt with at the earliest opportunity.

8.2 Rescind something previously adopted.

Debatable (including discussion on the motion to be rescinded or amended). Amendable. Two-thirds or larger majority vote required because the effect is to amend the agenda. Negative votes only can be reconsidered.

A motion to rescind is a proposal to cancel or annul an earlier decision. A motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting.

8.3 Reconsider

Debatable (provided the motion to be reconsidered is debatable, in which case debate may also go into the original motion). Not amendable. Cannot be reconsidered. Two-thirds or larger majority vote required because the effect is to amend the agenda.

A motion to reconsider has the following unique characteristics:

a. It can be made only by a delegate who voted with the prevailing side—i.e., voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated.

b. The motion can be made and seconded at times when it is not in order for it to come before the meeting for debate or vote. In such a case it can be taken up later, even after it would be too late to move it in the first place.

c. A motion to reconsider is in order at any time, even after the meeting has voted to adjourn provided that the mover of the motion has addressed the chair before the chair declared the meeting adjourned.

9. Calling the question

9.1 The chair may call the question to be put if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the assembly declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.

10. Committee of the whole

10.1 The meeting may, when considering any item on the agenda, resolve itself into a committee of the whole. The procedure shall normally be used for either of two reasons:

1. The topic is sufficiently complex to warrant interim decisions that will become binding only after passage of a final composite resolution recommended to the meeting by the committee of the whole.

2. The matter is a sensitive one and it is the opinion of the meeting that only BCTF members and staff should be in attendance.

10.2 The procedure shall be for delegates to move and second that the meeting resolve itself into a committee of the whole, naming the chairperson of the committee. After discussion, during which the standing rules may be waived, the committee of the whole shall move to rise and report to the meeting.

10.3 A motion that repeats the words of the report of the committee shall then be placed before the meeting. Only the motion carried by the meeting in regular session shall appear in the minutes.

11. Special committee of the whole

11.1 Prior to pension matters being considered, the meeting shall move into a special committee of the whole with delegates, staff, representatives of honorary associate members and others, as appropriate, present.

11.2 The number of honorary associate member representatives shall be determined on the same basis as local delegates.

11.3 During the special committee proceedings, the honorary associate member representatives shall be governed by all applicable rules contained in section 11 of the BCTF Standing Rules of Order of the AGM as if they were a local of the Federation.

11.4 The delegates and honorary associate member representatives shall consider the recommendations and resolutions placed before the meeting in the special committee of the whole.

11.5 All recommendations and resolutions that were considered in the special committee of the whole proceedings must be considered out of committee by voting members. (10 AGM, p. 3)

12. Voting

12.1 a. Voting cards shall be issued to locals, to local representatives, and to members of the Executive Committee in accordance with By-law 8.2. These cards shall be distributed at the time and place designated on the proposed agenda.

b. The following process has been adopted for the replacement of lost voting cards:

i. a member of the voting body advises the Resolutions Committee, in confidence, that a voting card or cards have been lost.

ii. without indicating in any way the local or individual, members of the Resolutions Committee move and second that the rules be suspended to allow ____ number of voting card(s) to be replaced.

12.2 No local may elect more delegates than it is entitled under By-law 8.2. This rule does not preclude the right of a local to elect "alternate" delegates who can replace their elected delegates if the need arises.

12.3 When a local elects fewer delegates than it is entitled to under By-law 8.2, the local shall make rules regarding the distribution of the extra voting cards among its delegates.

12.4 Delegates are free to vote as they see fit on questions at the meeting. (12 AGM, p. 3)

12.5 All voting, except for elections and recounts—the latter as specified in rule 12.10—shall be conducted solely by show of voting cards. There shall be no roll call votes.

12.6 Delegates may vote only the cards of their own locals and/or the cards issued to the local's representatives.

12.8 Call for a count of voting cards.

Call must be supported by 100 people. Is not debatable, not amendable, and may not be reconsidered. When a delegate considers the chair to have erred in discerning the result of a vote, they may call for a count of voting cards. (13 AGM, p. 3)

13. Election of Executive Committee members

13.1 a. Election of Executive Committee members shall be conducted by secret ballot.

b. Ballots will display candidate names, including traditional Indigenous, chosen and/or legal names, at the discretion of each candidate. (21 AGM, p. 29)

13.2 a. Ballots shall be distributed to delegates at the time and place designated on the agenda. No replacement ballots shall be permitted and no ballots shall be distributed at any other time or place than that specified on the agenda.

b. The following is the process has been adopted for late pick-up of ballots:

i. a member of the delegation advises the Resolutions Committee, in confidence, that a ballot or ballots have not been picked up;

ii. that without indicating in any way the local or individual, members of the Resolutions Committee move and second that the rules be suspended to provide a local or an individual, with the appropriate ballot(s).

13.3 That the election be conducted in the following order:

- a. President
- b. First Vice-President
- c. Second Vice-President
- d. Member-at-Large designated for an Aboriginal member
- e. Member-at-Large designated for a Member of Colour
- f. Member-at-Large designated for a 2SLGBTQ+ member
- g. Members-at-Large. (17 AGM, p. 23)
(22 AGM, p. 20)
(23 AGM, p. 20)

13.4 Nominations made in accordance with By-law 5.4 shall be circulated to the meeting. Further nominations for any office may be made from the floor during any session prior to that at which the election will be conducted.

13.5 That should a Member-at-Large, part-way through their term of office, accept nomination for a table officer position, their position as Member-at-Large shall be declared vacant as of the following July 1, and the AGM shall fill the position for the unexpired portion of the term.

13.6 All nominees shall be introduced at the close of nominations, and all candidates for an office shall be introduced as a group immediately preceding the balloting for that office.

13.7 A ballot for election of Members-at-Large shall be valid if marked for at least one candidate, but shall not be valid if marked for more candidates than the number of vacancies to be filled.

13.8 Should the validity of any ballot be questioned by any person assigned to count the ballots, it shall be the sole responsibility of the chairperson of the Nominating Committee to decide whether or not that ballot is valid.

13.9 On the completion of each ballot the chairperson of the Nominating Committee shall report to the meeting the number of votes received by each candidate, without attaching names to the numbers. Following an indecisive ballot, and before each candidate is identified with their vote count, the candidate receiving the fewest votes shall be dropped from the ballot. At this time the meeting may at its discretion order the dropping of additional candidates from the next ballot. If at the time of balloting for a particular office there is a sole nominee for that office, that person shall be declared elected.

If at the time of the first ballot there are more candidates for an office than positions available, the meeting shall go through the process of dropping candidates as described above. When this process has the number of candidates remaining equal to the vacant positions, such remaining candidates must still obtain more than 50 per cent of the number of valid ballots cast in a subsequent vote to be declared elected.

13.10 No candidate shall be declared elected unless they receive more than 50 per cent of the number of valid ballots cast. Blank ballots and any ballots declared by the chairperson of the Nominating Committee to be spoiled, pursuant to rule 12.8, shall not be valid ballots. If at the time of balloting for a particular office there is a sole nominee for that office, that person shall be declared elected.

13.11 At any time prior to the conducting of a ballot any candidate may, by giving notice to the meeting, withdraw from any or all positions for which the candidate has been nominated.

(17 AGM, p. 28)
(22 AGM, p. 21)

13.12 In the elections for Members-at-Large, the first persons elected for the number of two-year vacancies shall be declared to be elected for two-year terms. Persons declared elected after all two-year terms have been filled shall be elected for one-year terms. If on any ballot more persons can be declared to be elected than there are two-year terms vacant, the one(s) with the highest number of votes shall be declared elected to two-year terms. If on any ballot more persons can be declared elected than there are one-year terms vacant, the one(s) with the highest number of votes shall be declared elected to one-year term(s).

13.13 When there is a tie vote for a single position, there shall be another ballot held. If the subsequent ballot results in another tie vote, then another ballot shall be held. This process shall continue until one candidate receives more votes than the other.

(03 AGM, p. 4)

13.14 Ballots from Annual General Meeting elections will be automatically destroyed unless there is a motion to retain them.

14. Motion to amend standing rules

Debatable, amendable; but cannot be referred, postponed or tabled.

14.1 A motion to amend the Standing Rules of Order shall require a two-thirds majority unless notice of amendment has been given in *Reports and Resolutions*.

15. Matters not covered in standing rules

15.1 When the chair is required to make a ruling not covered by these rules, guidance shall be sought from Robert's Rules of Order, Newly Revised. (91 AGM, pp. 3–4)
(98 AGM, p. 9-10)

Representative Assembly

1. Right to attend and speak

1.1 All members of the BCTF shall have the right to attend the meeting.

1.2 The right to speak shall be on recognition of the chair and obtained by standing at one of the microphones. Every person shall identify themselves when granted recognition by the chair.

1.3 The chair shall, in recognizing speakers, have the right to deviate from the order in which persons seek recognition to permit a speaker or speakers to present a contrary point of view from that of those who have already spoken.

1.4 No speaker shall, without the consent of the delegates, speak more than once or for longer than three minutes on each motion main or secondary, except for the mover who shall have four minutes. A member's introduction of themselves shall not be counted as part of their speaking time. This rule shall not deprive the mover of the right to close debate provided there has not been a procedural motion to close debate. A motion to change these times shall be in accordance with Standing Rule 7.2.iii (c). (Nov 15 RA, p. 7)
(May 21 RA, p. 9)

1.5 Asking and answering questions shall not constitute speaking to a motion.

1.6 Questions and answers thereto shall be directed through the chair.

1.7 No delegate shall comment on any matter immediately before moving a motion.

1.8 A member may address the meeting in their working language and, when the working language is not English, may have another delegate accompany them to the microphone to provide a translation of their remarks to English. Both the delegate addressing the meeting and the delegate providing the translation shall each have up to three minutes to speak to a motion and up to four minutes when moving a motion, in accordance with RA Standing Rule of Order 1.4. The delegate providing the translation will identify themselves when granted recognition by the chair. (May 13 RA, p. 18)

1.9 When the time on the agenda for the next item has arrived and there has been debate on both sides of the pending question, the chairperson shall test the RA as to whether or not the question shall be put on the pending matter that is before the meeting.

2. Proposed agenda

2.1 The preparation of the proposed agenda shall be the responsibility of the Agenda Committee.

2.2 The proposed agenda shall contain the hours at which each session will convene and adjourn, and shall indicate the business to be transacted during each session. The agenda shall be made available to members prior to the convening of the meeting and shall, insofar as is possible, contain all information pertinent to the items to be debated by the meeting.

2.3 The proposed agenda shall provide opportunities for local representatives (LRs) to ask questions concerning the minutes of the Executive Committee.

2.4 Because the proposed agenda must be printed and circulated, provision shall be made for motions submitted after the proposed agenda has been prepared ("new" motions, as defined in rule 6.6). It shall be the responsibility of the Agenda Committee to propose the inclusion in the proposed agenda of matters so arising.

2.5 The Representative Assembly (RA) shall, from time to time, make rules concerning who shall have the right to submit matters for the consideration of the meeting.

3. Motion to adopt agenda

Debatable, amendable, but cannot be referred, postponed or tabled.

3.1 The agenda shall be circulated to the meeting. The chair shall bring to the attention of the meeting any changes to the proposed agenda that have originated with the Agenda Committee, and shall cause to be presented to the meeting an explanation of why the item(s) could not be included in proposed agenda.

3.2 Subject to the provisions of these rules, the constitution and by-laws, and the policies and procedures of the Federation, when a motion to adopt the agenda is made, the meeting can, by motions requiring simple majorities, add items to, delete items from, or rearrange the order of items on the proposed agenda.

3.3 Motions printed in the agenda or contained in the information kits distributed to members of the assembly shall be part of the proposed agenda and may not be withdrawn except by motions to amend the proposed agenda.

4. Motions to amend the agenda (subsequent to its adoption)

Debatable, amendable, but cannot be referred, postponed or tabled, require a two-thirds majority.

4.1 Once the proposed agenda has been adopted, it becomes the property of the meeting. Items on it may therefore not be withdrawn without the unanimous consent of the LRs present. However, any change to the agenda, once it has been adopted, can be made by motion, but any such motion shall require at least a two-thirds majority to pass. This includes any motion that limits or extends any specified time allocations.

4.2 Notwithstanding this provision, the meeting may at any time, on recommendation of the Agenda Committee, re-allocate the timing of items remaining on the agenda with a view to ensuring that business the meeting considered of prime importance be dealt with.

5. Motion to adopt minutes

Not debatable, amendable as to errors in fact only.

5.1 There shall be a motion to adopt the minutes of the previous meeting. These minutes shall have been circulated to locals, LRs, members of the Executive Committee.

6. Main motions

Debatable, amendable, may be referred, tabled, postponed or reconsidered.

6.1 A main motion is defined as a motion that introduces a substantive question as a new subject.

6.2 Main motions must be moved and seconded. It shall be the primary responsibility of the sponsoring body of a main motion to have it moved and seconded, but it shall be the right of any LR to move or second any main motion.

6.3 No main motion shall be discussed or voted on until copies of it have been distributed or the wording has been displayed.

Types of main motions

6.4 Business to be dealt with by the RA shall be classified as "regular business" or "new motions." (See rules 6.5 and 6.6 for definitions of these terms.)

6.5 Regular business shall include:

a. all agenda items submitted to the Agenda Committee by the Executive Committee;

b. all agenda items submitted to the Agenda Committee by locals and LRs, and received at the BCTF office no later than four weeks prior to the beginning of the assembly. (Jan 15 RA, p. 8)

6.6 a. "New" motions shall include all agenda items submitted to the Agenda Committee after the time the agenda is prepared and all motions arising spontaneously during a session of the RA.

b. "New" motions will be displayed to the meeting.

c. "New" motions shall be discussed in the order they are received, under the penultimate heading on the agenda: "New Motions."

d. If, when the assembly adjourns, it has not considered a "new" motion it shall "die"; that is, it shall not be considered part of the unfinished business of the meeting.

e. When a "new" motion arises spontaneously during a session of the RA, it shall be displayed or distributed to members of the assembly. The chairperson, may, with the consent of the meeting, suspend this rule if the motion clearly deals with a matter of urgent concern that was not evident early enough for this rule to be applied.

6.7 To be acceptable for debate by the RA as "new," a motion should meet all of the following criteria:

1. It arises directly out of the debate on an item of business scheduled on the agenda.

2. It is a substantive motion rather than a procedural one.

3. It has not been circulated to members of the assembly.

4. It is one that could not have been submitted to the Agenda Committee as "regular" business.

6.8 Alternative Wording for Resolutions

6.8.1—Alteration of the wording of a resolution or consolidation of more than one resolution is permissible, provided that the alteration or consolidation is for clarification and does not change the intent.

6.8.2—Normal procedure shall be that the chairperson shall seek unanimous consent of the meeting to accept the alternative wording. If there is not unanimous consent, then a motion shall be placed before the meeting to accept the alternative wording.

6.8.3—The alternative wording shall be printed and distributed or displayed prior to consideration of the resolution.

6.8.4—If the meeting agrees by a simple majority, the alternative wording may be moved instead of the original wording.

6.8.5—A motion to accept alternative wording must be seconded, is debatable, not amendable, requires a simple majority.

7. Secondary motions

(A secondary motion is any motion that is in order when a main motion is being debated.)

7.1 A secondary motion can be made and considered while a main motion is pending. After a secondary motion has been made and has been admitted by the chair as in order it must be acted on or disposed of before direct consideration of the main question can be continued. Secondary motions that will be accepted by the chair are those listed in rule 7.2.

7.2.i—Subsidiary motions (A subsidiary motion is intended to assist a meeting in treating or disposing of a main motion.) No subsidiary motion, other than an amendment, shall be in order until after the chair is satisfied that an opportunity has been given to at least three (3) speakers to present the affirmative and at least three (3) speakers to present the negative points of view. (Nov 22 RA, p. 4)

7.2.i.(a) Postpone main motion indefinitely.

Debatable (including debate on the main motion). Not amendable and may be reconsidered only if the motion to postpone indefinitely is passed.

A motion to postpone indefinitely allows the meeting the privilege of declining to take a position on a main motion. Its adoption kills the main motion and avoids a direct vote on the question.

7.2.i.(b) Amend.

Debatable, amendable*, may be referred, postponed or tabled.

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must not be contrary to the intent of that motion.

*Motions for amendments to amendments of main motions are in order but are not themselves amendable.

7.2.i.(c) Refer to main motion with or without amendment.

Debatable (only as to the propriety or advisability of referral), amendable (only as to instructions contained in the referral motion).

A motion to refer must indicate the body to which the motion is to be referred, may empower action, or may require a report to a subsequent annual general meeting, to the Executive Committee, or to the RA.

7.2.i.(d) Postpone main motion to a certain time.

Debatable (only as the appropriateness of postponement), amendable (only as to time). Requires a two-thirds or larger majority vote because it has the effect of amending the agenda.

Postponement can be to a later time in the same session or to a later session of the meeting.

7.2.i.(e) Previous question (that the question be put).

Not debatable, not amendable, requires a two-thirds majority.

This motion may be moved only by a LR who has been recognized by the chair. After the motion has been seconded, it must be voted on immediately. If it passes, all previous commitments to allow persons to speak are eliminated.

7.2.i.(f) Table.

Not debatable, not amendable, requires a majority vote.

A motion to table has the effect of delaying action on a main motion. If the motion is not lifted from the table later (see rule 8.1), the effect of the motion to table is to prevent action from being taken on the main motion.

7.2.ii—Privileged motions (A privileged motion does not relate directly to the pending business, but has to do with special matters that, without debate, should be allowed to interrupt the consideration of anything else.)

7.2.ii.(a) Call for orders of the day.

May interrupt speaker, not debatable, not amendable.

If the adopted agenda is not being followed or if there is a deviation from the agenda, a single LR can require that the agenda be followed.

A call for orders of the day must receive immediate attention from the chair. The ruling of the chair shall be subject to challenge.

7.2.ii.(b) Question of privilege (point of privilege).

May interrupt speaker, seconder is required if a formal motion is made.

The question or point must concern the welfare, reputation, right, privilege or physical comfort of a member, a group of members or the BCTF as a whole. The chair shall rule immediately on the validity of the point. The ruling of the chair shall be subject to challenge.

7.2.ii.(c) Recess.

May not interrupt speaker, not debatable, amendable as to length of recess, cannot be reconsidered.

A recess is a short intermission in the meeting's proceedings, after which business will immediately be resumed at exactly the point where it was interrupted.

The privileged motion to recess is a motion that a recess being immediately, made while another question is pending.

A motion to recess that is made when no question is pending is a main motion and follows the normal rules for handling a main motion. This applies whether the recess is to begin immediately or at a future time.

7.2.ii.(d) Adjourn.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered.

A motion to adjourn means to close the meeting.

The privileged motion to adjourn can be made only where provision for another meeting or session exists.

7.2.iii—Incidental motions (Incidental motions are incidental to the motions or matters out of which they arise. With few exceptions, they are related to the main question in such a way that they must be decided immediately, before business can proceed.)

7.2.iii.(a) Point of order.

May interrupt speaker.

The point must concern an alleged breach of standing rules and must receive an immediate ruling from the chair. The ruling shall be subject to challenge.

7.2.iii.(b) Appeal (challenge the chair).

Debatable by challenger and chair only.

An appeal or challenge of the chair is in order when another has the floor, but the challenge must be made at the time of the ruling. If any debate of business has intervened, it is too late to appeal.

If any LR is dissatisfied with any ruling of the chair, the ruling may be challenged. A motion to sustain the chair shall take precedence over all other business.

When a ruling of the chair is challenged by a LR, all other business shall be suspended.

The LR making the challenge shall have the right to present argument to the meeting as to why the ruling is in error. The chair shall have the right to defend the ruling. The vote on the motion to sustain the chair shall follow immediately without further debate.

7.2.iii.(c) Suspend the standing rules.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered.

Except where obviously impossible, such as wanting to suspend the rule(s) during the final session of a meeting, a motion to suspend a standing rule(s) shall require notice at a previous session of the meeting and at least 2/3 majority to pass. Standing rule(s) may be suspended without notice by unanimous consent provided that the suspension is not contrary to the constitution or the by-laws.

7.2.iii.(d) Objection to the consideration of the question.

Not debatable, not amendable, two-thirds vote against consideration is required. Can be reconsidered only if objection is sustained.

A motion to object to the consideration of the question can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair.

7.2.iii.e. Division of a question.

May not interrupt speaker, not debatable, amendable, may not be reconsidered.

When a motion relating to a single subject contains several parts each of which is capable of standing as separate proposition, the parts can be separated to be considered and voted on as if they were distinct questions. Such a procedure is consideration seriatim.

When the decision has been made to consider a question seriatim, each part of the motion shall be separate and any procedural motion shall be applied only to the part being debated.

7.2.iii.(f) Requests and inquiries.

Note: The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

1. Parliamentary Inquiry—a request for the chair's opinion—not involving a ruling—on a matter of parliamentary procedure as it relates to the business at hand.

2. Request for Information—a question about facts affecting the business at hand—directed to the chair or, through the chair, to a member. A request for information may not interrupt the speaker.

(Nov 15 RA, p. 7)

3. Request to be excused from a duty.

4. Request for any other privilege.

8. Motions that bring a question again before the meeting

The following three motions will be the only ones accepted by the chair to bring a question again before the meeting.

8.1 Take from the table.

Not debatable, not amendable, cannot be reconsidered.

A motion to take from the table must be passed before any motion that has been tabled can be reconsidered. Because the motion will have the effect of amending the agenda, it shall require a two-thirds or larger majority vote to pass. If passed, the motion shall be dealt with at the earliest opportunity.

8.2 Rescind something previously adopted.

Debatable (including discussion on the motion to be rescinded or amended). Amendable. Two-thirds or larger majority vote required because the effect is to amend the agenda. Negative votes only can be reconsidered.

A motion to rescind is a proposal to cancel or annul an earlier decision. A motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting.

8.3 Reconsider

Debatable (provided the motion to be reconsidered is debatable, in which case debate may also go into the original motion). Not amendable. Cannot be reconsidered. Two-thirds or larger majority vote required because the effect is to amend the agenda.

A motion to reconsider has the following unique characteristics:

- It can be made only by a LR who voted with the prevailing side—i.e., voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated.

- The motion can be made and seconded at times when it is not in order for it to come before the meeting for debate or vote. In such a case it can be taken up later, even after it would be too late to move it in the first place.

- A motion to reconsider is in order at any time, even after the meeting has voted to adjourn provided that the mover of the motion has addressed the chair before the chair declared the meeting adjourned.

9. Committee of the whole

9.1 The meeting may, when considering any item on the agenda, resolve itself into a committee of the whole. The procedure shall normally be used for either of two reasons:

- The topic is sufficiently complex to warrant interim decisions that will become binding only after passage of a final composite resolution recommended to the meeting by the committee of the whole.

- The matter is a sensitive one and it is the opinion of the meeting that only BCTF members and staff should be in attendance.

9.2 The procedure shall be for LRs to move and second that the meeting resolve itself into a committee of the whole, naming the chairperson of the committee and the person who shall report the committee's decisions to the meeting. After discussion, during which the standing rules may be waived, the committee of the whole shall move to rise and report to the meeting.

9.3 A motion that repeats the words of the report of the committee shall then be placed before the meeting. Only the motion carried by the meeting in regular session shall appear in the minutes.

9.4 Unless directed by motion at the time a motion is voted on, only motions carried by the committee of the whole shall be included in the report of the meeting.

10. Voting

10.1 Voting cards shall be issued to LRs in accordance with By-law 6.2. These cards shall be distributed at the time and place designated on the proposed agenda. No replacement of lost cards shall be permitted.

10.2 No local may elect more LRs than it is entitled under By-law 6.2. This rule does not preclude the right of a local to elect "alternate" LRs who can replace their elected LRs if the need arises.

10.3 It shall be left to the LRs as to the number of voting cards any local representative may hold.

10.4 Only duly accredited LRs or their duly elected or appointed substitutes shall be granted recognition and voting privileges at meetings of the RA and Annual General Meetings.

10.5 Only duly accredited LRs, or their duly elected or appointed substitutes, may vote the cards of the locals at the RA.

10.6 The local representation and voting card entitlement for the RA for the succeeding school year shall be computed on the BCTF membership figures available on March 31 each year and shall remain in force for that entire succeeding school year.

10.7 LRs are free to vote as they see fit on questions at the meeting. (Jan 13 RA, p. 18)

10.8 When a LR considers the chair to have erred in discerning the result of a vote, they may call for a count of voting cards, after properly identifying themselves at the microphone. The call must be supported by 20 LRs and is not debatable, not amendable, and may not be reconsidered. (Jan/Feb 20 RA, p. 4)

10.9 All counts of voting cards shall be taken electronically where possible, and where not possible, by scrutineers assigned to clearly defined areas, and shall be made using a numerical call system. (Jan 24 RA, p. 10)

10.10 Should a recount be required, it shall be taken by ballot rather than by a show of voting cards.

10.11 Any request for a roll call vote must precede any vote on the motion concerned.

10.12 A roll call vote shall be taken on any motion if LRs holding at least 20 per cent of the voting cards indicate that they want such a vote.

10.13 That when a roll call vote is taken, the chairperson shall call the names of the locals in alphabetical order and for each local, shall call the individual names of the LR(s) representing the local. The LRs shall each orally indicate their vote and the number of voting cards held.

10.14 A roll call vote cannot be ordered in committee of the whole. (Nov 15 RA, p. 7)

11. Nomination procedures

11.A Executive Committee

11.A.1 a. Annually, at its spring session, the RA shall appoint a chairperson of the Nominating Committee and an alternate chairperson to serve in the role should the chairperson be unable to do so.

(Nov 12 RA, p. 4)

(Jan 15 RA, p. 7)

b. The RA shall act as a Nominating Committee.

c. Procedures for establishing a list of candidates:

- nominations shall be submitted in writing to the Nominating Committee chairperson;

- nominations shall contain the prior agreement of the individual concerned;

- the list of candidates shall consist of the names of voting members in good standing, and

- nominations received prior to and during the Winter RA will be announced to the Winter RA.

- The names of nominees received by the close of proceedings of the Winter RA or by January 31, whichever is later, shall be published in the *AGM Reports and Resolutions*, the pre-AGM issue of the *Teacher/BCTF Newsletter*, and the AGM program. Nominations received later shall not be accorded this service.

11.B Agenda Committee

11.B.1—The Nominating Committee for the Agenda Committee shall list the names of the candidates, the locals they are from, and the years they have served as LRs.

11.C. RA Chairpersons

11.C.1 a. The Spring RA shall elect four chairpersons for the term of the subsequent school year. (Jun 20 RA, p. 10)

b. A co-chairperson not in the chair should be available to assist the chair and the meeting by providing parliamentary opinion.

c. The chairpersons shall be voting or honorary associate members of the Federation. In accordance with Procedure 25.D.56, should a RA chairperson also be a local president or local representative, the local may send an alternate at BCTF expense. (May 18 RA, p. 14)

(Jun 20 RA, p. 10)

d. Notwithstanding (c) above, members of the Executive Committee will not be eligible to be chairpersons of the Representative Assembly.

e. The chairpersons and alternate chairperson elected by the RA shall provide assistance to the Agenda Committee.

(May 13 RA, p. 2)

11.D. Nominating Chairperson

11.D.1 That annually, at the Spring RA:

a. the RA appoint a Nominating Chairperson and an alternate to serve in the role should the Nominating Chairperson be unable to do so.

b. the chairperson and alternate be voting members who have been elected local representatives or local presidents for the year in which they will serve in the role. (Jan 15 RA, p. 6)

11.D.2 That the duties of the Nominating Chairperson include:

a. Elections to the BCTF Executive Committee

i. In accordance with By-law 5.4, reporting to the RA and the AGM all vacancies for positions to be elected to the BCTF Executive Committee, calling for nominations, and reporting the names of those nominated.

ii. Accepting nominations and ensuring that the nominations conform to the requirements of By-law 5.4.

iii. Conducting the elections at the AGM in accordance with AGM Standing Rule of Order 13.

iv. Providing direction to the AGM on voting procedures, supervising the election process, supervising the vote count, and reporting the official results of each ballot to the AGM.

v. Consulting with the Executive Director as required and ruling on questions directly related to the elections that are not already expressly determined by the Rules of Order for the AGM, by-laws, or policies and procedures.

b. RA elections

i. Reporting to the RA all vacancies for positions to be elected by the meeting, calling for nominations, and reporting the names of those nominated.

ii. Accepting nominations and ensuring that the nominations meet the criteria for each position.

iii. Conducting the elections at the RA in accordance with Procedure 25.D.36 and RA Standing Rules of Order 11 and 12.

iv. Providing direction to the RA on voting procedures, supervising the election process, supervising the vote count, and reporting the official results of each ballot to the RA.

v. Consulting with the Executive Director as required and ruling on questions related to the RA elections that are not expressly determined by the Rules of Order for the RA, by-laws, or policies and procedures. (Jan 15 RA, p. 7)

11.D.3 That the Nominating Chairperson, if attending in the capacity of delegate to the meeting, may exercise their vote in all elections at the RA or AGM, however must:

a. avoid any other expression of support for or opposition to a candidate or candidates.

b. adhere to Procedure 20.G.02, Conflict of Interest Guidelines, and raise with the Executive Director, as per the procedure, any real, potential, or apparent conflicts of interest that may arise prior to or in the course of serving in the role.

c. maintain the confidentiality, decorum, and consistent application of the election procedures necessary to ensure member confidence in the election process and the expectations of the role.

(Jan 15 RA, p. 7)

12. Elections at the RA

12.1 If at the time of balloting for a particular office, there is a sole nominee for that office, that person shall be declared elected. If, at the time of balloting for multiple representation, the number of nominees is equal to or fewer than the positions available, those nominees shall be declared elected.

12.2 Ballots from RA elections will be automatically destroyed unless there is a motion to retain them.

13. Motion to amend standing rules

Debatable, amendable; but cannot be referred, postponed or tabled.

13.1 A motion to amend the Standing Rules of Order shall require a two-thirds majority.

14. Matters not covered in standing rules

14.1 When the chair is required to make a ruling not covered by these rules, guidance shall be sought from Robert's Rules of Order, Newly Revised. (Jun 83 RA pp. 8–16)