

# QUICK GUIDE TO BCTF SIMPLIFIED RULES OF ORDER

## FUNCTION OF THE CHAIR:

1. Controls the meeting
2. Begins the meeting: there must be a quorum
3. Asks meeting for changes to the proposed agenda
4. Asks for a member to move (and then a seconder) to adopt the agenda
5. Asks for a motion to accept the minutes from the previous meeting
6. Keeps a speaker's list when issues are being discussed; motions and amendments are being debated etc.  
Note: all questions and answers among the attendees must go through the Chair  
Say, "Through the Chair to (person's name)..."
7. Chair may cut off a speaker if they are "Out of order" (not addressing the issue)
8. May end a discussion if s/he feels both sides have had an adequate voice and call for a vote if one is required (see "Calling the Question" on reverse)
9. Can reject a motion or an amendment if it is out of order. Chair's ruling can be challenged by the mover ("Challenge the Chair"). Chair then calls for a mover and seconder to "sustain the Chair". Mover states challenge; Chair explains her/his ruling; meeting votes to sustain the Chair or not.

## PROCESS TO MOVE A MOTION:

1. Any member may move a motion. Motions begin with "THAT...."
2. A motion requires a seconder (someone who supports the motion)
3. The mover of the motion may speak on the motion first
4. Chair keeps a speaker's list. To be placed on the list, a member simply raises their hand.
  - a) Chair is looking for members to speak both for and against the motion. If all the speakers are "for" or "against" the motion, the Chair may interrupt and ask if there are any speakers wanting to voice an opposing point of view.
  - b) Speakers should begin with "I am in favour/against the motion...."
5. Debate ends when:
  - a) There are no more speakers on the list
  - b) There have been speakers both for and against the motion and a motion to Call the Question (see reverse) is moved, seconded and carried.
6. Amendments to the Motion:
  - a) The person wishing to amend must be on the speaker's list for the original motion. (This is important because the question could be called and voted on before someone has a chance to amend the motion.)
  - b) The amendment requires a seconder.
  - c) The person wishing to amend the motion speaks first.
  - d) The Chair creates a separate speaker's list for the amendment (the speaker's list for the motion is temporarily suspended).
    - i) Chair again is looking for speakers both "for" and "against" the amendment (see 4. a) above)
    - ii) Speakers should begin with "I am in favour/against the amendment..."
  - e) Once debate is heard there is a vote on the amendment with a show of hands.
    - i) The amendment passes with a majority of those present.

f) Debate returns to the amended motion and the speaker's list for the motion is reactivated.

7. Procedural Motions: Interrupt debate on main motions or amendments.

a) Calling the Question: A motion ending debate and asking the members to immediately vote on an amendment or main motion.

i) Motion requires 2/3 majority to pass.

ii) Must be moved and seconded. It is not debatable.

iii) Members vote first on whether to call the question and force an immediate vote.

- If 2/3 agrees, the motion or amendment is immediately voted on.

- If the motion fails, debate continues.

iv) Members vote on the motion (or amendment)

- If the majority agrees, the motion passes.

Note: If a member so desires s/he can have his/her negative vote recorded in the minutes of the meeting.

b) Motion to refer a motion: A motion when a member feels discussion should stop and the motion under consideration should be referred to a subsequent meeting or to a specific committee or sub-committee that will discuss it and report back.

i) Mover of the referral motion must be on the speaker's list.

ii) Referral motion must be seconded.

iii) Debate is only on the propriety of referral, not on the substance of the motion.

iv) Must be voted on and passed by the majority. If it is defeated the discussion on the motion continues with the next person on the speaker's list.

c) Motion to Table a motion: A motion to stop the discussion and indefinitely put aside the motion under consideration. Effectively kills the motion, although a similar motion may be presented at a later date.

i) Must be on the speaker's list

ii) Must be seconded

iii) There is no discussion

iv) The motion can only be taken "off the table" with a specific motion to "life the motion from the table."

d) Point of Order: A motion when a member believes the chairperson is not following the correct procedure (e.g.: allowing a speaker to stray off topic, not following the rules of order, allowing a lack of decorum, erring in the speaking order, etc.)

i) Members may interrupt the speaker.

e) Point of Privilege: A member feels the integrity, rights, comfort, and/or convenience of him/herself and/or the meeting is compromised. (e.g.: A member feels the discussion is getting personal and believes the discussion should stop or take another tone) (e.g.: It is too hot in the room and the member would like some windows open)

f) Orders of the Day: Any member can interrupt discussion and say, "Orders of the Day" to end the meeting if the time of adjournment stated on the agenda has arrived.

g) Motion to Extend: A motion to extend the adjournment time of the meeting.

i) Motion to Extend must be made before the Orders of the Day have been called.

ii) Must be seconded, is not debateable, but may be amended.

iii) Requires a 2/3 majority to pass.