

CSHP Board and Branch Reference Manual

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POLICY

The rules followed in conducting CSHP Board meetings will be based upon those provided in the latest edition of *Robert’s Rules of Order Newly Revised*. To simplify proceedings, a basic set of rules as set out in the procedures within this policy will be relied upon unless the Chair of the meeting determines this set of rules does not adequately provide direction in the present situation, at which point the provisions of the complete set of *Robert’s Rules of Order Newly Revised* will be relied upon. CSHP Bylaws always supersede the rules provided herein or in *Robert’s Rules of Order Newly Revised*.

This policy applies to CSHP National and all its branches.

Background/Rationale

Rules of order are intended to facilitate the orderly, efficient and fair discussion of issues and are based upon a regard for the rights of all members, individually and collectively, present or absent. The most commonly used rules of order are *Robert’s Rules of Order, Newly Revised*. These rules were initially intended for use by legislative bodies, and as such, are generally too detailed to use in their entirety at small board meetings such as CSHP Board meetings.

PROCEDURES

A. Motions

- In order to be discussed, motions must be moved, seconded, and accepted by the Chair (acceptance means the Chair agrees that the motion is within the scope of the meeting).
- Usually the mover will state “I move that...”, then the Chair will ask for a seconder. Once seconded, the Chair should re-state the motion to signify that the Chair has accepted the motion, although in practical terms, if the Chair asks for a seconder, the Chair is accepting that the motion is within the scope of the meeting. Debate may then begin.
- Motions from groups such as affiliated boards, committees and task forces do not require a seconder as long as the group has at least two members. It is assumed that a majority of the group’s members wishes the motion to be brought before the Board.
- Once moved, if the Chair rules the motion is out of order, the reason for the ruling should be provided to the assembly.

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- Moving and seconding a motion do not indicate support for the motion. These actions merely allow for debate to occur. Movers and seconders may vote for, against, or abstain from a vote on a motion.
- Motions should be presented with only one issue for discussion.
- The action to be taken should be easily identifiable from the wording of the motion. There should be no second guessing as to the intent of the original motion or as to who is responsible for taking action on the approved motion.
- Motions should not contain background information.
- Motions may not be withdrawn after they have been moved, seconded, and accepted by the Chair.
- The mover has the right to be both the first and last speaker.

Motions are out of order if they:

- Conflict with the CSHP Bylaws.
- Present essentially the same question as a motion previously rejected during the same meeting.
- Conflict with or present essentially the same question as one which has been temporarily disposed of (e.g. tabled, postponed, or referred to a committee) in the same or previous meeting.
- Propose actions outside the scope of CSHP's objects as defined in the CSHP Charter, unless the Board votes in favour of allowing the motion. A vote to allow a motion does not carry the motion – it only authorizes the motion to be moved and seconded.

Procedural Decisions

- Decisions such as for the appointment of a parliamentarian and advocates, approval of the agenda, approval of minutes of past meetings, and adjournment can be disposed of by an informal vote or unanimous consent (without any motion introduced). For example, the Chair may ask if there are corrections to the minutes of the last meeting, and once the corrections are noted, the Chair may state that the minutes are approved with the noted revisions. If, however, there are objections to the proposed course of action, or discussion is required (e.g. whether to add an issue to the agenda) these decisions should be treated with a formal vote on a regular motion.

Amendments to Motions

- Amendments to motions must do one or more of the following:
 - Delete a word or words from a motion.
 - Add a word or words to a motion.
 - Delete and substitute different words to the motion.
 - Divide the motion into two or more separate motions.
- Amendments cannot reverse the intent of the original motion.
- Amendments require a mover, seconder, and acceptance by the Chair.
- Amendments must address a motion currently being debated.
- Amendments may not be amended (proper procedure is to defeat the amendment and move another amendment).
- Only one amendment may be on the floor at one time.
- After an amendment has been voted on, debate returns to the original motion, in its original or now amended form.

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Motions to Refer

- A motion to refer is used to refer an issue to a committee, task force, the National Office staff, or other group, for investigation or study, with the intent that the group reports back to the Board.
- That group should then report back to the Board at a future meeting. This report should include either the original motion that was referred to it with more background information, or a revised motion with supporting information.
- A motion to refer should not be used to assign an action to a committee, task force, the National Office staff, or other group. If an action is to be assigned, the motion under consideration should be approved and the action in the motion assigned to the appropriate group.
- Motions to refer are fully debatable.

Motion to Table

- This motion is used to temporarily lay aside a motion under debate, usually until later in the same meeting, in order to deal with another matter of immediate urgency. This motion should rarely be used at CSHP meetings.
- A “motion to take from the table” is required to bring the original motion that was tabled back for consideration by the Board. A motion to take from the table may only be made when there is no other business pending.

Motion to Postpone

- This motion is used to postpone discussion of a motion until a specific future time.
- Motions may be postponed until later in the same meeting, until the next meeting, or to a specific future meeting.

Motion to Divide (Motion to Split)

- This motion is used to split a motion containing more than one issue or action into two or more separate motions.
- This motion requires a seconder and acceptance by the Chair, and may be amended, but it is not debatable and is voted upon after being seconded and accepted by the Chair.
- The mover may not interrupt debate to make this motion.

Point of Order

- A point of order is used to enforce the rules of order or to question whether proper procedure is being used.
- Although the person requesting a point of order is allowed to interrupt debate, the usual practice at Board meetings is to wait until the member is recognized as the next speaker by the Chair.

B. Order of Precedence/ Priority

Robert's Rules of Order Newly Revised sets out a specific order of precedence for various types of motions. Any motion can be introduced if it is higher in precedence than the motion currently

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under discussion. Higher-precedence motions are dealt with before returning to discussion of the previous motion. The following chart lists the motions in order of precedence, whether it requires a seconder, whether debate is allowed, and whether the mover is allowed to interrupt debate to make the motion.

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Motion	Interrupt?	Second required?	Debatable?
To table	no	yes	no
To postpone	no	yes	yes
Refer to committee	no	yes	yes
Amend	no	yes	yes
Main motions/ recommendations	no	yes	yes

Note: Motions to divide (or split) and points of order are motions that arise incidentally to the discussion and are voted or ruled on immediately. There is no order of precedence for these motions.

Example of Order of Precedence:

A recommendation is moved and seconded. Discussion ensues, which results in a Board member wishing to modify the wording of the main motion. When it is the Board member’s turn to speak, he or she states: “I move to amend the motion by.....” If it is seconded and accepted by the Chair, debate ensues on the amendment. Eventually, the amendment is voted upon. Once the motion to amend is voted upon, discussion returns to the original main motion in its revised form, or in its original form if the amendment was defeated.

If, during debate on the amendment, a member feels the issue needs further study or work by a committee, the member can move to refer the issue to a committee. This motion is then seconded, accepted by the Chair, debated and voted on. If the motion to refer is carried, the entire issue is referred to the committee.

C. Order of Speaking

Board members may not speak to an issue until recognized by the Chair of the meeting. When Board members wish to speak to an issue, they should raise their hands or otherwise attract the attention of the Chair, who will then add them to a speaker list. The Chair will indicate when it is the member’s turn to speak. This ensures that each member is allowed to speak in order. The only general exception is that a Board member may answer a question directed to them by another speaker.

Board members can speak to an issue as many times as they want, at the discretion of the Chair. Priority should be given to Board members who have not yet spoken to the issue. How long discussion should continue before a vote is called for is at the discretion of the Chair. The Chair should not end discussion if there is still reasonable discussion occurring.

All questions or discussion must be addressed to the presiding officer.

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New or incidental matters will not be entertained during discussion of established agenda items but may be introduced under New Business.

D. Voting

- The Chair does not vote unless there is a tie.
- The Chair may vote for or against the motion, but should not abstain.
- For adoption, all motions require a majority vote, except as otherwise specified in the CSHP Bylaws.
- A majority is one more than half of the votes cast, excluding abstentions.

E. Adjourning a Meeting

There are three ways to adjourn a meeting:

- When it appears that there is no further business, the Chair may ask “is there any further business?” If there is no response, the Chair may then declare the meeting adjourned.
- If the meeting agenda includes a time for adjournment, and that item on the agenda has been reached, the Chair may ask “is there any further business?” If there is no response, the Chair may then declare the meeting adjourned.
- If a member wishes to adjourn the meeting prior to the completion of the agenda, (either immediately or at a specific time) they must make a motion to adjourn. This is a main motion and must be seconded and may be debated.

F. Role of Parliamentarian

Robert's Rules of Order Newly Revised provide for the parliamentarian to be appointed by the Chair. The role of the parliamentarian is to advise the Chair on rules of order and process. It is the Chair's duty to rule on procedural questions.

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