
RULES OF ORDER

The Rules contained in this document shall govern the meetings of the Co-op insofar as they are applicable and do not conflict with the present or future bylaws of the co-op or any statutes applicable to the co-op. Matters not provided for in the aforementioned document shall be dealt with according to the procedures set out in Roberts Rules of Order.

QUORUM

At any General Meeting one-fourth (25%) of the membership must be in attendance for the meeting to proceed, and unless at all times not less than three members are personally present. (Rules of Association)

METHODS OF VOTING

All voting shall initially be conducted by a show of hands.

TO RESCIND OR AMEND POLICY PREVIOUSLY ADOPTED

Notice of intent to offer one of these motions at the next meeting must be given. If notice is given to rescind or amend policy, majority vote is required. If no notice is given a two-thirds majority vote is required.

LENGTH AND NUMBER OF SPEECHES

Except for the mover of a main motion, no member shall speak more than once to a main motion. The mover of a main motion may be allowed to speak a second time and in doing so shall close debate on the motion.

Individual speeches shall not exceed (5) five minutes in length. In committee, no such limit shall apply.

CALL THE CONDUCT OF A MEMBER

If improper conduct of a member occurs, the chair or any member shall "Call the conduct of the member". If the chair finds this point of order well taken, declares the offender out of order and directs the member to be seated. If the offender had the floor, the chair should clearly state the breach involved and put the question to the membership "Should the member be allowed to continue speaking?" This question is undebatable.

If the member obeys, the matter can be dropped. The case may be sufficiently resolved by an apology or a withdrawal of objectionable statements or remarks by the offender. Any member can move to order a penalty or the chair can first ask "What penalty shall be imposed on the member?" A motion offered in a case of this kind can propose that the offender be required to make an apology, that he/she be censored, or required to leave the hall during the remainder of the meeting, or until he/she is prepared to apologize. The offending member can, by majority

vote, be required to leave the hall during consideration of their penalty, but they should be allowed to present their defense briefly.

The first motion on this list is the most common, the Main Motion. All other motions affect it, or the higher the number, the greater the priority over the main motion or the preceding motions.

1. **MAIN MOTION**

Purpose: To get the meeting to take some kind of action.

Rules: Debatable. Majority vote required. All other motions apply to it.

2. **TO AMEND**

Purpose: To make some change to the main motion without changing its intent.

Rules: Debatable. Majority vote required.

3. **TO REFER**

Purpose: To refer the main motion to another body for consideration.

Rules: Debatable as to advisability of referring, and as to instructions. Majority vote required. Amend, reconsider, close debate motions apply.

4. **TO CLOSE DEBATE**

Purpose: To close debate on the motion under discussion.

Rules: NOT debatable. Two-thirds vote required.

5. **TO TABLE**

Purpose: To postpone consideration of a motion, usually to a stated time.

Rules: NOT debatable. Majority vote required.

6. **TO WITHDRAW**

Purpose: To withdraw any motion under consideration. No vote required unless there is objection to withdrawal.

Rules: NOT Debatable.

7. **TO APPEAL**

Purpose: To appeal a decision of the chair.

Rules: NOT debatable. Mover states reasons for appeal, the chair states reasons for decision. Majority vote required.

8. **POINTS OF ORDER**

Purpose: To correct an error in the conduct of the meeting.

Rules: NOT debatable. Point is decided by chair, subject to appeal. May also be used as a point of information.

9. **POINT OF PRIVILEGE**

Purpose: To propose a motion on a matter that may affect the honour, dignity, or safety of the meeting or of the individuals.

Rules: NOT debatable. Point is decided by chair, subject to appeal. The resulting motion is debatable. All other motions apply to it. Majority vote required.

10. TO ADJOURN**Purpose:** To adjourn meeting.**Rules:** Debatable. Majority vote required. Not normally made until all business has been completed, except in cases of emergency.**11. CALL THE QUESTION (PREVIOUS QUESTION)****Purpose:** To close discussion on a question, and move on to another topic or to make a motion.**Rules:** NOT debatable. Two-thirds vote required.

There are two motions that have less priority than the main motion, because they cannot be made until the vote has been taken on the main motion.

12. TO RECONSIDER**Purpose:** To reconsider the vote on the main motion.**Rules:** Debatable. Mover must have voted with prevailing side. Majority vote required. Table, close debate motions apply.**13. TO RESCIND****Purpose:** To annul a main motion.**Rules:** Debatable. Two-thirds vote required. Rarely used, and not in order if the motion "to reconsider" would have the same effect.