



## Meeting Rules of Order

*Like most non-profit organizations, ACP relies on rules of order to ensure that the conduct of its business before, during and after meetings is efficient, enables full participation and engenders harmony of relationships between the Board and producers.*

The following procedures will govern all General Meetings of Alberta Chicken Producers:

1. Obtaining the Floor
  - 1.1 No one may speak without having been recognized or given the floor by the Chair.
  - 1.2 A member having the floor may not be interrupted by another member except that another member may rise to a point of order or point of information.
  
2. Main or Primary Motions
  - 2.1 No question may be debated unless a motion is placed before the members for action.
  - 2.2 No motion, with the exceptions of Points of Order and Points of Information, may be acted upon unless it has been duly seconded.
  - 2.3 No motion may be discussed until the Chair has accepted the motion.
  - 2.4 Motions are decided by majority vote unless otherwise specified in these procedures or in the policies or regulations of ACP.
  - 2.5 A dissenting vote may be recorded without comment at the request of the voter.
  - 2.6 When a motion is carried or lost, the subject is closed; however, it is possible under certain conditions to reconsider the action taken (see section 5.4)
  - 2.7 A motion cannot be made while there is another motion on the floor (except certain types of motions as specified in these rules).
  
3. Debate
  - 3.1 After a motion has been seconded and stated by the chair, it is then debatable (unless specified as undebatable under these rules).

- 3.2 The mover of the motion has the right to open and to close the debate.
- 3.3 No one has the right to speak twice to a motion until everyone wishing to speak has had the opportunity.
- 3.4 Discussion must be strictly limited to the matter before the meeting.
- 3.5 The Chair is responsible for determining the length of time for debate unless debate is limited or stopped by a member using methods outlined under Subsidiary Motions.

#### 4. Amendments

- 4.1 Amendments to a motion or to an amended motion may be proposed at any time during debate, but not while another member has the floor.
- 4.2 A main motion may be amended by:
  - a. adding something to the motion;
  - b. striking something from the motion;
  - c. substituting a new word, phrase or sentence for a word, phrase or sentence already in the main motion; and
  - d. substituting a new whole and complete motion for the whole of the main motion. The substitute must be related to the subject matter of the main motion.
- 4.3 Amendments must be relevant to the main motion and must not be directly contrary to the motion
- 4.4 The Chair determines the acceptability or otherwise of an amendment.
- 4.5 Only one amendment may be before the meeting at one time. After it has been voted on, another amendment may be offered.
- 4.6 An amendment before the meeting may be debated insofar as the subject matter of the amendment is concerned. The rest of the main motion is not debatable until after action has been taken on the amendment.
- 4.7 An amendment, if carried, changes the main motion, and the amended main motion is again open for debate.
- 4.8 In the case of a substitute motion, a vote must first be taken to determine if the majority are in favour of substituting. In the affirmative, the substitute motion which has become the main motion, is open for debate and action.

## 5. Secondary Motions

### 5.1 Privileged Motions

Privileged motions take precedence over all other motions and may be introduced during discussion. The main motion before the meeting must be put aside until the privileged motion is disposed of.

#### 5.1.1 Point of Order

To call the attention of the Chair to some violation of the rules. It may be done at any time even when a member has the floor or when a motion for adjournment is pending. It must be seconded, is debatable and may be amended as to time only. It is decided by majority vote. The Chair may declare a recess whenever he or she considers it prudent to do so.

#### 5.1.2 Point of Information

A member may, at any time, even when another member is speaking, ask the Chair for information concerning a motion or its effect. The Chair must recognize the questioner and answer to the best of his ability or, with the permission of the interrupted speaker allow another member to answer.

#### 5.1.3 To Adjourn the Meeting

May be made at any time except when a member has the floor or during the taking of a vote. A seconder is required, but such a motion cannot be debated or amended. It is decided by majority vote.

#### 5.1.4 To Extend the Meeting

Same as 5.1.3., except it may be debated and amended as to time only.

#### 5.1.5 To Take a Recess

May be made at any time when a member has the floor or when a motion for adjournment is pending. It must be seconded, is debatable and may be amended as to time only. It is decided by majority vote. The Chair may declare a recess whenever he or she considers it prudent to do so.

### 5.2 Subsidiary Motions

Subsidiary motions are used to dispose of main motions and may be introduced during discussion but not when another member has the floor.

### 5.2.1 To Table the Motion

To put aside a matter under discussion, with the possibility of taking it up later. It requires a seconder, but cannot be debated or amended, and is decided by majority vote. It takes precedence over all other subsidiary motions.

### 5.2.2 To Postpone to a Definite Time

To delay action. It requires a seconder, can be debated and amended as to time only and is decided by majority vote.

### 5.2.3 To Refer

Used to allow for detailed consideration by a group assigned to this responsibility with the understanding that the findings and recommendations will be reported back to the meeting. Requires a seconder, may be debated or amended and is decided by majority vote.

## 5.3 Incidental Motions

These motions take precedence over the motion or business out of which they arise.

### 5.3.1 To Appeal a Decision of the Chair

To get the meeting to reverse a decision of the Chair. Must be made immediately following the decision under question. It requires a seconder, is not debatable or amendable and is decided by majority vote.

### 5.3.2 To Withdraw a Motion

A motion may be withdrawn by the mover before it has been seconded. After it has been seconded and stated by the Chair it can only be withdrawn by unanimous consent of those present or by a majority vote. A motion to withdraw a motion may be made at any time when the motion referred to is before the meeting, but not while another member is speaking; it is not debatable or amendable, but requires a seconder and is decided by majority vote.

## 5.4 Motions to Consider a Question a Second Time

### 5.4.1 To Reconsider

To enable the meeting to consider again a matter which has been closed by a vote. It must be made by a member who voted with the majority in the first

instance, on the same day that the original motion was passed or at the next meeting, and when there is no other business before the meeting. It requires a seconder, is debatable, but cannot be amended. It is decided by majority vote, and if carried, places the former motion before the meeting for action.

Motions which may not be reconsidered include motions to adjourn, to recess, to table, to take from the table, or a previous motion to reconsider.

#### 5.4.2 To Take From the Table

To bring back before the meeting a motion which has been laid on the table. It may be made at any time provided that some other business has been transacted since the motion it refers to was tabled. It is not debatable or amendable and is decided by majority vote.

## 6. Voting Procedure

“Simple majority vote” means having more than one half of the votes cast (>50%).

6.1 Each eligible voter has one vote.

6.2 Abstentions are counted as a vote against the motion.

6.3 Unless specified otherwise, all motions require a simple majority of eligible voters present for the vote.

## Glossary of Terms

Acceptance – The indication (usually by repeating) by the Chair that a motion is in order. [2.3]

Adjourn – To end a meeting. [5.1.1]

Adopt – To concur.

Agenda – The list of business to be transacted or considered at a meeting.

Amendment – A motion to change the motion under discussion by adding, deleting, or substituting words or by dividing the motion. [4.2]

By-Laws – The rules by which an association is to be governed.

Carry, Carries, Carried – The result of a vote when those in favour of the motion constitute the majority of those voting.

Chair – The presiding officer of the meeting.

Challenge the Chair – The process by which a member who disagrees with a decision of the Chair requests a vote of the meeting concerning the decision. [5.3.1]

Debate – To discuss opposing ideas on a subject. [3.0]

Deletion – The removal of an item from the tentative agenda, or the removal of a word or words from a motion. [4.2]

Divide, Division – The splitting of a motion into two or more separate and smaller motions. [4.2]

Floor – The attention of the meeting. A member having the “floor” has the right to speak. A motion or amendment is “on the floor” when it is the subject under present consideration. [1.2]

Minutes – The official record of a meeting.

Motion – A proposal for consideration by the meeting. [2.0]

Mover – The member who first proposes a motion for consideration. [2.1]

Notice of Meeting – Sufficient notice (usually written) which is given to every person entitled to attend the meeting.

Other Business – Items of business which members at a meeting vote to have added to the agenda, in conjunction with approval of the agenda.

Out of Order – The declaration by the Chair that a motion or a member’s remarks or conduct are not acceptable to the meeting. [4.4]

Question – The subject, motion, or amendment under discussion. Also the voting thereon.

Quorum – The smallest number of members legally capable of conducting an association’s business. Quorum is determined at the start of the meeting only.

Receive – To receive a staff or committee report for consideration, after which it forms part of the minutes.

Recess – A break in a meeting. [5.1.3]

Recognize – The action by which the Chair grants a member the right to speak. [1.1]

Reconsider – To re-debate and vote anew on a matter previously settled. [5.4.1]

Second a Motion – To indicate to the Chair that at least two members (the mover being the first) support a motion. [2.2]

Withdraw – To withdraw a motion. [5.3.2]