

Kereluk Road Recreation Society

Rules of Order Policy

Purpose

The purpose of the rules of order policy is to have a guide in which all the Society's meetings are conducted in a respectful and orderly manner.

Rules of Order

- Elect an individual to chair the meeting
- Determine that there is a quorum
- Approve the Agenda
- Approval of minutes of previous meeting(s)
- Reports of directors
- Reports of committees
- Unfinished business and general orders
- New and/or Special business

Conduct of those in attendance at meetings:

- Treat members with respect
- Turn cell phones off or to vibrate.
- Talk one at a time, waiting to be recognized by the Chair
- Members need to stay on the topic being discussed.
- When a topic or agenda item has been discussed fully, do not bring the same subject back up.
- Don't make threats or rude comments to members.
- Address any concerns about the discussion or the meeting with the Chairperson. It is the Chairperson's job to bring the meeting to order.
- When speaking, only speak to the merits of the topic at hand.

Terms

Motion:

The motion is the basic tool for getting things done, from proposing a new rule to changing the wording of something being considered. To make a motion, you simply use the phrase "I move that..." and state what you want.

Second:

Before a motion can be discussed, it must be seconded. This just means that someone other than the person who made the motion also thinks it should be discussed, which they indicate by saying "Second" after a motion is made. Seconding a motion doesn't necessarily mean you support it—it just means that you think it should be discussed by the assembly. If someone makes a motion and no one seconds it, it dies and cannot be discussed.

Discussion:

If a motion is seconded, discussion relating to the topic can begin. This can include questions from the membership or opinions in favour or not in favour of the motion.

Motion to Refer to Committee:

If after discussion on the motion, a member may make a motion to refer to a committee for further discussion.

Motion to Amend:

The motion to amend is used to change the wording of a motion. Common methods of amending motions are by striking out words, substituting words, or adding words. If your motion to amend is seconded, the assembly proceeds immediately to debate it. During this period, members may only talk about the merits of the amendment, and not of the main motion itself. Debate on a motion to amend is ended when a motion to the previous question has been successfully passed. The chair then restates the motion to amend, and the assembly proceeds directly to a vote on the amendment.

Motion to Call to Question:

The motion to call a question is actually a motion to stop debate and proceed to a vote. If it passes, discussion is stopped, the chair restates the main motion, and the assembly proceeds immediately to vote on it. However, the chair may opt to skip directly to a vote at any point when it appears no one has any more discussion on a particular topic.

Voting

Hand Vote

Where the chair first calls for those in favor to raise their hands. Without counting, they then call for those opposed to raise their hands. If required by the type of decision to be made, the vote is counted. The chair then retakes the vote in the same way but counts the votes for and against the motion.

Secret Ballot

This is the one type of vote where each member’s vote choice is not known to everyone else. This may also be used for regular motions, especially more sensitive topics. This is also the most paper-traceable vote and the final destination if division is repeatedly called for. A ballot vote may be called for when the original motion is initially about to be voted upon.

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