

# EXECUTIVE AND GOVERNANCE POLICY

## APPENDIX 7.0A

**Policy Title:** 7.0A Proceedings

**Last Approved:** September 2017

### PROCEEDINGS

1. Executive meetings will be conducted at a level of informality considered by the President to be appropriate, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject. Motions do not require a seconder.
  - 1.1. Notice of Motion – The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Executive members of the item to be discussed. A notice of motion is not debatable and may not be voted on.
  - 1.2. Discussion on Motions – The custom of addressing comments to the President is to be followed by all persons in attendance. A motion or a recommendation must generally be placed before the Executive prior to any discussion taking place on a matter. Once a motion is before the Executive and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any Executive member, including the President.
  - 1.3. Speaking to the Motion
    - 1.3.1. The mover of a motion first and every Executive member shall have an opportunity to speak to the motion before any member is allowed to speak a second time. An Executive member may speak to a motion no more than twice.
    - 1.3.2. The President may to the same extent as any Executive member, make motions, engage in debate, or vote on any matter to be decided.
    - 1.3.3. The mover of the motion is permitted to close debate on the motion.
    - 1.3.4. As a general guide, an Executive member is not to speak longer than three (3) minutes on any motion. The President has the responsibility to limit the discussion by an Executive member when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
    - 1.3.5. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the President.
    - 1.3.6. Should an Executive member arrive at the meeting after a motion has been made and prior to taking a vote, the Executive member may request further discussion prior to the vote. The President shall rule on further discussion.
  - 1.4. Amendments/Referrals
    - 1.4.1. A motion to amend a main motion may be amended but third level amendments are out of order.
    - 1.4.2. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion aside accordingly.

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- 1.5. Reading of the Motion – An Executive member may require the motion under discussion to be read at any time during the debate, except when an Executive member is speaking.
- 1.6. Required Votes
  - 1.6.1. A vote on a motion shall be taken when discussion ends but any Executive member may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
  - 1.6.2. The President, and all Executive members present, shall vote on each question. Each question shall be decided by a majority of the votes of those Executive members present. A simple majority of a quorum of the Executive will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands.
  - 1.6.3. A vote on a motion to sponsor a bylaw amendment or resolution at a general meeting shall be determined by two-thirds majority of votes cast.
- 1.7. Recorded Vote – Whenever an Executive member requests a recorded vote, before the vote is taken, the minutes shall record the names of the members who voted for or against the matter. Immediately after a vote is taken and on the request of an Executive member, the minutes shall record the name of that member and whether that member voted for or against the matter.
- 1.8. Debate – In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert’s Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of Executive members in attendance.
- 1.9. Adjournment
  - 1.9.1. A motion to adjourn an Executive meeting may be offered by any Executive member; or,
  - 1.9.2. On the conclusion of all business, adjournment of the meeting may be declared by the President.

### REFERENCES

Executive Policy 7.0 – Executive Operations