Caudle Park

Parent/Teacher Association

BY-LAW APPENDICIES

**Appendix #1**

**Main Motions**

* The purpose of the main motion is to introduce new business for discussion and action.
* It is the basic motion for the transaction of business.
* It is essential to consider only one main motion at a time — this avoids confusion and allows business to be conducted in an orderly way.
* A main motion can be amended.
* A main motion requires a majority vote.

**Tips for Proposing a Motion:**

* A motion is made and then the ideas are discussed.
* Before you a present a motion, make sure that it contains all the pertinent information: who, what, where, and when.
* Word the motion in a positive manner.
* A motion should be concise and clear
* If a motion is long, complicated, or controversial, it is wise to submit it in writing. The President has the right to insist that any motion be submitted in writing.
* Every main motion requires a second. To second a motion means that another member thinks the motion should be discussed. It does not mean that the member is necessarily in favour of it.
* The proposer of a motion may rephrase or withdraw the motion at any time before it is stated by the President, to the assembly, for consideration. After that, it may be changed or withdrawn only with the permission of the assembly.
* If the motion dosen’t get a second, members can’t discuss it. The President states, “Without a second, the motion will not be considered.”

**Steps in Presenting a Motion:**

1. The member obtains the floor. (Member rises and addresses the President).
2. The member is recognized by the President.
3. The member states the proposal in the form of a motion.
4. Another member seconds the motion.
5. The motion is restated by the President. This is called ‘placing the motion before the assembly’.
6. The President calls for discussion.
7. The President closes the discussion after making sure that everyone who wants to has had the chance to speak.
8. The President puts the question to a vote.
9. The President announces the result of the vote.

**Phrasing the Motion:**

1. You stand or raise your hand and address the President, “Mr/Mirs. President.”
2. The President recognizes you by a nod or by name, “Robert”
3. After you have been recognized, state your motion, “I move that/to...”
4. Once a motion has been made, another member, without waiting to be recognized calls out “I second the motion.” If no‘one seconds the motion the President can ask, “Is there a second?” “Without a second, the motion will not be considered.”
5. The President restates the motion, “It is moved and seconded that...”
6. The motion is now pending. The President says, “Is there any discussion?” The motion is now open for discussion. Members wishing to speak need to obtain the floor.
7. The President closes the discussion by saying, “Is there any further discussion?”
8. The President puts the motion to vote by saying, “it has been moved and seconded that ... All those in favour of the motion say ‘Aye’. Those opposed to the motion say ‘No’”
9. The President announces the vote and who will have the responsibility of carrying out the action if itis adopted. “The ‘Ayes’ have it. The motion is carried.” Or, “The ‘Nos’ have it. The motion is defeated/lost” -

Whenever the main motion has been stated by the President, some action must be taken on it and recorded in the minutes. No main motion can be simply ignored. It may be:

* Decided by a vote approving/defeating it, or
* A subsidiary motion may be proposed during debate to modify or dispose of main motions. Subsidiary motions include: postpone indefinitely, amerid, commit or refer, postpone definitely, limit or extend debate, the previous question, and lay on the table.

When a main motion has been acted on and lost, it cannot be renewed in the same or substantially the same words at the same meeting, but it may be reconsidered at the same meeting, or presented as a new motion at a later meeting. This requires a motion and a second. Secretary reads the earlier motion. The President asks, “Is there any discussion on the motion to reconsider this vote? Those in favour say ‘Aye’. Those opposed say ‘No’. The motion to reconsider is carried/defeated.” If carried, “The motion to ... , as read by the Secretary, is again open for discussion.”

The motion to reconsider is generally made because adequate information was unavailable when members voted, to correct an error, or when a hasity dexsision appears to have been made. This motion cannot be amended. Requires a majority vote.

References:

Powers, D.G. (1985). How To Run A Meeting, 2"° ed. Franklin Watts, Inc: New York.

Robert McConnell Productions (2001). Webster's New World Robert's Rules of Order: Simplified and Applied, 2 ed, Hungry Minds Inc: New York.

Segall, M. (1986). Mr. Chairman: A Guide to Basic Rules of Procedure 2™ od. Paguis Publishers Ltd: Winnipeg. .

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**Appendix #2**

**Three Principles Important to Democracy**

1. Respect all members
   * We are equal partners with the same rights, privileges, and obligations
2. Respect the wishes of the majority
   * You have to give a little to get a little. The ultimate authority of an organization is vested in the majority of its members
3. Protect the rights of the minority
   * We have a guaranteed right to disagree, and be heard. It is no disgrace to be in the minority — it is often the brave position

**Discussion Etiquette**

* Speakers must be courteous and never attack other members.
* Debate must be fundamentally impersonal.
* It is never permissible to attack the motives, character, or personality of a member. It is the motion, not the proposer that is being discussed.
* The use of improper language or acting in a disorderly manner is unacceptable. Each speaker deserves the attention of other members.

**Rules for Discussion**

* In small groups, assistance from the President to allow discussion, necessary information, and wording of a motion is permissible.
* The member who made the motion has the right to speak first. (Rise, address the President, obtain floor, and speak to motion).
* A member must be recognized by the President before beginning to speak. During discussion, members should take care not to disturb others.
* Everyone is entitled to discuss a motion, but everyone must wait his/her turn.
* All discussion must be relevant to the motion.
* The President may interrupt the speaker if the speaker's remarks depart from the topic of discussion.
* It is permissible to ask questions of the President at any time if they will assist in expediting business.
* When speaking to a motion, let the group know what side of the issue you are on. ie, "| speak for the motion.” Or, “I speak against the motion.” Give the reasons why.
* During discussion, it is the duty of the President to ensure that both sides have an equal opportunity to express their opinions. If possible, speakers should alternate between those who favor and those who oppose the motion.
* No member may speak longer than ten (10) minutes at a time, unless given special permission by the assembly. (Requires 2/3-majority vote.)
* A member can speak twice on a motion, but only has a second turn when all members who wish to do so have spoken at least once.
* Cross talk between members is not allowed.
* Focus on ideas, not personalities.
* Members are identified as ‘previous speaker’, not identified by narne.
* The member who makes the motion is not permitted to speak against the motion, although they can vote against it. On the other hand, the seconder is not committed to speak in support of the motion.
* The President refrains from taking part in discussion in the interest of maintaining a

strictly impartial attitude.

* The President should keep the pending motion clearly before the assembly at all

times.

* At any time a member may ask for the exact wording or meaning of a motion.
* The President cannot cut off the discussion as long as members wish to speak. However, a motion to limit or close debate can stop discussion, with a second, and a 2/3 majority vote to adopt. When it appears that all of the members who wish to speak have done so, the

President asks, “Is there any further discussion?” If there is not, the question is put to a vote.

References: , Powers, D.G. (1985). How To Run A Meeting 2" eg: Franklin watts, Inc; New York. Robert McConnell Productions (2001). Webster's New World Robert’s Rules of Order: Simplified and

ee

Applied, 2" ed, Hungry Minds Inc: New York. Segall, M. (1986). Mr. Chairman: A Guide to Basic Rules of Procedure 2™ ed. Peguis Publishers Ltd:

Mr. Chairman: A Guide to Basic Rules of Frocecure < St. Winnipeg.

. Sturgis, A. (1993). The Standard Code of Parliamentary Procedure 3" ed. McGraw-Hill Inc; New York. VVV VWVVV

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**Appendix #3**

**Amendments**

* The purpose of an amendment is to modify the pending motion before it is acted upon.
* An amendment is in order at any time after the main motion is open for debate. Anyone can make a motion to amend.
* Ensure specific wording when making an amendment.
* An amendment requires a second.
* The proposer of an amendment may modify or withdraw the amendment at any time before the President has stated it to the assembly for consideration.
* An amendment is debatable.
* An amendment can be amended.
* An amendment to the main motion is a primary amendment. An amendment to the primary amendment is a secondary amendment
* An amendment must be relevant to the main motion.
* A majority vote is required to adopt an amendment.
* lf the amendment is adopted, the proposed change becomes part of the pending motion.

**There are Four (4) Ways to Amend a Motion:**

* + 1. Insert words within a motion.
    2. Add words at the end of a motion.
    3. Strike out words.
    4. Strike out and insert words.

**Phrasing the Amendment:**

* The member states, “I move to amend the motion by inserting the words, striking out the words, etc. ” (primary amendment)
* Another member seconds the amendment.
* The President states the amendment, “It is moved and seconded to amend the motion by inserting the words, striking out the words, etc…. \_\_\_\_\_\_\_\_\_\_ If adopted, the motion would read” “Is there any discussion on the proposed amendment?”
* Another member may amend the amendment (secondary amendment). This is worded in the same manner as a primary amendment.
* Another member seconds the secondary amendment.
* The President states the secondary amendment. “It is moved and seconded to amend the amendment by inserting the words, striking out the words etc.\* “lf adopted the motion would read.’ Is there any discussion on this amendment?”

**Voting on Amendments:**

* When discussion of anendment is completed a vote is taken.
* Every amendment has to be settled before a final action is taken on the main motion. The reason is that amendments are a means of having the main motion express more satisfactorily the wishes of the majority of the members.
* When a main motion expresses the wishes of the majority of the rnembers it has the best chance of being carried. Order of voting: secondary amendment, primary amendment, and main motion.
* President states, “The question is on the adoption of the proposed amendment to inserting the words, striking out the words, etc. “If adopted the motion would read "| \_\_.” “All those in favor of inserting the words, striking out the words etc. say ‘Aye’. Those opposed, say ‘No’. “The ‘Ayes’ have it. The amendment is carried.” Or, “The ‘Nos’ have it. The amendment is defeated.”
* Discussion ts called for on the primary amendment, either as amended (if the secondary amendment was carried), or as proposed (if the secoridary amendment was defeated).
* President states the question as noted previously. Vote is taken on primary amendment.
* Discussion is called for on the motion, either as amended (if primary amendment was carried), or as originally proposed (if the primary amendment was defeated).
* The motion is voted on.
* The President announces the vote and who will have the responsibility of carrying out the action if it is adopted. “The ‘Ayes’ have it. The motion ig: carried.” Or, “The ‘Nos’ have it. The motion is defeated.”

References: Powers, D.G. (1985). How To Run A Meeting, 2" ed: Franklin Watts Inc: New York. Robert McConnell Productions (2001). Webster's New World Robert's Rules of Order: Simplified and Applied 2™° ed. Hungry Minds Ine: New York, Sturgis, A. (1993). The Standard Code of Parliamentary Procedure, 3" ed. McGraw-Hill Inc: New York.

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**Appendix #4**

Committee Reports & Recommendations

Reports usually include:

* A statement of the question, subject, or work assigned to the committee, and any important instructions given to it.
* A brief explanation of how the committee-carried out its work
* A description of the work that the committee performed.
* Report should be as brief as possible, consistent with clarity.
* Report should give the background necessary to an understanding of any recommendations that the committee is making for decision by the assembly.
* Credit is given only to those rendering unusual/outstanding service to committee.
* Report is to be signed by the chairperson.
* The report and recommendations of a committee must be agreed upon at a meeting of the committee. If a member(s) disagrees with the report, a minority report signed by the minority may be submitted immediately after the majority report has been submitted.
* Recommendations from the committee should be attached to the report but not included in it.
* The report is presented by the’ chairperson/designate. If the report is long, usually only a summary is presented orally.
* After presentation of a committee report to a general meeting, the report is open for comment, questions, or criticism, but rnembers and/or motives may not be attacked.
* A committee report cannot be amended except by the committee.

A committee report, after it is presented, may be disposed of in any of the following ways:

* Report may be filed. This is the usual method for disposing of a committee report. Presiding officer may announce, “The report will be filed” and express thanks to the committee.
* Report may be referred back to the committee if further study, modifications, or recommendations are needed.
* Consideration of a committee report may be postponed definitely to a more convenient time.
* A report may be adopted. This commits the assembly to ail the findings and opinions contained in the report and to any of the recommendations that might be included in it, but not to any recommendations submitted separately. However, the adoption of a committee report binds the assemblyto everything in the report. Therefore, it is wise to file reports instead of adopting them. R

Record of committee report:

* Report is filed.
* Report is not included in the minutes of the meeting unless the assembly votes that a brief summary be included.

Presentation of Committee Recommendations:

May be:

* Acted on separately when they are presented with the committee report.
* Postponed to a definite time.
* Taken up under new business.
* If the assembly desires to consider the recommendations, the - chairperson/designate reads the recommendations individually.
* If several recommendations are interrelated, they should all be read before considering a motion.
* The committee chairperson/delegate reads the recommendation, and states the motion (in a form that allows the members to vote on the recommendation itself, not on whether to agrea/disagree with the committee's recommendation).
* Each recommendation should be in the form of a motion to be presented, discussed, and voted on.
* Each recommendation should be voted on individually. .

Reference: Sturgis, A. (1993). The Standard Gade of Parliamentary Procedure. 2°. 2d McGraw-Hill Inc. New York. . Do.