

PROCEDURAL MOTIONS AND POINTS OF ORDER

ACTION	CHAIR ACCEPTS	SECONDER	VOTE	DEBATE
I move that (simple motion)	Yes	Yes	Yes	Yes
I foreshadow an amendment (not moving an amendment, merely indicating they have one in mind)	Yes	No	No	No
I move an amendment (normal amendment)	Yes, if it is not in the form of a negative motion (see note 1)	Yes	Yes	Yes
I move that the motion be now put	At the discretion of the chair, you may rule that there has not been sufficient discussion of the motion	Chair decision	Yes	No
I move that the speaker no longer be heard	Yes	Yes	Yes	No
I seek leave to withdraw the motion	Yes	No	Yes	Yes
I move that the motion/matter lie on the table	Yes	Yes	Yes	Yes
Points of order e.g. No quorum, the proposal is non-constitutional, that the matter failed to comply with any By-Law etc with a required notice period, that insulting language/phrases are being used, that some other breach of procedure is being committed.	Not always, in many instances the Chair may accept or reject the point of order. A common point of order that may be rejected by the Chair is one where the interjector is complaining that the speaker is not speaking on the subject, e.g. a mover introducing new material in their right of reply. These call for a judgement on the part of the Chair. With one dealing with a quorum, you need to check that a quorum is present. If a quorum does not exist you may rule (where you feel the information is important) that the debate continue but that any decision will be ratified at a later meeting. No action as a result of the decision may be taken until the decision is ratified.	No	No	No

Note 1: Negative motion - an amendment that would have the same effect as a "No" vote on the motion.

Note 2: Right of reply - the **only** person entitled to a right of reply is the mover of the original motion. A seconder *may* reserve their right to speak on the motion until later in the debate, *however* they run a risk in that a procedural motion closing the debate will then not allow them to speak.

Note 3: Each person may only speak **once** on the motion. The most common exception is that a mover or seconder may speak on an amendment to their original motion.

Note 4: The accepted authority for these rules is Joske's *Law and Procedure at Meetings in Australia*.

During debates it is important that each speaker be identified **without** titles such as PDG, PID. The exception is where a question is directed by a floor member specifically to someone in authority, e.g. Cabinet Treasurer, PDG. When speaking on any matter each speaker is deemed by the Chair to be of equal standing, in our organisation this becomes very important to those participating. The danger in using titles is that more importance may be given to the comments than they merit.