



CIPP
IPPM

Civic Institute of
Professional Personnel

L'Institut professionnel
du personnel municipal

Rules of Order Guide
For the
CIPP Annual General Meeting

November 15, 2017

Introduction – Why Rules of Order?

As a democratic organization, CIPP must facilitate the participation of its members in the decision-making process. The CIPP Annual General Meeting (AGM) is our most important opportunity for CIPP members to gather together, consider the issues that are important to their union, and have a voice in these decisions. Rules of Order ensure a consistent and fair process for these deliberations, and an open forum where members can share their views and make decisions on the future of their union.

This Guide is to assist members so they can participate fully in the business of the Institute at the AGM. The CIPP by-laws recognize Robert's Rules of Order as the order of proceedings for the AGM [cite by-laws]. While Robert's Rules can be very complicated, most business can usually be conducted by following a few basic procedures.

There are three basic principles to make our AGM a success:

1. We meet together in an atmosphere of openness and respect, even when we disagree. All of us are responsible to uphold this basic and vital principle.
2. The Chairperson is responsible for conducting a respectful meeting.
3. The AGM is a great opportunity to get together, meet with colleagues and friends, and discuss the issues we have in common; however, in order to have a successful meeting, the business of the AGM is conducted through **motions**.

Simply Put:

- Motions are propositions put to the membership for consideration.
- Motions require a mover and another member to second the motion.
- A motion is stated by the Chair and then must then must be dealt with by the assembly.
- Motions will then be debated before they are voted upon.
- A motion is adopted or defeated by a vote of the membership.

How Are Motions Presented and Decided Upon?

1. Obtain the floor (the right to speak)
 - a. Line up at a microphone to raise an issue
 - b. Wait until the last speaker has finished
 - c. Wait until the Chairperson recognizes you.
2. Make your motion
 - a. State your name
 - b. Speak in a clear concise manner
 - c. Always state your motion in the affirmative. Say, "I move that we..." rather than, "I move that we do not..."
 - d. The mover does not speak to the motion when making the motion.
 - e. Avoid personal comments and stay on your subject.
3. Wait for someone to second your motion.
 - a. Another member will state their name and second your motion, or
 - b. The Chairperson will call for a second.
4. If there is no second, your motion does not proceed and the Chairperson moves to the next speaker.
5. Before the motion is stated by the Chairperson, members may suggest modification of the motion. The mover can modify as he pleases, or even withdraw the motion without consent of the seconder. If the mover modifies, the seconder can withdraw the second.
6. The Chairperson states your motion:
 - a. The Chairperson will say, "it has been moved and seconded that...", placing your motion before the membership for consideration and action.
 - b. Once your motion is presented to the membership by the Chairperson, it is the property of the assembly and cannot be changed or withdrawn without the consent of the members.
7. The membership either debates your motion or moves to a vote.
8. Speaking to the motions:
 - a. The member moving the motion is the first to speak and has 3 minutes to speak to the motion.
 - b. Each subsequent speaker will have 2 minutes to speak to the motion.

- c. If the Chairperson wishes to speak to the motion, they must relinquish the Chair until the motion is decided by the membership.
- 9.** When there are no further speakers or debate is ended, the Chairperson puts the motion to the membership in the form of a “show of hands” vote. Most motions require a simple majority to be adopted. (See below for examples of motions that require more than a simple majority). The Chairperson announces the outcome of the vote and moves to the next issue.

Some Other Common Types of Motions

Amendments: While a motion is on the floor, no other motion may be proposed. An amendment to the motion, however, may be made so long as the motion is not altered in substance. Amendments must follow the rules of motions and must be voted on in order before new amendments may be proposed.

Note: If the Chairperson believes an amendment (or any other motion) is uncontroversial, it is proper for the Chairperson to ask if there is “any objection” to adopting the amendment. If no objection is made, the Chairperson may declare the amendment adopted. However, even if one member objects, the amendment is subject to debate and vote like any other, regardless of whether its proposer calls it “friendly”, and regardless of whether the maker of the original motion endorses its adoption.

Point of Order: An individual may raise a point of order if they feel business is proceeding incorrectly. The Chairperson rules on the point. This point may also be used if a member seeks clarification on a specific ruling.

Point of Privilege: This point may be raised if a member feels there is something interfering with their ability to participate as a member of the assembly (pertains to noise, personal comfort, etc.). For example, a member may use this point and interrupt the speaker to ask that the microphone volume be raised or the heat turned up.

Point of Information: This point may be used to ask for information from the speaker. “I would like to ask [the speaker] a question.”

Challenge to the Chairperson: This point may be used where a member disagrees with a ruling by the Chairperson. Such appeals must be made immediately after the ruling in question. The Chairperson then presents the rationale for their decision. If two members (mover and seconder) appeal a decision of the chair following the explanation, the membership will vote on the decision of the Chairperson. A two-thirds majority is required to overturn a ruling of the Chairperson.

Calling the Question: If debate has dragged on longer than you feel is warranted, you may “call the question,” at which time the Chairperson must immediately ask those assembled to vote on whether or not debate should continue. The motion to call the question is itself not debatable. If two-thirds of those voting agree that discussion should end, debate is closed. Then, and only

then, will the vote be taken on the question itself. To, “Call the Question”, you must first be recognized by the Chairperson and obtain the floor. **It is not in order** to interrupt a speaker with cries of “Question” or “Call the Question”. Even if no one is speaking, it is still necessary to seek the recognition of the Chairperson.

Putting the Question: This is the moment when the membership votes on the motion before the assembly. The Chairperson would say, for example: “The motion on the floor is: [the chair reads the motion]. Those in favor of the resolution raise their hands when asked to do so and then those opposed to the motion raise their hands when asked to do so. The outcome of the vote is announced by the Chairperson who then moves to the next issue.

PROTOCOLS & ROBERT’S RULES OF ORDER: A BRIEF REFERENCE

1. **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary.
2. **Point of Information:** Generally, applies to information desired from the speaker: "I would like to ask the (speaker) a question."
3. **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
4. **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
5. **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
6. **Reconsider:** Can be made only by someone who voted in favour of the motion but who has changed their position.
7. **Challenge the Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable.

Adapted from:

“Guidelines”. *Robert's Rules Of Order | Quick Reference*, 28 Sept. 2017, www.robertsrules.org/.

The AOLA AGM Protocols & Robert’s Rules of Order: A Brief Reference. *The Ontario Association of Landscape Architects*, 28 Sept. 2017, www.oala.ca/.