

MEETING PROCEDURE CHART

| | Interrupt Speaker? | Can Chair Refuse? | Require Seconder? | Amenable? | Debatable? | Previous Speaker Entitled to Move? | Right of Reply for Mover? | Can it be Moved Again if Lost? | If Another Procedural Motion Already Moved — | If Substantive Amendment being Debated — |
|--|---|----------------------------------|-------------------|---------------------|---|------------------------------------|---------------------------|--|--|---|
| Temporary Disposal of Business | | | | | | | | | | |
| 1. <i>“That the matter be referred to a committee.” (Reference Motion)</i> | NO | NO | YES | YES—as to details | YES | NO | YES | YES (after 15 minutes) | If carried, procedural motion deemed lost | If carried, original substantive motion and amendment referred to committee |
| 2. <i>“That the debate be adjourned.”</i> | NO | NO | YES | YES—as to details | YES | NO | YES | YES (after 15 minutes) | If carried, debate on substantive and procedural motion adjourned | If carried, debate on substantive motion and amendment adjourned |
| 3. <i>“That the meeting be adjourned.” (Adjournment Motion)</i> | NO | NO | YES | YES—as to details | YES | YES | YES | YES (after 15 minutes) | If carried, debate on substantive and procedural motion adjourned | If carried, debate on substantive motion and amendment adjourned |
| 4. <i>“That the motion/question lie upon the table.” (Tabling Motion)</i> | NO | YES | NO [Yes] | NO | NO | NO | NO | NO | Motion out of order | If carried, substantive motion and amendment laid on table |
| Permanent Disposal of Business | | | | | | | | | | |
| 5. <i>“That the question be now put.” (Closure Motion)</i> | YES [No] | YES | NO [Yes] | NO | NO | NO | NO | YES (after 15 minutes) | If carried, only procedural motion is put to vote | If carried, only amendment is put to vote |
| 6. <i>“That the previous question be now not put.” (Previous Question)</i> | NO | NO | YES | NO | YES—including original motion | NO | NO | NO—as motion to which it applies must be put immediately | Motion out of order | Motion out of order |
| 7. <i>“That the meeting proceed to the next business.”</i> | NO | YES | NO | NO | NO | NO | NO | YES (after 15 minutes) | If carried, procedural motion deemed lost | If carried, amendment deemed lost |
| 8. <i>“That the motion/amendment be withdrawn.”</i> | NO | YES | NO [Yes] | NO | NO | NO | NO | YES (after 15 minutes) | If carried, procedural motion deemed lost | If carried, amendment deemed withdrawn |
| Miscellaneous | | | | | | | | | | |
| 9. <i>Time limit motions</i> | Only if it affects speaker | YES | NO | YES—as to time only | NO | YES | NO | NO | N/A | N/A |
| 10. <i>Other procedural motions</i> | Yes if urgent | NO | NO | YES | BRIEFLY [Not to change order of business] | YES—at Chair’s discretion | YES | YES | N/A | N/A |
| 11. <i>Call for a quorum</i> | YES | NO | NO | NO | NO | YES | NO | YES | Takes precedence | Takes precedence |
| 12. <i>Point of order</i> | YES | NO—but may rule against | NO | NO | YES | YES | NO | N/A—but Chair’s ruling can be subject of appeal to floor | Takes precedence to all but call for a quorum | Takes precedence to all but call for a quorum |
| 13. <i>“That the Chair’s ruling be dissented from.” (becomes “That the Chair’s ruling be upheld.”)</i> | NO—must be moved immediately after ruling | NO [May not be able to be moved] | NO | NO | NO—except possibly mover and Chair | YES | NO | NO | Takes precedence to all but call for a quorum | Takes precedence to all but call for a quorum |
| 14. <i>Personal explanation</i> | NO | NO | NO | NO | NO | YES | NO | N/A | Takes precedence to all but quorum, point of order, and dissent motion | Takes precedence to all but quorum, point of order, and dissent motion |
| 15. <i>Questions</i> | NO | YES | NO | NO | NO | YES | NO | N/A | N/A | N/A |