



Annual General Meeting Procedures

Based on *Robert's Rules of Order Newly Revised 12th ed.*

Meetings procedures, formally known as parliamentary procedure, are a set of rules for conducting meetings. They provide for fairness in how meetings are run and ensure that everyone can be heard in discussions. They help groups make decisions.

The following are some key meeting terms:

- CHAIR:** The meeting Chair runs the meeting in accordance with the procedures. The Chair does not participate in the discussion but remains neutral.
- AGENDA:** Meetings follow an agenda, which sets out the business that will be conducted and the order in which items will be addressed. Unless an organization uses a fixed agenda that is the same for every meeting, the agenda is approved at the start of the meeting by the meeting attendees who are entitled to vote (also called voting members).
- MOTION:** To participate in the meeting, voting members can make a proposal for the organization to consider, also called a “motion.” To make a motion, your proposal should follow the formula “I move that...,” stating who should do what. For example, “I move that the community association paint the community hall orange”.
- SECOND:** Motions require another voting member to “second” the motion. This means that another member supports discussing your proposal (but does not mean that they are in favour of your proposal). To second a motion, you merely need to say “second” after a motion is made.
- DEBATE:** Once a motion is made, the Chair of the meeting will restate the motion so that it is clear to everyone. Once that happens, the motion is open to “debate.” Debate provides the opportunity for voting members to state their opinions on the proposal.
- AMEND:** During debate, another voting member might make a motion to “amend” the original motion. An amendment is a proposal to change the original motion. For example, “I move to amend the motion by striking out orange and inserting green.” If the amendment is adopted by the voting members, the original motion, in the example above, would then be changed to propose painting the community hall green, instead of orange.
- VOTE:** Once there is no further debate, or any limits on debate have run out or been “exhausted,” the voting members vote to decide whether to adopt the proposal and take the proposed action.



How to make a motion

1. Obtain the floor.
 - Wait until the previous speaker is finished.
 - Rise and address the Chair.
 - State your name.
 - Wait for the Chair to acknowledge you.

2. State your motion.
 - Be clear and concise.
 - “I move that....”

3. Wait for a “second.”
 - If there is no second, your motion will not be considered.

4. The Chair states your motion.

5. Debate.
 - As the maker of the motion, you have the first opportunity to speak about your proposal.
 - Other members may speak about the motion.
 - Speak only to the Chair, not to any other meeting attendee.
 - Always be respectful of the Chair and of other meeting attendees.
 - Stay on topic.

6. Vote.
 - The Chair will ask if the meeting attendees are “ready for the question” or if there is “further debate.”
 - If debate is done, the Chair will proceed with a vote on the motion.
 - The Chair will state the results.

There are many ways to proceed with a vote on a motion, including a voice vote, show of hands, roll call, ballot, and unanimous consent. At a virtual meeting, voting will usually be done using an electronic voting system. The Chair will provide direction on how voting will be done.

Types of motions

Most motions that are proposed in a meeting are called “main motions.” These introduce a new subject for consideration. Another common motion is the motion to “amend.” There are many other kinds of motions and rules about when they can be made, if they need a second, if they can be debated or amended, and what vote is needed (e.g., a majority of voting members, two-thirds of voting members).



Some common motions, and how to use them, are (*this is not an exhaustive list*):

<u>If you want to:</u>	<u>The motion is:</u>	<u>Say this:</u>	<u>Characteristics:</u>
End the meeting	# Adjourn	I move to adjourn.	Needs a second, majority vote
Take a break	# Recess	I move to recess. / I move to recess [for a certain period of time].	Needs a second, can amend time, majority vote
Complain about heat, noise, lack of sound, and similar issues	Raise a Question of Privilege	I rise to a question of privilege.	Can interrupt speaker, Chair deals with issue
Delay dealing with a motion for another urgent item of business	Lay on the Table	I move to lay the motion on the table.	Needs a second, majority vote
End debate and vote immediately on the motion	Previous Question	I move the previous question.	Needs a second, 2/3 vote
Postpone dealing with a motion to a later time	Postpone to a Certain Time	I move to postpone debate to [time].	Needs a second, debatable, amendable, majority vote
Refer the issue to a committee for further study	# Commit or Refer	I move to refer the matter to a committee.	Needs a second, debatable, amendable, majority vote
Amend the motion	Amend	I move to amend the motion by....	Needs a second, debatable (if motion being amended is debatable), amendable, majority vote
Propose a new subject for consideration	MAIN MOTION	I move that....	Needs a second, debatable, amendable, majority vote

- These motions can be made as main motions when there is no other question before the assembly.

The motions listed above are dealt with in a specific order of “precedence.” The motions are set out in order with those at the top having a higher precedence than those at the bottom, and are, therefore, dealt with first.



<u>If you want to:</u>	<u>The motion is:</u>	<u>Say this:</u>	<u>Characteristics:</u>
Confirm a voice vote with a standing vote	Division of the Assembly	Division.	Chair responds
Avoid consideration of an improper or offensive motion	Object to the Consideration of the Question	I object to consideration of the question.	2/3 vote
Ask a question about the meeting rules	Parliamentary Inquiry	I rise to a parliamentary inquiry.	Can interrupt speaker, Chair responds
Ask a question or ask for information	Request for Information	I rise for a request for information.	Chair, subject matter expert, or other meeting attendee will answer
Protest a breach of the meeting rules or of proper conduct	Point of Order	I rise to a point of order.	Chair will make a decision
Disagree with a decision made by the Chair about the meeting rules	Appeal a Decision of the Chair	I appeal from the chair's decision.	Can interrupt speaker, needs a second, debatable (with some limitations), majority vote or tie (to uphold the decision of the chair)
Suspend a meeting rule	Suspend the Rules	I move to suspend the rule so that....	Needs a second, 2/3 vote
Take a motion from the table that was previously delayed	Take from the Table	I move to take from the table....	Needs a second, majority vote
Reconsider a decision	Reconsider	I move to reconsider the vote on....	Can only be made for certain motions (including a main motion) and only if the maker of the motion voted on the prevailing side of the previous vote, needs a second, may be debatable, majority vote (to reconsider the previous vote)

Unlike the motions in the first table, these motions are not dealt with in a specific order but are dealt with as they are made.