

## **Guidelines for Business Procedures**

- 1. Motion: A Council may only pass motions for which it has the authority and which do not contradict the decision of the higher court. A motion contradicting a motion already passed at the same meeting is out of order, unless it is a motion to reconsider.**
  - The mover reads the motion.
  - The seconder is named.
  - The mover has the privilege of speaking at the beginning and end of the discussion of their motion.
  
- 2. Discussion:**
  - Start by identifying yourself (name, Pastoral Charge or Community of Faith)
  - All discussion should be directed to the President.
  - Each person may address the President only once about a motion, except the mover, who may speak both first and last.
  - That the initial time allocated for the mover to address the motion be limited to three minutes.
  - That all subsequent speakers limit their time to two minutes, including any reply by the mover of the motion.
  - All discussion should be clear and concise and deal only with the motion.
  
- 3. Amendments:**
  - Any motion to amend a motion must be dealt with before dealing with the original motion.
  - Any voting member, except the mover and seconder of the original motion, may make a motion to amend the original motion.
  - An amendment is a suggestion to change a motion slightly by:
    - i. Removing words and replacing them with others, or
    - ii. Adding or deleting words
  - An amendment cannot change the intent of a motion.
  - When all motions to amend have been dealt with, the Council may deal with the final form of the original motion.
  - A separate vote must be taken for each motion to amend.
  
- 4. Amendment to the Amendment:**
  - A motion to slightly change the amendment.
  - See above
  
- 5. Voting:**
  - Voting will take place by raising hands
  - All those with voting privileges (members) are expected to indicate their vote by selecting yes or no in the virtual meeting (those on computer) or by raising of hands (those on the phone)
    - i. If there is a close vote, tellers will count.
    - ii. If there is a tie, the President will cast the deciding vote.

- Ballots will be used for electing commissioners to General Council or other election as deemed necessary.

#### **6. Motions that Interrupt the meeting:**

**At any time during a meeting, any voting member may make a motion to:**

- Close discussion without a vote on the motion;
- Fix the time to adjourn;
- Adjourn;
- Take an immediate vote (2/3 vote required);
- Limit or extend limits of discussion (2/3 vote required);
- Postpone discussion and decision on the motion to a definite time;
- Refer the motion to another body or commission;
- Amend/change the motion; or
- Postpone discussion and decision on the motion indefinitely (without a specific time).

An original motion may be interrupted by any of the above motions.

While these motions are being dealt with, they may only be interrupted by a motion above it in the list.

#### **7. How to Reconsider a Motion:**

- A motion to reconsider a motion already passed may be made if no motion is under consideration. A motion to reconsider has the same priority as the motion to be reconsidered.
- Only a voting member who voted “yes” for the original motion may move the motion to reconsider. This motion must be seconded by a voting member.
- A motion to reconsider in an ongoing meeting must be approved by 2/3 of the voting members present.
- The revised motion may be reconsidered if a motion is changed on reconsideration and passed.
- A motion on which action has been taken may not be reconsidered.

#### **8. Business Committee:**

- To sort and clarify issues when things are bogged down in procedure wrangles or wording problems.
- To deal with changes to Agenda during the General Meeting.

#### **9. Other:**

- Other rules of order are contained in the Manual. In general, the conduct of the business is at the discretion of the President. The President may seek the advice of the Business Table. Where the Manual is silent, Bourinot’s Rules of Order will be used.