

These motions are listed in order of precedence. An item/topic can be introduced if it is higher on the chart than the pending motion.

You want to...	You say...	Can I interrupt	Do I need a 2 nd	Is it debatable	Can it be amended	Vote Required
Adjourn or close the meeting now	I move to adjourn the meeting...	NO	YES	NO	NO	Majority
Take a break or recess	I move to recess for...	NO	YES	NO	YES	Majority
Alert the chair to an urgent matter affecting the assembly (can't hear/see, safety reasons, comfort, etc)	I rise to a question of privilege...	YES	NO	NO	NO	Chair
Have the convention follow the agenda	I call for the orders of the day...	NO	NO	NO	NO	Chair
Temporarily delay the discussion of a particular topic/postpone a motion until some later time	I move to lay the question on the table/ I move to table the question at hand...	NO	YES	NO	NO	Majority
End the debate	I move the previous question...	NO	YES	NO	NO	Majority
Limit/extend the debate	I move that the debate be limited/extend to...	NO	YES	NO	YES	2/3
Postpone a motion to a certain time/you want more time to consider the topic at hand	I move to postpone the motion to...	NO	YES	YES	YES	Majority
Refer to a committee for further research, etc.	I move to refer the motion to [committee name]...	NO	YES	NO	NO	Majority
Change the wording of a motion	I move to amend the motion by...	NO	YES	YES	YES	Majority
Put forth a motion for consideration/ bring business before the Convention	I move that...	NO	YES	YES	YES	Majority

No order of precedence. These items/topics arise incidentally and are decided upon immediately.

Alert the chair to an error/ enforce the rules	Point of order...	YES	NO	NO	NO	Chair
Disagree with the ruling of the chair	I appeal the decision from the chair	NO	YES	NO	NO	Majority
Obtain information on parliamentary law or rules	Parliamentary inquiry, please.	NO	NO	NO	NO	None
Request information relating to the business at hand	A point of information, please.	NO	NO	NO	NO	None

These rules are the most efficient way to handle business and decision-making at a large meeting. They are a way to maintain order and protect the rights of all members.

Guiding Principles

- Everyone has the right to participate in discussion if they wish.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt the speaker.
- Only one thing (one motion) can be discussed at a time.

What is a motion?

- A method used by members to express themselves.
- A proposal that the entire membership take action or a stance on an issue.
- Individual members can: call to order, second motions, debate motions, and vote on motions.
- Each motion must be disposed of (passed, defeated, tabled, referred to a committee, or postponed indefinitely)

How are Motions Presented?

- To make a comment, or "obtain the floor"- stand in line at one of the microphones on the floor. Wait until the chair recognizes, or acknowledges you.
- When acknowledged or recognized by the chair, state your name and branch number, and make your motion (see quick reference chart on the reverse).
- Wait for someone to second your motion. If there is no second, your motion is lost.
- If seconded, the chair will state your motion. Now it's open for debate.
- Expanding on your motion- now is the time for you to speak at this point in time. The mover is always allowed to speak first.
- Address your comments to the chair and not to other members. Keep within the time limit.
- Getting ready to vote: the chair will ask, "Are you ready to vote on the question?"
- Voting is usually done with voting cards.

RULES & ORDER OF BUSINESS

According to the RNU Constitution (as amended November 2012), the rules and order of business governing Conventions shall be:

- A .1 The President, or in the President's absence or at the President's request, the Vice-President shall take the chair at the time specified, at all regular and special conventions. In the absence of both the President and the Vice-President, a chairperson shall be chosen by the Provincial Board.
- A .2 No question of a sectarian character shall be discussed.
- A .3 When a delegate wishes to speak, the delegate shall proceed to one of the microphones provided for that purpose. When recognized by the chairperson, the delegate shall give name and branch represented and shall confine remarks to the question at issue.
- A .4 Speeches shall be limited to three (3) minutes except in moving a motion when the delegate shall be allowed five (5) minutes.
- A .5 A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
- A .6 A delegate shall not interrupt another except to call a point of order.
- A .7 If a delegate is called to order, the delegate shall, at the request of the chairperson, take her/his seat until the question of order has been decided.
- A .8 Should a delegate persist in unparliamentary conduct, the chairperson will be compelled to name the delegate and submit the delegate's conduct to the judgement of the Convention. In such cases the delegate whose conduct is in question should explain and then withdraw, and the Convention will determine what course to pursue in the matter.
- A .9 When a question is put, the chairperson, after announcing the question shall ask: "Are you ready for the question?" If no delegate wishes to speak, the question shall be put.
- A .10 Questions may be decided by a show of hands or a standing vote. A roll call vote may be demanded by a two-thirds (2/3) vote. While a vote is being conducted no delegate shall enter or leave the room.
- A .11 Two (2) delegates may appeal the decision of the chair. The chairperson shall then put the question thus: "Shall the decision of the chair be sustained?" The question shall not be debatable except that the chairperson may make an explanation of the decision.
- A .12 The chairperson shall not have the right to vote on any question unless there is a tie vote in which case the chairperson shall cast the deciding vote.

- A .13 When the previous question is moved, no discussion or amendment to either motion is permitted. If the majority vote that "the question be now put", the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.
- A .14 Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of committees are not subject to amendment except such as is acceptable to the committee, but a motion to refer back to the committee for reconsideration shall be in order.
- A .15 A delegate shall not move a motion to refer back after she has spoken on the question at issue.
- A .16 A motion to refer back is not debatable and when properly seconded, the question shall be immediately put to the Convention.
- A .17 If the report of a committee is adopted it becomes the decision of the Convention. If defeated it may be referred back to the committee for reconsideration.
- A .18 A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and notice of the motion is given for consideration at the next sitting and said notice of motion is supported by two-thirds (2/3) of the vote.
- A .19 The Provincial Board of Directors is empowered to establish the hours of convention.
- A .20 A total of fifty percent (50%) of the vote must be cast or the motion is tabled.
- A .21 A motion to reconsider and enter on the minutes shall be considered out of order at a regular biennial convention.
- A .22 In all matters not regulated by these rules of order, Roberts Rules of Order, Newly Revised shall govern.