

MEETING RULES OF ORDER

© PROPOSED

STATEMENT OF INTENT

We wish to provide easily understood guidelines for discussion and decision-making at meetings which will enable the meeting to run smoothly and give us a common framework for communication.

POLICIES

1. Meetings will be planned for 2 hours duration, maximum. If there is still business on the agenda at the end of 2 hours, the chair will call for a vote on whether to continue and establish a new time limit.
2. There will be no smoking in the meeting room.
3. Members may not bring young children to co-op Meetings. Members who require it may apply to the co-op to be reimbursed for the cost of a babysitter.
4. Notwithstanding that some motions may be formed on the floor during discussion the general policy will be that motions will be brought to the floor through the appropriate committee or the Board through their reports at the General Meeting.
5. The following rules of order will constitute guidelines for making and voting on proposals before the membership.

a. MOTIONS:

Motions are proposals for the group's consideration and voting. They propose that the group take a certain action, adopt a certain policy or hold a certain view.

- 1) Only one motion can be considered at a time by the group. Members may make comments on the motion (see 'speaking') but must wait until one motion is disposed of before making another.
- 2) In order for a motion to be 'on the floor' for discussion, a member or representative of a committee must first say "I move that. . ."
- 3) Longer motions should be presented in writing to the Board prior to the meeting, if possible. If a motion is proposed during the course of a meeting, it should be written up at the time and presented to the secretary taking minutes.

b. SECONDING:

Motions which come from individuals must be supported by another in the group before the motion can be considered by the meeting. This is done by saying "I second the motion." The chair will normally ask if there is a seconder after the motion is presented. In the case of a motion which comes from a committee, no seconder is necessary, as more than one person has already endorsed the proposal.

c. SPEAKING:

- 1) The chair can rule that no person may speak more than once on the same item of business until all members present who wish to speak on the item have done so. (This may be particularly applicable to contentious or controversial issues on which the meeting seems to be hearing only one point of view).
- 2) The Chair may limit the amount of time that a speaker may have to address the meeting.

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- 3) All comments will be addressed to the chair, rather than to other members at the meeting.
- 4) The chair may rule a speaker out of order if her/his comments are not relevant to the issue.
- 5) Persons wishing to speak must raise their hand until acknowledged by the chair. The chair will maintain a speakers list of all persons wishing to speak and will allow them to speak in order.

d. AMENDMENTS

During debate on a motion, amendments to the motion may be introduced. An amendment may delete part of the main motion, add to it, or change parts of it, but cannot be contrary to the intent of the main motion.

- 1) An amendment must be moved and seconded. If the mover and seconder of the main motion agree to the amendment, it becomes a part of the main motion without further discussion. If they do not agree, a vote must be taken on the amendment.
- 2) Once an amendment has been moved and seconded, all speakers must speak about the amendment, not the main motion. The chair will keep a separate speakers list for discussion of the amendment.
- 3) If a sub amendment is proposed, the same procedures outlined in points 1) and 2) apply, and discussion must then proceed to the sub amendment. To avoid confusion, the chair will discourage more than one amendment and one sub amendment from coming to the floor at one time. But further amendments may be made once these are disposed of.
- 4) When discussion on a sub amendment has been exhausted, the chair will call for a vote, and if it passes, it becomes part of the amendment to the main motion. Discussion will then return to the amendment as amended. Similarly, if the amendment then passes, discussion will return to main motion as amended. If the amendment fails, the discussion returns to the original main motion, unamended, using the first speakers list.
- 5) Attempts to amend a motion by substituting a whole new motion are not in order. However, the chair may allow a member to briefly outline the substitute motion, and the speaker may either ask the mover to withdraw the motion on the floor or urge the meeting to defeat it so that the substitute motion can be proposed. The chair will ensure that members do not begin discussion of such substitute motions until the motion on the floor has been properly dealt with and, if defeated, the substitute motion then duly moved and seconded. There is a diagram of the amending process following this policy.

E. WITHDRAWING A MOTION

The mover of a motion may withdraw the motion from the floor. This can happen if the mover has decided no decision should be made at this time, or to allow a substitute motion to be made.

f. POSTPONEMENT

- 1) Any member who feels that consideration of a proposal should wait until a later time, may move to postpone it.
- 2) Motions to postpone are in order any time during the discussion.

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- 3) Motions to postpone should include some guidelines for how and when the motion will be brought back, usually at the next meeting.
- 4) A motion to postpone does not need a seconder and is not discussed. The meeting votes on it immediately.
- 5) If the postponement receives approval, discussion on the main motion stops, and it may not be brought up again until the time suggested in the motion to postpone.

g. CALLING THE QUESTION

- 1) During discussion of a motion, a speaker may, in turn, call for an end to the discussion and propose that the vote be taken. This is known as calling the question, and may be expressed simply by saying "question".
- 2) Calling the question should be used with discretion, as it may deprive some members of their right to speak. It may be used when points are being repeated, or when there is some indication that most members have made up their minds. It should not be used merely to indicate impatience.
- 3) A motion to call the question requires a seconder and may not be debated.
- 4) A motion to call the question must pass by a 2/3 majority.
- 5) If the motion to call the question is defeated, discussion on the main motion continues; if carried, then the meeting is ready to vote on the main motion or amendment on the floor. The chair will take a vote with no further discussion.

h. VOTING

- 1) Voting may be done by a show of hands or a ballot. It is usually done by a show of hands, except for the election of directors and the expulsion of members. Other questions may be decided by ballot if the members request it or the chair deems it advisable.
- 2) On a show of hands, the chair will declare the motion carried or defeated. But if 3 or more members demand a poll, the vote will be called again and the hands counted.
- 3) Most questions are carried by a simple majority - that is, 50% + 1 of the members present. A 3/4 majority is required for extraordinary resolutions. Abstentions, therefore, act as votes against the motion or resolution.
- 4) Each member and each associate member has one vote only. The chair has a second in case of a tie. Proxy voting is not permitted.
- 5) A quorum at general meetings is half the members. A quorum must be present when the meeting is called to order. It can continue as long as 5 members are present.
[SEE ALSO THE CO-OP'S RULES, NUMBERS 25 - 35]

i. INTERRUPTIONS

- 1) Members may speak out of turn only if they wish to raise a point of order or a point of information.
- 2) A point of order is raised when a member feels that an incorrect procedure is being followed, there is a better procedure, the chair has made an incorrect ruling, or the meeting lacks a quorum.

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- 3) A point of information is raised when a members feels that an important piece of information relating to the business under discussion is missing, and that its insertion may save needless debate if it is raised immediately.
- 4) Members interrupting on points of order or information will do so as courteously as possible, make their point, and sit down.
- 5) The chair will accept or reject such interruptions at its discretion. If the point is accepted, the chair will rule on its validity and, if appropriate, act on it.

j. CHALLENGING THE CHAIR

- 1) Any member may challenge a ruling made by the chair, including discretionary rulings, by interrupting as courteously as possible and saying "I challenge the chair."
- 2) Such a challenge is considered immediately. The original ruling and the member's challenge are presented and a vote taken without further discussion by the meeting.
- 3) If the group votes to uphold the chair, the ruling stands. If the group votes to support the challenge, the ruling is changed. Challenges to the chair apply to specific rulings, not overall competence, and the chair is not required to step down if a challenge is upheld.

k. RULING OUT OF ORDER

The chair may, at its discretion, rule any member out of order if s/he speaks out of turn, deviates widely from the topic under discussion or violates any of the other rules of order established by the co-op. When a speaker is ruled out of order s/he must cease speaking.

These rules of order will apply to all general meetings. Board and committee meetings may establish meeting procedures appropriate to their situation, using all or part of these rules as a guide.

MOVE-OUT PROCEDURES

Statement of Intent:

PROCEDURE**1. MEMBERSHIP COMMITTEE**

- receives notice of termination.
- notifies Board and Maintenance Committee of effective date.
- checks "request to transfer" file.
- has committee meeting and agrees on 3 applicants' to contact.
- notifies Finance Committee and receives direction re: income needed.
- arranges for interview along with one member of the Finance Committee.
- arranges for viewing of outgoing member's suite along with Maint. Committee rep.
- makes recommendation to Board (after consultation with Finance Committee)
- obtains handbook from outgoing member.
- ensures that new member gets handbook, letter of acceptance, member list and next date for GM.
- connects new member with appropriate committee.
- clarifies with ingoing and outgoing member exact dates that suite will be available.
- liaises with Maint. Comm. re: any clean-up/ repairs necessary prior to new member moving in.
- gives keys to new member.
- ensure pet registration
- ensure welcoming and integration of new member

2. FINANCE COMMITTEE

- provides current subsidy expenditure and makes assessment re: income level needed.
- acts as co-interviewer(suggestion only).
- ensures that income verification is provided at interview.
- receives Share Certificate from outgoing member and liaises with Maint. Comm. and Board
- ensures that post dated cheques for housing charges are received from incoming member.
- receive share purchase payment prior to move in.
- returns post-dated cheques to outgoing member.
- update share register.

3. MAINTENANCE

- liaises with Membership Committee and outgoing member re: inspection time (try to coincide final inspection with new member.)
- inspects suite as soon as possible after receiving notice.
- gives outgoing member list of clean-up procedures, and goes over inspection report to clarify members responsibility re: damage or repairs. Outgoing member signs report as does Maintenance representative.
- conducts final inspection, preferably with ingoing and outgoing member.
- gets signatures of both on inspection report.
- liaise with Board re any repairs required.
- arranges for repairs, clean-up, etc to be carried out and liaises with Board re cost and members responsibility.
- receives keys from outgoing member.
- change locks in suite being vacated.

4. BOARD

- approves budget for any repairs.
- approves new member
- assesses rebate due to outgoing member.
- deals with legal proceedings if forced eviction.
- calls general meeting if termination of membership is not voluntary.
- files extra-ordinary resolution, if applicable.
- ensures that new member has signed occupancy agreement.