

November 27, 2018

Lakehead District School Board

2018 PROCEDURAL BY-LAW



Lakehead
Public
Schools

Committed to the success of every student

Lakehead District School Board

2018 Procedural By-Law

By-Law No. 116

November 27, 2018

**"BE IT ENACTED as a By-law of the LAKEHEAD DISTRICT SCHOOL BOARD
as follows:"**

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FORCE OF THIS BY-LAW		SECTION 1
1.1	This By-law shall come into force on the date of the final passing thereof. Upon this Procedural By-Law coming into force, the 2014 Procedural By-Law passed November 25, 2014 as amended by the Board is repealed provided that such repeal shall not affect the previous operation of such Procedural By-Law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such Procedural By-Law prior to its repeal.	Force of this By-law
1.2	This By-law governs the procedures to be used by the Board of Trustees while conducting the meetings of Regular Board and Standing Committee.	The Board of Trustees
1.3	Matters not specifically described in the Act and this By-law or the most current edition of Robert's Rules of Order shall be conducted in a manner established by the Chair. Trustees may challenge a procedure, not specifically prescribed in this By-law but employed by the Chair, in which case majority vote shall confirm or reject the procedure.	Omissions
1.4	This By-law may be amended at any Regular meeting of the Board by a 2/3 vote of the Trustees present, provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda.	Amendments to By-law
1.5	The suspension of a rule regulating the conduct of business meetings of the Board shall normally be invoked in case of emergency. In such case, the suspension shall be allowed with a 2/3 vote of the Trustees present.	Waiving of Rules of Order
1.6	Every By-law shall be introduced by a motion for leave specifying the title of the proposed By-law, or by a report of a committee, which motion shall be decided without debate. Every proposed By-law shall be committed and engrossed, signed and dated by the Chair or the Vice Chair, and the Secretary.	Introducing By-Laws
1.7	By June 30 th of the fourth year of a Board's term, an Ad Hoc Committee shall be struck to review the Procedural By-Law and shall report to the Board before the end of the Board's term.	Reviewing By-Law

DEFINITIONS

SECTION 2

	DEFINITIONS	SECTION 2
	In these By-laws;	Definitions
2.1	"Act" means the Education Act, Revised Statutes of Ontario as amended and revised from time to time;	
2.2	"Ad Hoc Committee" means a committee established by the Board or Standing Committee to consider a specific assigned matter and report back thereon to the striking body by a date fixed by the striking body;	
2.3	"Advisory Committee" means a committee approved by the Board to provide feedback and concerns and may make recommendations to the Board for consideration in respect of any matter relating to the committee's mandate. The membership shall be approved by the Board and/or stipulated by The Education Act as it applies;	
2.4	"Agenda" means the agenda of a meeting of the Board or any of its committees which lists the items of business in the order in which they will be conducted;	
2.5	"Auditor" means the Board's legally appointed external auditor, auditing firm or its representatives;	
2.6	"Board" means Board of Trustees;	
2.7	"Chair" means Chair of the Board;	
2.8	"Committee of the Whole - Closed Session" means a meeting of the Board as a committee of all of its members according to the Act which is closed to the general public and to media representatives; (See Appendix 1)	
2.9	"Committee of the Whole - Closed Session Minutes" means the minutes of closed session meetings presented only at another closed session meeting;	
2.10	"Coordinating Committee" means a committee of Trustees including the Chair, Vice Chair, one Trustee and one Alternate elected annually at the Inaugural/Annual Meeting of the Board. The Director and secretary shall attend meetings as resources. The Coordinating Committee shall organize the business of the Board and shall review dates of meetings and agendas;	
2.11	"Director" means Director of Education and Secretary to the Board, Chief Executive Officer, and Chief Education Officer;	
2.12	"Ex-Officio" means proceeding from office or authority. An ex-officio member is a non-voting member and does not affect a quorum;	

DEFINITIONS	SECTION 2
2.13	"Member" means Trustee;
2.14	"Regulations" mean the regulations made under the Education Act;
2.15	"secretary" means the recording secretary of the Board or of any committee of the Board;
2.16	"Secretary to the Board" is the appointed Secretary under the provisions of the Education Act;
2.17	"Special Committee" means a committee of the Board or Standing Committee that performs a specified task on an ongoing basis;
2.18	"Standing Committee" means the Board meeting as a Committee of all its members according to the Act;
2.19	"Student Trustee" means Student Trustee as referred to in the current Ontario Regulation and Section 55 of the Education Act;
2.20	"Trustee" means publicly elected and/or appointed member of the Board;
2.21	"Trustees of the Board" means all publicly elected and/or appointed members of the Board regardless if they are present at a meeting;
2.22	"Vice Chair" means Vice Chair of the Board; and
2.23	"Written Notice of Meetings" means written or electronic notice.

INAUGURAL AND ANNUAL MEETINGS

SECTION 3

3.1	<p>The Inaugural Meeting and the Annual Meeting of the Board shall be held on the first Tuesday in December at 6:00 p.m. in the Board Room, Jim McCuaig Education Centre, 2135 Sills Street, Thunder Bay, Ontario.</p>	Inaugural and Annual Meeting Procedures
3.2	<p>The date, time, or location of the Annual or Inaugural meeting can be changed by majority vote of the Board at a preceding Regular Board Meeting.</p>	
3.3	<p>The procedures at the Inaugural and Annual meetings shall be as follows:</p> <ul style="list-style-type: none"><li data-bbox="240 636 1122 699">3.3.1 The Director or their designate shall assume the chair until the election of the Chair.<li data-bbox="240 730 1122 793">3.3.2 The Director shall call the meeting to order and in an election year:<ul style="list-style-type: none"><li data-bbox="337 825 1122 888">3.3.2.1 read the returns of the clerks of the municipalities certifying to the election of the Trustees;<li data-bbox="337 919 1122 1056">3.3.2.2 read the names of those Trustees who have made or who have taken and subscribed the Declaration of Office and Oath of Allegiance under Section 209 of the Act;<li data-bbox="337 1087 1122 1224">3.3.2.3 declare the Board to be legally constituted when all the Trustees present have taken the Declaration and Oath and constitute a majority of all of the Trustees of the Board.<li data-bbox="240 1255 1122 1318">3.3.3 The Director shall cause to have ballots prepared on which the names of candidates for each office are written.<li data-bbox="240 1350 1122 1413">3.3.4 The Director shall designate one staff member to count the ballots, and a second staff member to act as scrutineer.<li data-bbox="240 1444 1122 1549">3.3.5 The Director shall then conduct the annual election for the office of Chair by calling for nominations and each nominee shall indicate whether the nomination is accepted.<ul style="list-style-type: none"><li data-bbox="337 1581 1122 1644">3.3.5.1 If only one Trustee accepts a nomination, that Trustee shall be declared elected by acclamation.<li data-bbox="337 1675 1122 1810">3.3.5.2 Where more than one nominee stands for election, a vote shall be taken by secret ballot and the nominee receiving a majority of the votes cast shall be declared elected.	

INAUGURAL AND ANNUAL MEETINGS

SECTION 3

Inaugural and Annual Meeting Procedures

3.3.5.3 If there is more than one Trustee nominated, they will be given the opportunity to speak for up to two minutes. No debate shall take place after the nominees have spoken.

3.3.5.4 Where more than two nominees stand for election and a majority of votes cast is not reached on the first ballot, the nominee receiving the fewest votes cast shall be removed from the ballot. Voting shall continue in a second or subsequent ballot until a nominee receives a majority of votes cast.

3.3.5.5 In the case of an equality of votes with respect to the election of two or more nominees, the presiding officer shall provide for drawing lots to determine which of the candidates is elected.

3.3.5.6 Process for Drawing Lots
Ballots shall be prepared; one stating the name of the position to be filled; the other(s) blank. The total ballots will be the total number of nominees with an equality of votes. New ballots will be prepared for each round. The first person to draw a ballot returns the ballot to the scrutineer, who, after noting it, returns it for the next person to draw. After each round, those nominees who drew blank ballots are removed from the process. The draw continues until only one of the nominees draws the ballot stating the designated position.

3.3.6 The Director shall announce the results of the ballot but shall not declare the count.

3.3.7 Upon election, the Chair shall assume the chair.

3.3.8 The Chair shall then conduct the election for Vice Chair in the same manner as for the election of Chair.

3.3.9 The Chair shall conduct the election of a Trustee and one Alternate to the Coordinating Committee.

3.3.10 General business.

3.3.11 Adjournment.

MEETINGS OF THE BOARD

SECTION 4

4.1	<p>4.1.1 Regular meetings of the Board shall be held on the fourth Tuesday of every month except July and August, when the Board shall meet at the call of the Chair in consultation with the Director.</p> <p>4.1.2 Standing Committee shall meet on the second Tuesday of every month excluding July and August, and on the first and third Tuesday when required.</p>	Dates of Meetings
4.2	Regular meetings of the Board and Standing Committee shall be called for 7:30 p.m. in Public Session unless otherwise determined by the appropriate chair in consultation with the Director and with proper notification to members, the media, employee groups, and the public.	Time of Meetings
4.3	The Vice Chair shall chair the Standing Committee meetings.	
4.4	<p>Standing Committee shall report and make recommendations to the Board. Standing Committee may, and when directed by the Board, shall consider the following:</p> <p>4.4.1 Policy development and review;</p> <p>4.4.2 review Trustee honoraria as per the Act;</p> <p>4.4.3 provide guidance and directions for negotiations and make recommendations to the Board regarding ratification and all matters pertaining to collective bargaining;</p> <p>4.4.4 establish Ad Hoc or Special Committee(s) according to the procedures described in this by-law under Section 5;</p> <p>4.4.5 evaluate and promote the educational programs of the Board and make recommendations to the Board;</p> <p>4.4.6 receive reports on enrolments and class sizes;</p> <p>4.4.7 make recommendations regarding the acquisition, disposal or sale of Board properties;</p> <p>4.4.8 make recommendations regarding boundaries of school attendance areas;</p> <p>4.4.9 make recommendations regarding the approval of school accommodation and renovations;</p> <p>4.4.10 make recommendations regarding the transportation of students;</p>	Responsibilities of the Standing Committee

MEETINGS OF THE BOARD		SECTION 4
	4.4.11 make recommendations regarding the Board's budget;	Responsibilities of the Standing Committee
	4.4.12 deal with other related matters as may be determined.	
4.5	4.5.1 Regular Board meetings in any month may be cancelled by the Board by resolution at its discretion at a preceding regular meeting and written notice will be given to members of the Board, the media, employee groups and the public.	Cancellation of Meetings
	4.5.2 A Standing Committee meeting in any month may be cancelled by the Chair of the Standing Committee in consultation with the Chair and the Director by written notice to members, the media, employee groups and the public.	
4.6	Regular meetings of the Board and Standing Committee shall be held in the Board Room, Jim McCuaig Education Centre, 2135 Sills Street, Thunder Bay, except as otherwise determined by the Board at a previous meeting, or except in special or emergency circumstances, in which case the Chair may, in consultation with the Director, alter the site of a meeting.	Site of Meetings
4.7	The Secretary to the Board shall give notice of all meetings of the Board and Standing Committee to each Trustee.	Mode of Calling Meetings
4.8	The notice of meeting, agenda, and supporting materials shall be given electronically to Trustees not later than seventy-two hours prior to the holding of a regular meeting of the Board, or of a Standing Committee meeting.	Notice of Meetings
4.9	Notice of all meetings of the Board and Standing Committee shall be normally made available electronically to local media representatives by the Secretary to the Board no later than twenty-four hours prior to the meeting and such notice shall include a copy of the agenda and supporting Public Session reports and information. Under exceptional circumstances, the Chair and the Director may withhold a report from the media until the meeting.	Notice to Media
4.10	Attendance of Trustees shall be recorded by the secretary in the minutes of all regular or special meetings of the Board and Standing Committee meetings.	Attendance of Trustees
4.11	Upon request, a Trustee shall be given the opportunity to participate in a meeting through electronic means and shall be deemed to be present at that meeting as prescribed by the Education Act and Regulations or any amendments thereto.	

MEETINGS OF THE BOARD		SECTION 4
4.12	It shall be the responsibility of Trustees to notify the secretary of expected absences prior to the time of the meeting.	Notification of Absences
4.13	The Board and its committees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members shall simultaneously hear each other and participate during the meeting.	Electronic Meetings and Communications
	4.13.1 When the question is called, the Trustee(s) attending electronically shall cast their secret ballot vote by contacting the scrutineer via telephone.	Electronic Secret Ballot Voting
4.14	The Secretary shall advise the Chair prior to the meeting in all cases where notified absences make it possible that a quorum may not be achieved.	Notifying Chair of Absences
4.15	Meetings of the Board and Standing Committee shall adjourn no later than 10:00 p.m. unless a Board or Standing Committee resolution extends the time of the meeting.	Adjournment
4.16	The Secretary shall designate a recording secretary to the Board and Standing Committee, whose responsibility it shall be to provide information to Trustees related to agenda items and to record all business transacted by the Board and Standing Committee.	Appointment of Secretary
4.17	4.17.1 The Secretary or designated recording secretary shall record all business transacted by Standing Committee and a report of all recommendations shall be submitted to the Board for consideration at the next Regular Board meeting, as is practicable, following the committee meeting.	Standing Committee Reports to the Board
	4.17.2 The report to the Board shall list all decision items for the Board's action.	
	4.17.3 Recommendations of Standing Committee shall be subject to the approval of the Board and may be amended by the Board.	
	4.17.4 At the discretion of the Coordinating Committee, resolutions passed by Standing Committee which are procedural in nature or internal to the workings of the committee in the discharge of its duties, shall be reported to the Board in the minutes of Standing Committee but shall not require ratification by the Board.	
4.18	All matters requested to be placed on an agenda are subject to the approval of the Coordinating Committee as described in Subsection 8.3.	Agenda Items

MEETINGS OF THE BOARD		SECTION 4
4.19	If the adjournment of a meeting results in approved items of business on the agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board or Standing Committee for the sole purpose of completing the approved agenda. Alternatively, the Chair may schedule the unfinished matters for decision to be placed first on the next Regular Board or Standing Committee meeting agenda.	Unfinished Business
4.20	Additional reports and written information may be presented to the members during a meeting only with the majority vote of the members of the Board present at a meeting of the Board at which there is a quorum, provided such additional information is with reference to a previously approved agenda item.	Additional Information
4.21	The order of business for Regular meetings of the Board and Standing Committee will be as described in Section 7.	Order of Business
4.22	<p>4.22.1 Regular meetings of the Board shall be conducted in accordance with the Board's General Procedures (section 6) and Rules of Order (section 9).</p> <p>4.22.2 Standing Committee meetings shall be conducted according to the Board's Procedures and Rules of Order. The Chair may permit informal discussion.</p> <p>4.22.3 The most current edition of Robert's Rules of Order, shall decide any matter not addressed in the Procedural By-Law.</p>	Conduct of Meetings
4.23	Special meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request of the majority of the Trustees of the Board.	Special Meetings
4.24	The notice of every special meeting shall state all business to be transacted or considered and no other business shall be considered.	Notice of Special Meetings
4.25	<p>The notice of special meeting, agenda and supporting materials shall be given to Trustees not later than forty-eight hours prior to the holding of a special meeting.</p> <p>In cases of emergency the Chair, in consultation with the Director, may waive written notice and notify the Board orally.</p>	
4.26	The secretary of the Board may electronically record the Public Session of the Board and Standing Committee Meetings. Committee of the Whole - Closed Sessions of Board and Standing Committee Meetings shall not be electronically recorded.	Electronic Recording of Meetings

AD HOC AND SPECIAL COMMITTEES**SECTION 5**

5.1	The Board or Standing Committee may establish a committee which shall be designated an Ad Hoc Committee to consider a specific matter.	Establishment of Ad Hoc Committee
5.2	The Board or Standing Committee may establish a committee which shall be designated a Special Committee to consider specific matters on an ongoing basis.	Establishment of Special Committee
5.3	Such committees shall carry out the terms of reference assigned by resolution of the striking body and shall sit during a period specified by the striking body.	
5.4	The resolution to establish an Ad Hoc or Special Committee shall state the number of Trustees required. The Chair shall, upon indication of interest, then recommend the names of the Trustees and other persons to sit on that committee and shall ask if there are other Trustees who wish to sit. In the case that there are more members than the number required by the resolution there shall be a vote by a secret ballot to determine the members of that committee.	
5.5	The initial meeting of an Ad Hoc or Special Committee shall be called by the Secretary of the Board, within two weeks of the resolution appointing such committees. All other Ad Hoc or Special Committee meetings shall be at the call of the Chair of that committee.	Calling of Initial Meetings
5.6	The Chair of an Ad Hoc or Special Committee shall be elected by that committee at the first meeting.	Election of Committee Chairs
5.7	The Director shall provide administrative resources, advisory and technical support as required and shall do so in consultation with the Chair of the Ad Hoc or Special Committee.	Staff Assistance
5.8	Notice of all Ad Hoc and Special Committee meetings shall be distributed to all Trustees of the Board.	
5.9	All Ad Hoc Committees shall report in writing to the striking body within the time specified in the resolution establishing the committee. An Ad Hoc Committee shall be permitted to request an extension of its reporting time if required. Upon completion of the assigned tasks, the Ad Hoc Committee is automatically dissolved.	Ad Hoc Reports
5.10	Special Committees shall carry out the terms of reference as assigned by resolution of the striking body and shall report as required.	Special Committee Reports

AD HOC AND SPECIAL COMMITTEES

SECTION 5

- 5.11 Reports and/or recommendations of a Special Committee shall be presented to the striking body.
 - 5.12 In September of every year, the Coordinating Committee shall review the status of all Special Committees.
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GENERAL PROCEDURES

SECTION 6

6.1	This section refers to procedures for Standing Committee and Board meetings.	
6.2	All meetings of the Board and Standing Committee shall be open to the public, except matters considered in a Committee of the Whole - Closed Session (Section 207 (2) of the Education Act).	Closed Session Matters
6.3	Decisions concerning matters considered in Committee of the Whole - Closed Session shall be confirmed in Public Session of the Board as follows: 6.3.1 At the conclusion of a meeting of the Committee of the Whole - Closed Session preceding a Regular or Special Board meeting, the Board will rise and confirm in Public Session subject to Section 6.3.3. 6.3.2 At the conclusion of a meeting of the Committee of the Whole - Closed Session preceding a Standing Committee meeting, a report shall be submitted to the Board for consideration at the next Regular Board - Committee of the Whole - Closed Session meeting. 6.3.3 Decisions which must be kept confidential for a longer period may be reported only in the Committee of the Whole - Closed Session Minutes provided that a resolution in Closed Session so orders by a majority of members present. Such resolution shall specify that the decision be kept confidential for a specified period of time, or until a certain action is completed. 6.3.4 It shall be the responsibility of the Secretary to bring forward decisions kept in the Committee of the Whole - Closed Session Minutes on public agendas of the Board in accordance with the resolution as detailed in Section 6.3.3 of this By-law.	Reporting Decisions
6.4	6.4.1 The Secretary shall make available to any member of the public who requests it copies of any Public Session agenda with supporting reports and information of any public meeting of the Board or Standing Committee. 6.4.2 Under exceptional circumstances the Chair and the Director may withhold a report until the meeting.	Public Access to Agendas and Reports
6.5	6.5.1 A quorum for any meeting shall consist of a majority of the Trustees of the Board.	Quorum

GENERAL PROCEDURES	SECTION 6
<p>6.5.2 If there is no quorum present within fifteen minutes after the time fixed for the start of the meeting, the secretary shall record the names of the Trustees then present and the meeting shall not convene until the next regularly scheduled meeting, unless a Special meeting is called.</p> <p>6.5.3 The Board or Standing Committee shall adjourn whenever a quorum is no longer present after ten minutes has elapsed attempting to regain a quorum. The secretary shall then record the time of adjournment and the names of the members then present.</p>	<p>Lack of Quorum</p> <p>Loss of Quorum</p>

ORDER OF BUSINESS

SECTION 7

7.1	<p>The order of business for Board and Standing Committee meetings shall be as follows:</p> <p>7.1.1 Call to Order</p> <p>7.1.2 Disclosure of Conflict of Interest</p> <p>The Chair shall call for those Trustees present to disclose any conflict of interest in any matter which is to be subject of consideration at the meeting. When a conflict of interest is declared in relation to a Public Session agenda item, the reason for the conflict of interest shall be stated in the Public Session minutes. When a conflict of interest is declared in relation to a Committee of the Whole - Closed Session agenda item, the general nature of that interest will not be disclosed in the Public Session minutes.</p> <p>7.1.3 Approval of Agenda</p> <p>The agenda shall be approved or amended, by a majority vote of the members of the Board present at a meeting of the Board at which there is a quorum.</p> <p>7.1.4 Resolve into Committee of the Whole - Closed Session</p> <p>When there are confidential agenda items to be addressed pursuant to Section 207(2) of the Education Act, that portion of the meeting shall be closed to the public.</p> <p>7.1.5 Confirmation of Committee of the Whole - Closed Session Minutes</p> <p>This item on the agenda shall be considered by Trustees only with reference to the accuracy of the minutes as recorded.</p> <p>7.1.6 Business Arising from the Committee of the Whole – Closed Session Minutes</p> <p>Under this item, Trustees or staff may present new information related to business in the minutes and Trustees may question staff relevant to any follow-up action resulting from a decision or matter reported in the minutes.</p> <p>7.1.7 Consideration of Reports</p> <p>Committee of the Whole - Closed Session reports may be formal written reports with or without recommendations or may be verbal reports from either administration or Trustees. The content of these reports shall comply with Section 207(2) of the Education Act.</p>	<p>Order of Business</p> <p>Call to Order</p> <p>Disclosure of Conflict of Interest</p> <p>Approval of Agenda</p> <p>Resolve into Committee of the Whole - Closed Session</p> <p>Confirmation of Committee of the Whole - Closed Session Minutes</p> <p>Business Arising from the Committee of the Whole – Closed Session Minutes</p> <p>Consideration of Reports</p>
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ORDER OF BUSINESS

SECTION 7

7.1.8 Information and Inquiries

Closed Session
Information and Inquiries

- 7.1.8.1 Trustees may raise questions or provide information under this section.
- 7.1.8.2 Items raised shall respect confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.
- 7.1.8.3 The Director of Education may provide pertinent or timely information as per Section 207(2) of the Education Act. Trustees may ask questions of clarification and there shall be no debate.

7.1.9 Convening in Public Session Following Committee of the Whole - Closed Session

Convening in Public Session
Following Committee of the
Whole – Closed Session

- 7.1.9.1 Rise and Report Progress (Board Meeting)
- 7.1.9.2 Rise and Ask Leave to Sit in Public Session (Standing Committee)

7.1.10 Report of Committee of the Whole - Closed Session

Report of Committee of the
Whole - Closed Session

- 7.1.10.1 Report of the Committee of the Whole – Closed Session shall be presented in public by the Chair and confirmed without debate, except as per Section 6.3.3.
- 7.1.10.2 Except as permitted to remain in the Committee of the Whole - Closed Session Minutes under section 6.3.
 - 7.1.10.2.1 All decisions made in Committee of the Whole - Closed Session of a Board meeting, shall be confirmed in Public Session of that meeting subject to Section 6.3.3.
 - 7.1.10.2.2 All decisions made in Committee of the Whole - Closed Session of a Standing Committee meeting, shall be reported in Committee of the Whole - Closed Session of the next Regular Board meeting.

ORDER OF BUSINESS

SECTION 7

7.1.11 Delegations/Presentations

Members of the public desiring to appear before the Board as a delegation may be permitted to do so in accordance with Section 8.3.13.

Presentations to the Board may be requested by the Coordinating Committee from various individuals or organizations on matters of interest around public education. Coordinating Committee may also approve presentation of awards to students and staff of Lakehead Public Schools.

7.1.12 Confirmation of Minutes - Public Session

This item on the agenda shall be considered by Trustees only with reference to the accuracy of the minutes as recorded.

7.1.13 Business Arising from the Minutes - Public Session

Under this item, Trustees or staff may present new information related to business in the minutes and Trustees may question staff relevant to any follow-up action resulting from a decision or matter reported in the minutes.

7.1.14 Matters Not Requiring a Decision:

7.1.14.1 Information Reports

Staff or Trustees, including the Student Trustee, providing information reports not requiring a decision are presented under this agenda item. Questions of clarification will be allowed by the Chair. A written report responding to questions asked by Trustees at previous meetings is included hereunder. Trustees who chair or are members of committees may provide verbal or written updates under this agenda item.

7.1.14.2 Ontario Public School Boards' Association (OPSBA) Report

The OPSBA Director may provide a report.

Delegations/Presentations

Confirmation of Minutes -
Public Session

Business Arising from the
Minutes - Public Session

Matters Not Requiring a
Decision

Information Reports

OPSBA Report

ORDER OF BUSINESS

SECTION 7

7.1.14.3 Student Trustee Report

The Student Trustee shall provide written reports at Regular Board meetings only, in accordance with the Lakehead District School Board Student Trustee Handbook.

Student Trustee Report

7.1.15 First Reports

First Reports are for discussion only. First Reports should have recommendations for consideration by Trustees, but the recommendations shall not be debated nor voted upon at the time of presentation as a First Report. Questions of clarification relating to the report may be directed by Trustees to the presenter. First Reports will appear under New Reports at the next Regular Board or Special Board Meeting for debate and decision.

First Reports

7.1.16 Matters for Decision:

Questions of clarification from Trustees may be directed to presenters of all reports listed under Section 7.1.16 and an opportunity for debate by Trustees shall be allowed prior to calling for a vote on recommendations.

Matters for Decision

7.1.16.1 Postponed Reports

Reports postponed from a previous Board meeting requiring a decision will appear under this agenda item.

Postponed Reports

7.1.16.2 Recommendations from the Standing Committee (Board Meetings only)

Recommendations from the Standing Committee are presented and decision items considered by the Board for approval provided the decision items are:

Recommendations from the Standing Committee (Board Meetings only)

7.1.16.2.1 listed on the Agenda;

7.1.16.2.2 introduced by the Vice Chair or in the absence of the Vice Chair by the Chair;

7.1.16.2.3 put as motions on the floor;

7.1.16.2.4 debated; and

7.1.16.2.5 resolved by majority vote.

ORDER OF BUSINESS

SECTION 7

<p>7.1.16.3 Ad Hoc and Special Committee Reports The Chair or designate of an Ad Hoc or Special Committee shall present its report to the striking body.</p>	<p>Ad Hoc and Special Committee Reports</p>
<p>7.1.16.4 New Reports</p> <p>Trustees or Administration may present reports, which include recommendations, under this agenda item.</p>	<p>New Reports</p>
<p>7.1.17 New Business</p> <p>Trustees may introduce motions resulting from information presented under the agenda sections "Information Reports" or "Delegations". Such motions shall be in writing and are permitted only to request additional information, or to refer a matter to a committee. If required, a Trustee may ask the Chair to call a short recess to allow time for writing a motion.</p>	<p>New Business</p>
<p>7.1.18 Notices of Motion</p> <p>7.1.18.1 Written Notices of Motion shall be presented to the Chair. The Chair shall read the presented Notice of Motion but no discussion or voting relative to the motion shall be permitted at the same meeting.</p> <p>7.1.18.2 Notices of Motion shall be considered at the next Regular meeting of the Board.</p> <p>7.1.18.3 Consideration of Notices of Motion shall take place under this agenda item. The motion to be considered shall be printed on the agenda.</p>	<p>Notices of Motion</p>
<p>7.1.19 Information and Inquiries</p> <p>7.1.19.1 Trustees may raise questions or provide information under this section.</p> <p>7.1.19.2 Items raised shall respect confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.</p>	<p>Public Session Information and Inquiries</p>

ORDER OF BUSINESS		SECTION 7
	<p>7.1.19.3 The Director of Education may provide pertinent or timely information that respects confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act. Trustees may ask questions of clarification and there shall be no debate.</p>	
	<p>7.1.20 Adjournment</p>	<p>Adjournment</p>

ROLES		SECTION 8
8.1	<p>8.1.1 The Chair shall preside at Board meetings.</p> <p>8.1.2 The Chair shall be responsible for ensuring the efficient organization of Regular Board agenda packages for Trustees.</p> <p>8.1.3 The Chair shall follow up on Board direction given to the Chair.</p> <p>8.1.4 All communication by the Chair, when acting in the capacity of the Chair, shall represent the majority opinion of the Board.</p> <p>8.1.5 The Chair is an ex-officio member of all committees involving Trustees.</p> <p>8.1.6 The Chair shall, on behalf of the Board, liaise with local municipalities, organizations, MPP's and other institutions and officials where appropriate.</p> <p>8.1.7 The Chair shall have signing authority of Board approved contracts.</p> <p>8.1.8 The Chair shall make available to all Trustees copies of all correspondence received and sent.</p> <p>8.1.9 The Chair shall chair the Coordinating Committee.</p> <p>8.1.10 The Chair shall meet regularly with the Director and Vice Chair.</p> <p>8.1.11 The Chair, in consultation with Coordinating Committee, may schedule any information meetings, informal discussions or workshops considered to be of interest to Trustees.</p>	Role of the Chair of the Board
8.2	<p>8.2.1 In the absence of the Chair of the Board, the Vice Chair shall assume the duties of the Chair and preside at all meetings and functions of the Board.</p> <p>8.2.2 The Vice Chair shall preside at Standing Committee meetings.</p> <p>8.2.3 The Vice Chair shall be responsible for ensuring the efficient organization of Standing Committee agenda packages for Trustees.</p> <p>8.2.4 The Vice Chair shall meet regularly with the Director and Chair.</p>	Role of Vice Chair of the Board

ROLES		SECTION 8
	<p>8.2.5 The Vice Chair shall serve as a member of the Coordinating Committee.</p> <p>8.2.6 The Vice Chair shall endeavour to assist the Chair in the performance of the Chair's duties.</p> <p>8.2.7 The Vice Chair shall have signing authority in the absence of the Chair.</p> <p>8.2.8 The Vice Chair shall make recommendations to the Board with respect to the Trustee budget.</p> <p>8.2.9 The Vice Chair shall authorize all expenditures pursuant to the Trustees' budget provided such expenditures are in accordance with Board policy. The Vice Chair shall notify the Chair immediately if any discrepancies or irregularities are noticed. The Chair, in consultation with the Director, shall address any discrepancies or irregularities and follow up with the Trustee(s).</p>	
8.3	<p>8.3.1 The Coordinating Committee shall consist of the Chair of the Board, the Vice Chair, one elected Trustee and one Alternate. The Director and secretary shall attend as a resource.</p> <p>8.3.2 The Coordinating Committee shall organize the business of the Board and shall review dates of meetings and agendas.</p> <p>8.3.3 In September of every year, the Coordinating Committee shall review the status of all Special Committees.</p> <p>8.3.4 The Coordinating Committee will grant requests by Administration for agenda items arising from the Board's Operational Plan or from Administration's discharge of duty under the Act and Regulations, and all such requests must be granted within a reasonable period of time.</p> <p>8.3.5 The Coordinating Committee will consider written requests by Trustees for agenda items. The Coordinating Committee shall endeavour to accommodate all such requests within a reasonable period of time and shall in writing communicate the decision of the Coordinating Committee to the Trustee. The Coordinating Committee may refuse requests but shall communicate the refusal in writing stating the reasons for the denial.</p> <p>8.3.6 Trustees failing to obtain satisfaction may file a Notice of Motion at a Regular meeting of the Board.</p>	Role of Coordinating Committee

ROLES

SECTION 8

- 8.3.7 When staff assistance is required by a Trustee initiating a matter to be considered, the Coordinating Committee, in consultation with Administration, may approve that the assistance be provided to the Trustee.
- 8.3.8 When the assistance required is considered by Administration to be overly burdensome, the Coordinating Committee shall, at the request of the initiating Trustee, submit the request to the Board for consideration.
- 8.3.9 All Trustees of the Board may attend Coordinating Committee meetings, and may participate in discussions but may not vote on any matter.
- 8.3.10 All notices of the Coordinating Committee and all minutes of meetings shall be distributed to all Trustees by the Secretary to the Board.
- 8.3.11 In May or June of every year, the Coordinating Committee shall organize the annual performance review of the Director.
- 8.3.12 The Coordinating Committee shall inform Trustees of opportunities to participate in conferences and shall establish practices for the allocation and expenditure of funds.
- 8.3.13 8.3.13.1 The Coordinating Committee may grant requests by members of the public desiring to appear before the Board provided:
- 8.3.13.1.1 A written request is received by the Chair and/or Secretary.
- 8.3.13.1.2 The request referred must:
- be in the jurisdiction of the Board and must not involve a personnel matter
 - include the nature of the topic to be addressed
 - include the name of the spokesperson or presenter for the group.

Delegations to the Board

ROLES	SECTION 8
<p>8.3.13.1.3 The presenters shall provide written materials for the presentation to the Secretary to the Board. The request for a delegation and the written materials provided will be presented to the next scheduled Coordinating Committee. Up to five pages will be copied by the Office of the Secretary to the Board to be included with the agenda for the Coordinating Committee. The Coordinating Committee will assign a meeting date at which the delegation will be received and advise the requester accordingly.</p> <p>8.3.13.1.4 Presentations shall not appear on the same agenda as a similar item to be discussed by Trustees at the same meeting.</p> <p>8.3.13.1.5 Requests for delegations by Board employees shall require Coordinating Committee approval.</p> <p>8.3.13.2 The Chair and/or the Secretary in consultation with the Coordinating Committee will assign a requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Standing Committee, Coordinating Committee, Informal Session.)</p> <p>8.3.13.3 When there are requests for more than two delegations of a similar nature, each delegation shall submit written material for the presentation in accordance with Section 8.3.12.1.3 of this Procedural By-Law.</p> <p>The Chair and/or the Secretary may in consultation with the Coordinating Committee:</p> <p>(a) schedule a Special Board Meeting to receive more than two delegations of a similar nature;</p> <p>or</p>	<p>Delegations to the Board</p>

ROLES

SECTION 8

(b) require that the delegations appoint one spokesperson to present a ten-minute executive summary of all of the delegation material. A representative from each delegation shall sit at the delegation table. Trustees may ask questions of clarification of the delegates based on the executive summary or the previously provided written presentation material.

8.3.13.4 The secretary shall acknowledge in writing all requests for delegations to the Board, such requests to be copied to all Trustees. In cases where a request for delegation is denied, reasons shall be stated.

8.3.13.5 There shall be a maximum of two delegations allowed at any one meeting.

8.3.13.6 The delegation will be limited to ten minutes for its verbal presentation.

8.3.13.7 Questions of clarification of the delegation may be asked by Trustees following the presentation.

8.3.13.8 No decisions or debate relative to the presentation will be made by the Board at the meeting at which the presentation is made.

8.3.13.9 The Coordinating Committee shall review requests of delegations following their presentation, and shall schedule related reports or responses, where appropriate.

<i>RULES OF ORDER</i>		SECTION 9
9.1	In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, the Chair shall preside. In the case of the absence of both the Chair and the Vice Chair, the Secretary shall call the meeting to order and a Temporary Chair shall be chosen by the members of the Board present and who shall preside and act.	Absence of Chair/Vice Chair
9.2	In the absence of the Secretary, the Secretary shall appoint a Supervisory Officer to act in the Secretary's place at the meeting.	Absence of Director
9.3	Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he or she shall relinquish the gavel to the Vice Chair or in his or her absence to one of the members to fill his or her place until the motion is disposed of. The Vice Chair or other member occupying the chair shall discharge all the duties of the Chair. If all members wish to partake in debate, the Secretary or designate will be appointed to assume the Chair.	Chair Electing to Vacate Chair
9.4	The Chair shall preserve order, decide all questions of order (subject to appeal) and without argument or comment shall state the rule applicable to any point, practice or order, if called upon to do so. The ruling of the Chair shall be final unless challenged by a member.	Ruling of the Chair
9.5	A member may appeal the ruling of the Chair. The motion requires a seconder and is not debatable. The challenger may explain the rationale for the challenge. Members may ask for clarification.	Appeal of the Ruling of the Chair
9.6	A request may be made by a member for a recorded vote in Public Session on any question provided the request is made prior to the vote being called by the Chair. The members shall announce their vote when their names are called by the Director or designate, and it shall be the duty of the Director to record the same in the minutes. The Director shall announce the results of the recorded vote.	Recorded Vote
9.7	Any member desiring to speak shall so indicate. The Chair shall call the member by title and name and such member may then, but not before, proceed to speak. The member shall address the Chair, confining comments to the subject under debate.	Member Recognized by Chair
9.8	Members may normally speak twice for up to two minutes on a motion. Any member may clarify a material part of that member's speech which has been misinterpreted, but such member shall not introduce any new matter.	Limit Re Time and Frequency
9.9	Clarification may be asked of a material part of a member's speech. Such member shall respond but shall not introduce any new matter.	Point of Clarification

RULES OF ORDER

SECTION 9

9.10	No member while speaking shall be interrupted except on a point of order or question of privilege, in which case such member shall desist from speaking and await the decision of the Chair on the point of order or question of privilege raised. A member at any time may require the question under discussion to be read but not so as to interrupt the speaker.	Interruption
9.11	Every motion shall be moved and if seconded, shall be disposed of only by a vote of the Board, unless the mover and seconder by permission of the Board withdraw the motion.	Motions
9.12	When a motion under consideration contains two or more distinct propositions, upon request of any member, any particular proposition shall be considered and voted upon separately.	Splitting Motions
9.13	The precedence of motions shall be determined in the manner set forth in Appendix I hereto.	Motions Taking Precedence
9.14	All amendments shall be put before the main motion and in the reverse order of that in which they were moved, unless otherwise determined by a majority of the members present. Only one amendment shall be allowed to an amendment. An amendment shall be directly relevant to the main motion and shall propose some change in form or substance and shall not be contrary to the motion. An amendment to an amendment shall be directly relevant to the main motion and amendment and shall propose some change in the form or substance of the amendment. The main motion as amended must be voted upon.	Amendments
9.15	No member shall speak to the motion after it has been put by the Chair nor shall any other motion be made until after the result is declared. The decision of the Chair as to whether the motion has been put shall be final.	Motion Once Put
9.16	When a motion is put, every member present, including the Chair shall vote thereon and a refusal or abstention from voting shall have the effect as a vote against the motion subject to the following exceptions: 9.16.1 a member need not vote if excused by a resolution of the Board; 9.16.2 a member shall not vote when prohibited by law from voting.	Voting Requirements
9.17	Whenever of the opinion that a motion presented is contrary to the By-laws of the Board, the Chair shall so apprise the members and quote the authority applicable to the case, without comment.	Motion Contrary to By-law
9.18	Any motion, when once decided by the Board at a Regular or Special meeting, shall not be reconsidered for four (4) months.	Motion Once Decided

<i>RULES OF ORDER</i>		SECTION 9
9.19	Any motion requiring a majority on which there is an equality of votes shall be lost.	Equality of Votes

ENACTED AND MADE AS OF THE _____ DAY OF _____,
_____.

Chair

Secretary

With the consent of a 2/3 vote of the Trustees of the Board, read and finally passed this
_____ day of _____, A.D., _____.

Lakehead District School Board

***CONSOLIDATED ONTARIO EDUCATION STATUTES AND
REGULATIONS 2018***

Closing of Certain Committee Meetings:

A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

R.S.O 2014, c. 13, s. 207 (2).

Lakehead District School Board

ROBERT'S RULES OF ORDER MOTIONS CHART

- Int. = "Interrupt"
- Recon. = "Reconsider"

* 2014 Procedural By-Law takes precedence over the following motions.

Motions	Second	Debate	Amend	Vote	Int.	Recon.
PRIVILEGED MOTIONS – Motions that have to do with matters of immediate importance and are permitted to interrupt the proceedings						
Motions to Fix the Time to Which to Adjourn – allows the body to set a date, time and place to continue the meeting from where it adjourned	Yes	No	Yes	Maj.	No	Yes
Motion to adjourn – Concludes the meeting if the motion is adopted Robert permits some items of business to be done while this motion is pending and even after it has been adopted, but before the Chair has declared the meeting adjourned	Yes	No	No	Maj	No	No
Motions to recess – Permits a short break or intermission, when adopted	Yes	No	Yes as to length of recess	Maj.	No	No
Raise a Question of Privilege – permits a member to insist that the rights of individual members or of the assembly be upheld. It may correct inaccuracies in debate or request that actions be taken for the comfort and safety of the assembly. The Chair decides, subject to appeal, whether the matter is properly a question of privilege. Permits the motion to interrupt a speaker, if the matter is urgent enough. For example, if the room is noisy, a speaker may be interrupted to rectify the situation, or, if a member speaks on a matter that should properly be discussed in an in-camera session, the member may be interrupted	No	No	No	No	Yes	No
Call for Orders of the Day – permits a member to require that the assembly follow its agenda or program Note: A 2/3 vote can set the agenda side.	No	No	No	No	Yes	No

Motions	Second	Debate	Amend	Vote	Int.	Recon.
INCIDENTAL MOTIONS - Motions that deal with questions of procedure that arise out of the proceedings. They normally must be decided immediately. Most are debatable.						
<p>Point of Order – permits a member to bring to the attention of the Chair and the assembly that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation.</p> <p>Any member who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair (see next motion – Appeal).</p> <p>To avoid an appeal, if the Chair is unsure how to rule on the point, the Chair may immediately turn the decision over to the assembly to decide i.e., the assembly then debates and votes on the matter.</p> <p>Debate is limited in that explanations from members are permitted. If the question is turned over to the assembly to decide it is fully debatable and then voted upon.</p>	No	Limited	No	No	Yes	No
<p>Appeal the Ruling of the Chair – permits a member to seek a decision from the assembly on the ruling of the Chair in order to reverse the decision. This motion, when seconded, effectively turns the decision over to the assembly.</p> <p>A 50% or tie vote sustains the decision of the Chair. The appeal must be timely in that if another has been given the floor and begun speaking the appeal is not allowed. Because the appeal must be timely, the person appealing may interrupt proceedings.</p>	Yes	Yes	No	Maj in the neg.	Yes	No
SUBSIDIARY MOTIONS assist the assembly in dealing and disposing of main motions.						
<p>Table a Motion – Sets aside all pending motions temporarily in order to take up more urgent business. The motions set aside may be taken up again through a motion to <i>Take From the Table</i>.</p> <p>Robert emphasizes that this motion is often abused in that it is used to kill a motion without debate and with a majority vote. If used in this manner the Chair must rule the motion out of order.</p>	Yes	No	No	Maj.	No	No

Motions	Second	Debate	Amend	Vote	Int.	Recon.
To Postpone to a Certain Time – If adopted, sets aside the pending business to a later meeting or to a later time in the same meeting.	Yes	Yes	Yes	Maj.	No	Yes
Previous Question (To call for a vote immediately) – If adopted, the pending motion is voted on immediately. It also stops all amendments. If defeated, discussion continues on the pending motions. The motion may be applied to all debatable motions. It may also be applied to a series of pending motions.	Yes	No	No	2/3 Vote	No	Yes
To refer – If adopted, sends the pending motions to a committee for further study. It may be referred to a specific standing committee or a special committee. The committee may be given specific instructions that it must follow. It may or may not be given a date when it must report. A motion that has been referred may be considered if the committee has not yet met.	Yes	Yes	Yes	Maj.	No	Partly
Amend a Motion – This motion modifies the pending motion. The amendment must be germane or relevant to the motion being amended. Allows amendment by insert, strike out, strike out and insert and substitution. This allows poorly worded motions to be recast and wholly substituted, provided the substitution is germane to the original subject of the motion.	Yes	Yes	Yes	Maj.	No	Yes
Amend the Amendment – modifies the pending amendment (the primary amendment). This is often called a secondary amendment. Secondary amendments must be relevant to the primary amendment and to the main motion.	Yes	Yes	No	Maj.	No	Yes
To Limit Debate – if adopted, varies the number of times a member may speak or the length of speeches. In addition to varying the number and length of speeches, Robert permits the motion to set a time (say, 7:00 p.m.) or an overall length of time (say, 1 hour) for the item of business at which debate stops.	Yes	No	Yes – See text to left	2/3	No	Yes

Motions	Second	Debate	Amend	Vote	Int.	Recon.
<p>To Extend Debate – if adopted, varies the number of times a member may speak or the length of speeches.</p> <p>Is treated similarly as the motion to <i>Limit Debate</i>.</p>	Yes	No	Yes	2/3	No	Yes
<p>Withdraw a Motion – permits the mover of the motion to request withdrawal of a main motion.</p> <p>Permits a motion to be withdrawn by the mover, provided all members agree. This is a request and is normally granted by general consent. If one member disagrees, any member may move a motion to withdraw. The motion characteristics refer to the motion when stated formally as a motion and do not apply when stated as a request.</p>	Yes	No	No	Maj.	Yes	Neg. vote only
<p><u>MOTIONS THAT BRING BACK BUSINESS</u> – reopens business that has previously been dealt with.</p>						
<p>Motion to reconsider – permits the assembly to bring back for further consideration a motion that has previously been voted on.</p> <p>If adopted, permits the assembly to discuss and re-vote on a motion that was adopted or defeated. It may only be made on the same day that the original motion was considered. Only a member who voted on the prevailing side may move the motion to reconsider. The seconder may be any member.</p> <p>Essentially, Robert permits hastily considered motions to be recalled for further consideration on the same day as they were voted. <i>Rescind</i> may then be used to correct errors in subsequent meetings.</p>	Yes	Yes	No	Maj.	Yes	No
<p>Motion to Rescind – permits the assembly to repeal or change or annul action that the assembly has previously taken or ordered.</p> <p>May be used to rescind a motion whether or not notice has been given to rescind. If no notice is given to rescind the "vote required" to rescind a motion is 2/3.</p>	Yes	Yes	Yes	Maj. or 2/3	No	Neg. vote only
<p>Take from the Table – resumes consideration of a motion that has been set aside temporarily.</p>	Yes	No	No	Maj.	No	No

Motions	Second	Debate	Amend	Vote	Int.	Recon.
MAIN MOTION – presents a proposal to the assembly and should be in the affirmative	Yes	Yes	Yes	Maj.	No.	Yes
Postpone Indefinitely – Permits the assembly to dispose of a motion without taking a direct on the main motion. Postpone Indefinitely is useful when the assembly does not wish to deal with a piece of business at that time. It may be brought up again at a subsequent meeting.	Yes	Yes	No	Maj.	No	Yes vote only
Suspend the Rules – When the rules are interfering or complicating the conduct of business, then procedural rules may be suspended. Useful when an assembly wishes to deviate from its procedural rules. This is a time limited deviation.	Yes	No	No	2/3	No	No
Object to Consideration – Permits the assembly to avoid a repugnant main motion from coming before the assembly. It has the object of killing the motion without debate.	No	No	No	2/3	Yes	Neg. vote only
Consider by Paragraph – Permits the assembly to consider a report or a long motion paragraph by paragraph or section by section. It allows debate and amendment of each section separately.	Yes	No	Yes	Maj.	No	No
Division of the Assembly – When a member is unsure that the Chair has announced the vote correctly the member may request a more accurate way of determining the vote (standing, counting off, taking a poll).	No	No	No	No	Yes	No
Parliamentary Inquiry and Point of Information – These motions permit a member to ask a question regarding the application of the procedural rules or to seek information to assist in making a decision on how the member may vote.	No	No	No	No	Yes	No
The Director is on hand to advise the Chair and, when necessary, if asked by the Chair or the Board, to state the ruling or give the Director's interpretation.						

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