

PROCEDURAL MOTIONS and other things

ANYONE can put these forward!

These motions can be done in between reports, in between motions/discussions, or as a point of order during a report or debate.

If you aren't sure that what you're doing is correct, feel free to ask for clarification with a point of information! Feel free try putting these forward at any time: the worst thing that can happen is that Council will not vote in favour of the motion.

All motions require a seconder and then a vote from Council. (Except for a motion to vote by secret ballot, which does not require either.)

Discussions

- Motion to **end discussion/end debate**
 - The Speaker's list is closed and nobody else will be permitted to speak to the discussion/debate. We then move on with the agenda.
- Motion to **close the Speaker's list**
 - The Speaker's list is closed (after attendees of the meeting are given one last opportunity to get on it). We then go through the rest of the Speaker's list. At the end of the Speaker's list, the discussion ends.
- Motion to **limit the Speaker's list**
 - For example: motion to limit the Speaker's list to 10 members, or motion to limit the Speaker's list to a maximum of 5 more members in addition to those who have already spoken.
 - This allows the discussion continue put places a limit on it, normally in the interest of time.
 - Can subsequently motion to **extend the limit**
- Motion to **place a time limit on a discussion/debate**
 - For example: motion to limit discussion to last 20 minutes.
 - After this time period, regardless of the Speaker's list, the discussion/debate will end, and we move on with the agenda.
 - Can subsequently motion to **extend the time limit**
- Motion to **table discussion to a future meeting**

- The motion or discussion topic will be placed on the agenda for the following meeting.
- If the first reading of a Constitutional motion is tabled, then the next reading will be the first reading (i.e. the motion will now be presented a total of three times instead of two times – subject to additional delays if Council moves for more tabling)
- Motion to **omnibus discussions of agenda items**
 - Often done during the Adoption of the Agenda at the start of the meeting; can also be done later on.
 - Now only one discussion will happen for all agenda items that are omnibuses. Great for motions/topics that are very similar and would have a lot of overlap.

Committee of the Whole

- Motion to **enter/exit Committee of the Whole**
 - NOTE: This is done different in different legislative assemblies. The following is how CESA does it (technically called “quasi-committee of the whole”)
 - The Speaker remains in the room and continues holding a Speaker’s list, but the restriction of only two speaking rights per member is lifted. Additionally, anybody present at the room may now contribute to a discussion or debate, instead of it being limited to Con-Ed students.
 - Can motion to enter Committee of the Whole for **a set amount of time, OR** until a motion to exit Committee of the Whole passes, **OR** until the end of the discussion.
 - A formal committee of the whole (i.e. not “quasi”) is not designed for Assemblies smaller than 100 people and we are not obligated to entertain these motions– ask Exec Admin and/or Speaker about this.
 - Remember: discussions about Council-related business do not need to happen during a Council meeting... feel free to continue discussions between meetings!!!

Amendments to motions

- Motion to **amend Appendix “Motion Title”**.
 - Requires a seconder, but we **only vote if it is deemed unfriendly**
 - Amendments need to be related to the actual motion being put forward. The Executive Administrator will determine if a given amendment is valid as an amendment, or if it belongs in a separate discussion (feel free to ask if you aren’t sure).
 - The mover is asked if they deem the motion friendly or unfriendly.
 - **Friendly:** “I agree, let’s put that in”. The amendment carries.
 - **Unfriendly:** “I disagree OR I’d like to discuss that more before adopting it”.
 - If deemed unfriendly, we pick up a new Speaker’s list – starting from scratch, everyone now has two speaking rights again.
 - The member who put forward the amendment has direct response privileges.
 - When this discussion is over, Council votes on whether or not the amendment will carry.
 - We then return to the *original* Speaker’s list – if someone used one speaking right before the amendment discussion began, then they still only have one left for the original debate.
 - Can also motion to amend amendments... Exec Admin or Speaker might veto this if it gets silly
- **Rescinding a motion** – at any point, the mover and seconder of a motion may rescind (aka “take back”) their motion.
 - This is not actually a motion – if the movers want it, then it happens
 - If the motion is rescinded, discussion ends immediately and we move on.

Voting

- Motion to **vote by secret ballot**
 - Does not require a seconder or a vote; if it is put forward, then we go with it

- Council votes anonymously on ballots that are counted by the Speaker.
 - If it is for an appointment, the Speaker first writes their own ballot, which is only used to break a tie after they count the ballots from Council.
 - If it is for a motion, and there is a tie, then the Speaker must vote in the negative (i.e. the motion does not carry – PS this also happens for normal votes by placards).
 - The Speaker does not disclose the voting percentages and does not disclose whether their ballot broke a tie.
- Motion to **table voting on a motion**
 - Council will not vote on the current motion at this meeting, and will instead vote on it as an item of Old Business at the next meeting.
- Motion to **omnibus voting on motions**
 - Often done during the Adoption of the Agenda at the start of the meeting; can also be done later on.
 - Now only one vote will determine the outcome for a collection of motions. Great for motions/topics that are very similar and would have a lot of overlap.
- Motion to **stamp a motion**
 - Done during the Adoption of the Agenda **only**, for motions that are trivial and do not require a discussion. **(THIS IS ANOTHER REASON WHY YOU READ THE AGENDA BEFORE COMING 😊)**
 - A vote will take place immediately without any discussion as to whether or not a motion will carry. If the vote is unanimous, the motion carries (without discussion) and the item is skipped in the agenda later on.
 - Needs to be a **unanimous vote**. Otherwise the discussion of the motion continues as planned.

Opening the agenda

- Motion to **open the agenda**
 - Used to add discussion topics or motions to the agenda

- The Thursday 11:59 PM deadline is set in place for these to respect the interest of everyone's time, so we can plan for how long it will be – so expect some backlash if the agenda is already stacked

Meeting length and breaks

- Motion for a **recess (of specified duration)**
 - Need to specify the duration – 5 minutes? 45 minutes?
- Motion to **adjourn**
 - Can move this at any point in a meeting – if Council votes in favour, then the meeting adjourns immediately.
- Motion to **extend the meeting (by a specified duration)**
 - Council meetings are, by default, two hours in length
 - Constitutionally, if we meet the end of the 2 hours without motioning to add more time, we must adjourn, or motion to add more time.

Notes about discussions

- You only have two speaking rights per discussion/debate – don't use them to share information with Council that they already know
 - E.g. if someone else has already said your point then you can retract your speaking right once the Speaker gets to you
 - Your second speaking right will not be called on until everybody on the Speaker's list is waiting to use their second right. I.e. you can't speak twice if someone else wants to speak and still hasn't spoken once
- Points must be **directly related** to the discussion/debate at hand
 - Ideas must be addressed to the speaker, and then we discuss the ideas, not the people who put them forward
 - Be careful if we move to discussing amendments: then we need to only discuss amendments and not the original motion

- The Speaker may ask you to keep a point for a later time – no big deal if this happens! It's just to keep things efficient, and then you save your speaking right 😊
- Points of information are **not** speaking rights
 - POIs are for providing facts. Example: "Community Dinner is happening this week!" "POI: I'd like to add that it's on November 21st."
 - If what you're going to say expresses an opinion in any way, directly or indirectly, then you need to go on the Speaker's list.
 - This is to keep it fair for everyone