

## SUMMARY OF MOTION PROCEDURE

<i>Motion</i>	<i>Description</i>	<i>Vote</i>	<i>Debatable</i>	<i>Amendable</i>
<b>Motion</b>	A member who wishes a definite decision on a matter may secure recognition from the Chair and make a motion specifying the proposal. The Chair may request motions as required to aid the discussion.	Majority (unless a special resolution)	Yes	Yes
Motion to <b>Amend</b>	Used to adjust and fine tune the motion already on the floor to insert/delete/substitute words. An amending motion that nullifies the main motion cannot be introduced.	Majority	Yes	Yes (there cannot be more than two amendments on a motion before the meeting at a time)
Motion to <b>Refer to a Committee</b>	Used to give a committee an opportunity to obtain additional necessary information; helpful to mention specified time to report back	Majority	Yes	Yes
Motion to <b>Postpone to a Definite Time</b>	Used to allow members to consider motion at a future time; helpful to mention specified time to consider again	Majority	Yes as to time only	Yes
Motion to <b>Lay on the Table</b>	Used to set aside motion "temporarily" to allow more urgent business to come forward during the meeting	Majority	No	No
Motion to <b>Limit or extend the limits of Debate</b>	Allows a time for discussion to be limited or extended	Majority	No	No
Motion to <b>Take a Recess</b>	Used to take a break during a meeting	Majority	No	No
Motion to <b>Adjourn</b>	Used to end the meeting	Majority	Yes as to time only	No

**General Motion procedure:** A motion must be seconded before the subject matter of the motion is open for debate, and all discussion must apply to it until disposed of, except as provided for in the Rules of Procedure. A motion may be withdrawn on consent of the mover and seconder, but if either objects, the motion must be put to a vote. This applies to substantive motions and amendments.

**Point of Order:** May be raised by a member when a possible breach of the rules has occurred at a meeting; Chair provides ruling on the point of order and may ask opinion of members before ruling; the Chair's ruling may be appealed and a simple majority decides the issue.

**Point of Privilege:** Used If a member feels that a statement reflects on his/her reputation or that of the Board, the Committee, or the University, the member is entitled to raise a "question of privilege". The procedure is the same as for a point of order.

For further details and the complete rules please see s. 6.12, 6.13 and 6.14 of the General Bylaws and the Board's Rules of Procedure found at Appendix B thereof.