Area 79 Voting & Business Procedures

Area Service Committee
PO Box 42114
Vancouver, BC, V5S 4R5
604-435-2181
info@bcyukonaa.org
https://bcyukonaa.org

Table of Contents

Table of Contents 1
Business Procedures 2
Voting Procedures 3
- Main Motion 3
- Second 3
- Discussion 3
- Vote 3
- Minority Opinion 3
- Point of Order 4
- Procedural Inquiry 4
- Amendment 4
- Calling the Question 4
- Motion to Reconsider 5
- Withdrawing a Motion 5
- Tabling a Motion 6
- Floor Action 6
- Decline to Consider 7

Summary of Area 79 Voting Procedures 8

Business Procedures

1. Floor discussion and presentation on any motion will be limited to two minutes. A two-minute timer will appear on the screen.
2. No one will speak for a second time until everyone who wishes to speak has been heard.
3. A show of hands will be sufficient for declaring the outcome of motions, unless it is deemed too close, then a count will be made.
4. FOR QUARTERLIES: DCMs or Alternates acting for the DCMs, and the Area Service Committee Members are eligible to vote or present a motion.
5. FOR ASSEMBLIES: DCMs or Alternates acting for the DCMs, GSRs or Alternates acting for the GSRs, and the Area Service Committee Members are eligible to vote or present a motion.
6. All motions or presentations will require a copy (written or electronic) for the Area Secretary to include in records of the meeting.

Voting Procedures

Main Motion

The chairperson invites the voting member to make the motion, and if seconded, the motion is discussed.

- Requires a Second? Yes
- Is debatable? Yes
- Vote Required for Approval? 2/3rd of members voting - Substantial Unanimity
- Minority Voice Heard? Yes

Second

The Chairperson asks whether there is a voting member who wishes to second the motion; they do not have to be in favour of the motion to second it; it simply means "I agree we should discuss this." If a motion is not seconded, it will not be discussed.

Discussion

Anyone present who wishes to speak to the motion lines up at the microphone or raises their virtual hand and is called on in order (alternating between online and in person). Each person may speak for a maximum of two minutes. No speaker may speak for a second time to the motion, unless all who wish to, have spoken for the first time. Those in line, in person and online, are encouraged to listen to the points, questions, and answers that arise during the discussion, and to take their seat or lower their hand if their point has already been made, or their question has already been asked.

Vote

"All in favour" and "All opposed". All motions require "substantial unanimity" (a two-thirds majority) to carry. Decisions that only affect the assembly "event" can be decided by a simple majority.

Minority Opinion

After a motion has been voted on (not all motions hear a minority voice), the Chairperson invites voters who are opposed to the outcome of the vote to speak. Very often a Higher Power is found in the still, small voice of the minority.

**After sufficient minority voice has been heard, the Chairperson can suggest that a voting member from the prevailing side of the motion may at this time wish to make a motion to reconsider. The chair has delegated authority and autonomy to decline the request in a loving way - "I'm asking that you entertain this after thorough discussion has taken place,"*

and/ or pointing out "there are still those in the queue, who wish to speak," or "the topic hasn't yet had time to be fully considered."

Point of Order

A point of order takes priority over all other discussion. If the procedures are not being followed or a step has been missed, it is the responsibility of those in the assembly to bring up a point of order. To make a point of order, the member must first be recognized by the Chair. To be recognized, the member is permitted immediate access to the microphone in person or virtual (front of the line or to unmute if online). The Chair responds by either clarifying the procedure or identifying how it will be corrected if required.

Procedural Inquiry

A procedural inquiry is when a voting member asks for clarification of the rules, processes, or order of business being followed during the assembly. To make a Procedural Inquiry, a member must first be recognized by the Chair. To be recognized, the member is permitted immediate access to the microphone, whether in person or virtual (front of the line or unmuted). The Chair will then directly respond to the inquiry. A Procedural Inquiry takes priority over all other discussion items except Point of Order.

Amendment

During the discussion, a voting member may propose an amendment to the main motion. The proposed amendment must pertain to the subject of the main motion, requires a seconder, is debatable, and requires substantial unanimity (two-thirds) for approval. An amendment itself may not be amended – an amendment under discussion must be voted on, before another amendment is considered. *This voting procedure is a departure from Robert's Rules of Order, because it is a format that better suits Area 79.

- Requires a Second? Yes
- Is debatable? Yes
- Vote Required for Approval? 2/3rd of members voting - Substantial Unanimity
- Minority Voice Heard? Yes

Calling the Question

This brings discussion to a halt while the Assembly decides whether to proceed directly to a vote or continue with discussion on the original motion. The voting member calling the question asks the Chair to allow the assembly to decide whether to continue the discussion or proceed to a vote. Consideration should be given that there has been sufficient discussion prior to calling the question. When the question is called, a seconder is required, and the assembly votes immediately on calling the question. If two-thirds is

achieved, debate ends and voting proceeds on the motion. If two-thirds is not achieved, debate on the original motion continues.

- Requires a Second? Yes
- Is debatable? No
- Vote Required for Approval? 2/3rd of members voting - Substantial Unanimity
- Minority Voice Heard? No

** Does not move to the front of the line*

Chair has delegated authority and autonomy to decline the request in a loving way - "I'm asking that you entertain this after thorough discussion has taken place," and/ or pointing out there are still those in the queue to speak or the topic hasn't yet had time to be fully considered.

Motion to Reconsider

A Motion to Reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by any voting member and is not debatable. If a simple majority (50% + 1) votes to reconsider, full debate – pros and cons on the motion – is resumed. No action may be reconsidered twice. A motion to reconsider would occur during the minority voice.

- Requires a Second? Yes
- Is debatable? No
- Vote Required for Approval? Simple Majority (50%+1)
- Minority Voice Heard? No

** After sufficient minority voice has been heard, the Chairperson can suggest that a voting member from the prevailing side of the motion may at this time wish to make a motion to reconsider. The chair has delegated authority and autonomy to decline the request in a loving way - "I'm asking that you entertain this after thorough discussion has taken place," and/ or pointing out "there are still those in the queue, who wish to speak," or "the topic hasn't yet had time to be fully considered."*

Does not move to the front of the line

Withdrawing a Motion

Once a motion has been seconded and is being discussed, the individual who made the motion may request that the motion be withdrawn. A motion on the floor of the assembly is now owned by the assembly, no longer by the body or member presenting it. The Chair will ask if anyone objects. If not, the motion is withdrawn without debate. If a voting member

objects, a vote will be held to withdraw the motion without debate. A simple majority (50%+1) is sufficient to withdraw the motion.

- Requires a Second? No
- Is debatable? No
- Vote Required for Approval? Simple Majority (50%+1)
- Minority Voice Heard? No

Tabling a Motion

Once a motion has been seconded and is under discussion, a motion to table postpones further consideration until a later time during the same event. Tabled motions would be heard before floor actions. It is made without comment, requires a second, is not debatable, is carried by a simple majority (50% +1), and no minority voice is heard.

- Requires a Second? Yes
- Is debatable? No
- Vote Required for Approval? Simple Majority (50%+1)
- Minority Voice Heard? No

Floor Action

A Floor Action is a business item submitted to the Chair after the motion submission deadline. Motions must be submitted to the Area Chair at least ten weeks prior to the event. Floor Actions are handled separately because they have not been circulated to the groups in BC/Yukon Area 79. The Area Chair will accept floor actions in writing until 11:00 a.m. on the Saturday of the assembly. Floor Actions will be posted at the event and presented in the order received. When a floor action is to be heard, the voting member will be given two minutes to present it. Once presented, a Floor Action requires a seconder to become a motion.

Just like any motion, if not seconded, the Floor Action is not heard. If seconded and no motion to Decline to Consider is heard, the floor action becomes a motion on the floor and follows the same procedure as any other motion. All financial items (other than budgets) exceeding $2,000.00, whether spending or reductions, cannot be introduced as floor actions.

- Requires a Second? Yes
- Is debatable? Yes
- Vote Required for Approval? 2/3rd of members voting - Substantial Unanimity
- Minority Voice Heard? Yes

Decline to Consider

After a floor action is presented and seconded, the Chair asks if there is a Motion to Decline to consider. It is made without comment, requires a seconder, is not debatable, and requires substantial unanimity for approval (2/3rds majority). There is no minority voice heard.

- Requires a Second? Yes
- Is debatable? No
- Vote Required for Approval? 2/3rd of members voting - Substantial Unanimity
- Minority Voice Heard? No

--

Voting Procedures adopted at the Area 79 Voting Assembly on July 11, 2026 in Smithers, B.C.

Summary of Area 79 Voting Procedures

MOTION	DESCRIPTION	REQUIRES A "SECOND"	IS DEBATABLE?	VOTE REQUIRED FOR APPROVAL	MINORITY VOICE HEARD?
AMENDING A MOTION	Occurs during the discussion	Yes	Yes	Two-thirds of members voting - Substantial Unanimity	Yes
CALLING THE QUESTION	Made without comment	Yes	No	Two-thirds of members voting - Substantial Unanimity	No
MOTION TO RECONSIDER	May only be made by a member who voted on the prevailing side	Yes	No	Simple Majority (50%+1)	No
WITHDRAWING A MOTION	Can be made with comment by the member presenting the motion	No	No	Simple Majority (50%+1)	No
TABLING A MOTION	Made without comment	Yes	No	Simple Majority (50%+1)	No
FLOOR ACTION	Made without comment; Needs to be submitted to the chair before 11am on the Saturday of the Assembly	Yes	Yes	Two-thirds of members voting - Substantial Unanimity	Yes
DECLINE TO CONSIDER	Made without comment; and may be made after the floor action has been seconded	Yes	No	Two-thirds of members voting - Substantial Unanimity	No