



## VOTING PROCEDURES

- 1) **MOTION** (“Main Motion”) Chairperson invites the voting member to present the motion. The motion is read and placed before the membership for consideration.
- 2) **Second**: The Chairperson inquires if there is a seconder to the motion. A member does not have to be in favour of a motion to second it – it simply means “I agree that we should discuss this.” If a motion is not seconded it will not be discussed.
- 3) **Discussion**: Anyone present who wishes to speak to the motion lines up at the microphone and is called on in order. 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 are encouraged to listen to the points, questions, and answers that arise during discussion and take their seat if their point has already been made or their question has already been asked.
- 4) **VOTE**: “All in favour” and “All opposed”. All motions require “substantial unanimity” (a two-thirds majority) to carry, except housekeeping matters and those specified below.
- 5) **MINORITY OPINION**: *Chairperson invites those voters who are against the outcome of the vote to speak.* The function of the minority voice is to help keep the majority on its toes, to be alert and responsive. Very often a Higher Power is found in the still, small voice of the minority. Once the minority voice has been heard, the question will be asked: “Does anyone from the majority wish to change their vote?” If this question is responded to in the affirmative, by a show of hands, by one or more members, the vote is taken again.

### VOTING PROCEDURES THAT TAKE PRIORITY OVER THE DISCUSSION:

- **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. The Chair responds by either clarifying the procedure or identifying how it will be corrected if required\*
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- **PROCEDURAL INQUIRY**: This can be used if a member wants to know how to do something i.e.: change their vote, amend a motion, postpone the discussion, resubmit an item, change their vote, etc. The Chair responds by informing the member: a) if what the member wants to do is possible and b) how to do so if applicable. This takes priority over all items except a Point of Order\*

\*Needs recognition from the Chair. The member is permitted to go to the front of the line at the microphone.

### OTHER VOTING PROCEDURES THAT MAY ARISE DURING DISCUSSION:

- **AMENDMENT**: During the discussion, a voting member may propose an amendment to the main motion. An amendment requires a seconder and is debatable. If the amendment carries, (i.e., receives a majority vote), the amended motion replaces the original motion. After the vote is taken on the amendment discussion continues; a) on the original motion if the amendment does not carry or b) on the amended motion if the amendment does carry. A motion may be amended more than once. The amendment must pertain to the subject of the original motion, e.g., adding text, deleting text or replacing text.
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- **CALL THE QUESTION:** This allows the assembly an opportunity to decide how much time is spent discussing a motion. When the Question is Called; a seconder is required, and it is not debatable. If two-thirds are achieved, discussion ends, and the voting members proceed immediately to vote on the business on the floor. If a two-thirds majority is not achieved, debate will continue. The possibility of limiting debate preserves the rights of the majority. Otherwise, a small minority could frustrate the assembly by prolonging debate indefinitely. Consideration should be given that there has been sufficient discussion prior to calling the question.
- **REQUEST TO RECONSIDER:** A request to reconsider a main motion can be made by someone who had voted with the majority side of the action, and now wishes to change their vote. This request can only be made if there was no minority voice and if the question “does anyone wish to change their vote: was not asked. No action can be reconsidered twice. A motion to reconsider requires a seconder and is debatable. A simple majority (50% + 1) is required for this motion to carry. A request to reconsider is only applicable to the outcome of the vote on a main motion.
- **WITHDRAWING A MOTION:** Once a motion has been seconded and is being discussed, the individual who made the motion, may request the motion be withdrawn. The Chair will ask if anyone objects? If not, the motion is withdrawn. If a voting member objects, a vote on withdrawing the motion will be held. A majority vote is sufficient to withdraw the motion.
- **TABLING A MOTION:** Once a motion has been seconded and is being discussed a motion to delay the discussion may be made. Tabling postpones discussion to a later time in the event – it is made without comment, requires a second, is carried by a simple majority, and no minority voice is heard.

#### **A NOTE ABOUT FLOOR ACTIONS:**

**Floor actions are acted upon separately as they have not been circulated to the groups in BC/Yukon Area 79 as they were submitted after the motion submission deadlines.**

- Motions must be submitted to the Area Chair at least ten weeks prior to the event. Any motions received after the deadlines will be treated as floor actions after all pre-submitted motions have been voted on.
- These floor actions will be accepted by the Area Chair, in writing, until 11:00 a.m. on the Saturday of the assembly.
- They will be posted on the wall and presented in the order in which they were received.
- When a floor action is to be heard, the voting member will be given two minutes to present it.
- The Chair will then ask if there is a motion to consider the floor action today.
- A motion to consider requires a seconder, is not debatable, and requires a two-thirds majority.
- If the motion to consider carries, the original floor action is discussed.
- The floor action becomes a motion and is discussed when:
  - a) There is a motion to consider,
  - b) A seconder to the motion to consider,
  - c) The motion to consider is carried.

***All motions regarding financial matters (other than budgets) in excess of \$2,000.00, must be submitted at least ten weeks prior to the event, so they are included in the Voting Assembly Agenda package. All financial matters (other than budgets) exceeding \$2,000.00, related to either spending or reductions, cannot be introduced as a floor action.***