Specific Motions: Quick Reference

Established Order of Precedence

The motions and points listed here are in established order of precedence. When any one of them is pending, you may not introduce another that is below it, but you may introduce one that is above it.

	To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
1	**Adjourn** (close the meeting)	"I move that we adjourn"	No	**Yes**	No	No	Majority
2	**Recess** (short intermission) *may also be done by general consent	"I move that we recess until…"	No	**Yes**	No	**Yes**	Majority
3	**Complain about noise or personal affront**	"Point of privilege"	**Yes**	No	No	No	Presiding Officer Decides
4	**Suspend Further**	"I move that we table it"	No	**Yes**	No	No	Majority
5	**End Debate**	"I call the question"	No	**Yes**	No	No	Majority
6	**Postpone (defer) Consideration** *requires time and explanation	"I move we defer this matter until…"	No	**Yes**	**Yes**	**Yes**	Majority
7	**Refer to another body or Committee**	"I move we refer this item to…"	No	**Yes**	**Yes**	**Yes**	Majority
8	**Amend a Motion**	"I move that this motion be amended by…"	No	**Yes**	**Yes**	**Yes**	Majority
9	**Introduce Business** (a primary motion)	"I move that…"	No	**Yes**	**Yes**	**Yes**	Majority

CHART 1: Established Order of Precedence

Specific Motions: Quick Reference

No Established Order

The motions and points listed here have no established order of precedence. Any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

	To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
	Object to a procedure	"Point of order"	**Yes**	No	No	No	Presiding Officer Decides
	Request Information	"I request information"	**Yes**	No	No	No	N/A
	Ask for vote by actual count to verify voice vote	"I call for a recorded vote"	No Must be done before or after new motion	No	No	No	None unless someone objects
	Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	**Yes**	No	No	No	Presiding Officer Decides
	Reconsider something already disposed of at same meeting	"I move we now (or later) reconsider our action relative to…"	**Yes**	**Yes**	Only if original motion was debatable	No	2/3 Majority
	Rescind or Amend something previously adopted	"I move we amend (rescind) the motion passed at the ____ meeting…"	No	**Yes**	**Yes**	Rescind No **Amend Yes**	Majority
	Act of Reconsidering a motion (bringing back a motion within 12 months)	"I request reconsideration of the following motion that was lost at the ____ Council meeting for the following reason…"	No Must be done with notice	**Yes**	**Yes**	No	2/3 to pass the motion to reconsider
	Consider something out of its scheduled order	"I move we waive the rules and consider…"	No	**Yes**	No	No	Majority
	Vote on a ruling by the Presiding Officer	"I appeal the Presiding Officer's decision"	**Yes**	**Yes**	**Yes**	No	Majority

Order of Business: Definitions

Call to Order

Get everyone's attention that the meeting will start.

Announcements

Here is Council's time to announce any good news stories from our area or provide reminders of upcoming events or past events. The Mayor utilizes this section for proclamations, and members shall also announce their intent to place an item (Motion/Resolution) on a future agenda.

Confirmation of Agenda

Confirm that all of the items required for the meeting are on the agenda. If a member would like to add an item, they would express that information at this time. It requires a majority vote to add an item to the agenda at the meeting. Items may also be removed from the agenda in the same manner.

Declaration of Pecuniary Interest

Members should declare any pecuniary interest that they are aware of in advance at this point and then again when the item is being discussed. If the member does not declare at this time, they must declare as soon as they notices their pecuniary interest.

Closed Session (In-Camera)

A meeting, or part of a meeting, which is closed to the public as permitted by the Municipal Act, also referred to as an "in-camera meeting."

Deputation

When a member of the public requests to speak to Council to share information.

Comment from the Audience

3 minute comment from the audience on an item on the agenda. No pre-0registration required.

Presentation

When Council or Staff requests someone to attend and present information to Council, or when a consultant presents a report or findings to Council.

Adoption of Minutes

The minutes of previous Council meetings are adopted at this point in the meeting. This is the time to notify the Clerk of any errors or omissions. The minutes are cleaned up prior to being posted on the website and printed for Mayor signature after approval. Any amendments should be brought to the Clerk's attention prior to posting.

Items for Consideration

Staff present their reports to Council with their staff recommendations on how they wish to proceed. They may offer alternatives to their recommendations or they may not. When the staff recommendation is presented via the staff report, Council may move the recommendation as presented in the report or may move an alternate recommendation as they so desire.

Items for Consent (Consent Agenda)

The consent agenda is included for any information reports, advisory board/committee reports, committee of the whole reports, and any other items routine and repetitive in nature. Members may make a brief statement about any of the items on the consent agenda or request a simple clarification. Items can be pulled for further discussion from this consent agenda if a Member wishes to alter the action required for a specific item, or if a longer discussion is required on an item. If a member pulls the item, the item is discussed at that time and the member who pulls the item can move a new resolution related to the item. The consent agenda is disposed of with the exception of any items that had been pulled and voted on separately.

Example:

Councillor A advises they wish to pull Item 12.2 on the consent agenda for further discussion. The Clerk makes note. The Presiding Officer inquires if any other members have items they wish to pull. Hearing none, the Presiding Officer requests a mover and seconder to approve the remaining items on the consent agenda as such:

Moved by xxx, seconded by xxx;

THAT Council approve the items on the consent agenda dated Month X, 20XX, save and except item 12.2.

The Presiding Officer asks for discussion on the resolution (here is where members may make brief statements on any item) then calls for the vote. Once the vote is taken, the Presiding Officer calls on Councillor A to discuss item 12.2.

Councillor A moves "That Council receive item 12.2; and That Council direct staff to send the XYZ meeting minutes to the ABC Municipality for their information." The item now becomes its own item and would be dealt with like any other motion before Council and would require a seconder for further discussion.

By-laws

Any By-laws requiring to be passed are placed here. Generally, Council will have been provided supporting information for each By-law to be passed.

Confirming By-law

The Confirmatory By-law is used to confirm all the actions of Council during the meeting as intended.