
MEETING PROCEDURES POLICY

SCOPE AND PURPOSE

This policy applies to all meetings of a formally constituted body of the Kerrisdale Community Centre Society including, meetings of members of the Society called in accordance with the Society's by-laws, meetings of the Board of Directors, and meetings of Board committees. It is intended to codify meeting procedures and set out processes to clarify questions of process that may arise so that the Society's decision-making is consistent, fair, and visible to all.

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1. AGENDA DEVELOPMENT

- a. The chair is responsible for developing the meeting agenda. Board or Committee members may submit agenda items for inclusion. The Chair shall circulate the draft agenda no less than three days prior to the meeting. If additional items are proposed they may be added to the final agenda prior to or at the meeting. The chair may choose to postpone discussion of new items to a future meeting should time constraints or the need for further information make this advisable.
- b. The chair of a meeting cannot refuse to put a motion to the body provided the motion is in order at the time. (See [#6 Motions](#)) It must appear on the next agenda if it is not practicable to include it at the current meeting.
- c. A motion to re-visit a previous decision can only be added to an agenda using the process described in [#10 Re-visiting Previous Decisions](#).

2. QUORUM

- a. Meeting of Members
As stipulated in Section 17 of the By-Laws of the Society, fifteen (15) active members of the Society present in person shall form a quorum at any meeting thereof: e.g., AGMs and extraordinary meetings of members of the Society.
- b. Meeting of Directors
The quorum of every meeting of Directors shall be five (5) Directors present in person, as specified by Section 39 of the By-Laws of the Society.

c. Meeting of Committee

Each committee should determine its own quorum. However, at least one Director must be present for any decision with financial implications.

3. APPROVAL OF MINUTES

The minutes of a meeting document motions, votes and committee reports, and are the official records of whatever transpired in that meeting. In general, meeting minutes should be read and approved at the beginning of each subsequent meeting.

a. If there is an unusually long time between meetings, or if distribution of the minutes is impractical, the minutes may be approved, with the consent of the Board, by the Chair and the Executive Committee.

b. Approval of Minutes at a Subsequent Meeting:

i. The Chair asks for a motion to accept the minutes of DATE; then asks if there are any corrections? If corrections are offered, the Chair should handle each by offering the correction to the Board, to ensure that every Member agrees that the correction is accurate.

ii. If a member has some objection to the content of the minutes, he or she must offer a correction.

iii. In the event that disagreement arises about the correction, the correction may be amended using the rules for amendment.

iv. The Chair may assume the motion and obtain unanimous consent that the minutes be approved as distributed (or as corrected).

c. Right to Approve Minutes:

i. Right to Approve Minutes for Board and Committee Meetings:

➤ Only active members who were present at the previous meeting which produced the minutes for which approval is being sought can vote to approve minutes.

ii. Right to Approve Minutes for General Meetings of Members:

➤ All active members present at the subsequent meeting in which approval is sought irrespective of whether they were present for the previous meeting can vote or give consent to approve minutes.

d. Electronic Approval of Minutes:

In the interests of time, electronic approval of Board and Committee minutes by eligible members are acceptable.

Electronic approval requires that draft minutes be first made available electronically to eligible members with a set deadline (at least 72 hours) to request changes. If no changes are requested upon expiry of the deadline, the chair calls for a vote to approve the minutes.

If changes are requested, a second version of the draft minutes is prepared by the chair and circulated electronically to eligible members with a set deadline (at least 72 hours) to vote to approve them or not.

Electronic approval by more than half of the votes cast, excluding abstentions, is required for the minutes to be approved. If the minutes are not approved electronically, the motion to approve will be deferred until the next face-to-face meeting.

e. To correct a mistake in the minutes after they have been approved, a member must make a motion to amend something previously adopted (See #10 Re-visiting Previous Decisions).

4. THE ROLE OF THE CHAIR

The Chair of a meeting must direct the discussions in a fair and efficient manner such that issues on the agenda are fully addressed, that all who wish have an opportunity to speak, and time constraints are respected.

The Chair does the following:

a. determines the order of speakers according to #5 Rules of Discussion and Debate

b. insists that digressing speakers stick to the topic under discussion; digressions may be ruled out of order

c. keeps the meeting on time by monitoring progress and reminding participants of constraints; may, with the consent of the meeting, set time limits for each speaker;

- d. ensure clarity by pointing out any misunderstandings;
- e. initiates closure by:
 - i. briefly summarizing key points (e.g., main areas of agreement and main areas of differences);
 - ii. repeating task assignments and ensuring that any missing details are filled in: e.g., “*when would you be able to report back*”;
 - iii. asking for a vote or informal decision on the issue, or suggesting delaying a decision until a later time to be specified;
- f. may suggest a different method of achieving resolution of the issue; e.g., small group discussions, etc.; and,
- g. calls for meeting breaks as desirable.

5. RULES OF DISCUSSION and DEBATE

a. Members speak only after being recognized by the Chair

- i. Members may raise their hands to be recognized by the Chair.
- ii. As a rule of courtesy, members should never *verbally* seek recognition while another member is speaking except for the rare occasion of making a point of order or a point of information.
- iii. Recognition is on a “first-come-first-served” basis, except that:
 - The maker of a motion has the right to speak first (not last).
 - Second time speakers must yield to first time speakers.

b. Rules of decorum

- i. Members must remain courteous and avoid personal attacks.
- ii. Comments should always be addressed to the Chair even if they involve another member.
- iii. Remarks must be confined to the pending motion with no digressions.

c. The decision to close debate

There are three options for reaching this decision:

- i. a proposal by the Chair and made informally by general consent;
- ii. time limits that were agreed to by the Board (for example, by adopting a timed agenda or setting a limit on debate of an issue); or,
- iii. a formal motion to close the debate.

6. MOTIONS

- a. The motion is the basic tool for getting the agreement of the Board to take action or express a view. A motion is made by simply using the phrase “I move that...” and state what is wanted.
- b. A motion is in order providing that it is:
 - i. consistent with the board/organization’s charter, bylaws, or procedural laws.
 - ii. not in conflict with an adopted motion that has not been rescinded.
 - iii. not presenting essentially the same question that has been defeated earlier in the same meeting.
 - iv. within the scope of the purpose of the organization (unless the motion is agreed to be considered by a two-thirds vote).
- c. Main motions are generally any sort of proposal that needs to be discussed and voted upon.
- d. Secondary Motions occur during discussion of main motions, and are generally about amending the main motion.
- e. Privileged Motions can be made at any time. They permit a member to make a request or a main motion relating to the rights and privileges of the assembly or an individual member and to consider it immediately, because of its urgency, while other business is pending. These motions do not require a second and are not debatable. The chair rules on whether the question of privilege is to be recognized, members may appeal. Business of the meeting resumes where it was interrupted by the question of privilege. Examples of privileged motions include:
 - i. Recess: Permits a short intermission in a meeting. “*I move that we recess for 10 minutes*” or “. . . until 2:00” or “. . . until called to order by the chair.”
 - ii. Raise a question of privilege: affecting the assembly: e.g., heating, lighting, ventilation, or noise, address concerns about the conduct of its officers, members of the assembly, or employees, to consider the

presence of media at the meeting, or to question the accuracy of published reports, request that the matter be discussed at an in-camera session.

iii. Call for the meeting to return to the approved meeting agenda: "*Madam President, I demand the regular order of business.*"

f. Motion to adjourn ends the meeting immediately. It is also a privileged motion and is not debatable, but it must be seconded and requires a majority vote to adopt. The motion to adjourn is not in order when the assembly is engaged in voting or before the chair announces the result of a vote. If the motion to adjourn is not approved, members can make it again after some progress in the meeting. If it is approved, the business of the meeting halts and any pending business, including motions not yet voted on, appears on the agenda of the next meeting as unfinished business.

7. STEPS FOR HANDLING MAIN MOTIONS

Step	Language	Important Points
1. A member makes a motion	<i>"I move that _____"; or "I move that the following resolution be adopted"; or "Resolved that _____".</i>	1. The motion must be concise, complete and unambiguous. 2. Whenever possible motions will be submitted in writing.
2. Another member seconds the motion	<i>"I second the motion" or "Second"</i>	Seconding does not mean endorsement of the motion, but only agreement that it should be discussed.
3. The Chair states the motion	<i>"It is moved and seconded that _____. Is there any discussion?"</i>	1. The Chair may rule the motion out of order (giving the reasons) or confirm clarity from the Mover before stating the motion. 2. From this point, ownership of the motion becomes collective; withdrawing or amending the motion requires the Board's permission.
4. Debate and amendment	Please refer to section #5 <u>Rules of Discussion and Debate</u> above.	
5. The Chair puts the motion to the vote	<i>"There being no further debate, we will proceed to the vote. The motion is that _____. Those in favour of the motion please raise your hands. Thank you. Those opposed, please raise your hands. Thank you".</i>	1. Clarity must be ensured by repeating the motion before taking the vote. 2. The Chair counts the positive and negative votes; the count need not be declared. NOTE: All members present at the meeting are eligible to vote
6. The Chair announces the outcome	<i>"The motion is adopted" or "The motion is defeated".</i>	

8. STEPS FOR HANDLING AMENDMENTS

An amendment is a motion to change the wording of another motion before voting on it. The proposed amendment sets the main motion aside. If pursued formally, amending requires the same steps as main motions do (stipulated above under 'Handling main motions').

a. The main methods of amending include:

- i. Inserting or adding text.
- ii. Deleting text.
- iii. Replacing text.

- b. Types of amendments:**
 - i. A Primary Amendment changes the wording of the Main Motion.
 - ii. A Secondary Amendment changes the wording of the Primary Amendment.
- c. Number of amendments:**
 - i. Only one Main Motion, one Primary Amendment and one Secondary Amendment may be pending at the same time, and a third level of amendment is not allowed. Each requires a separate vote beginning with the Secondary amendment.
 - ii. Non-contentious amendments may be approved by unanimous consent as long as the proposed changes are clearly articulated and the Board's wishes are ascertained: *"Is there any objection to inserting the words _____?"*
 - iii. The Board may opt to suspend the rules, deal with one aspect of the proposal at a time, and then consolidate the consensus into one motion.

9. DECISION MAKING: VOTING AND UNANIMOUS CONSENT

- a. Voting at in-person meetings**
 - i. As stipulated under section 20 of the By-Laws of the Society, at every meeting, every resolution shall be decided by a show of hands unless a ballot vote is requested by any member present.
 - ii. Every active member present at the meeting has one vote. Members who are in a conflict of interest are expected to abstain from voting (See KCCS Conflict of Interest Policy).
- b. Voting outside in-person meetings**
 - i. Should an issue requiring a decision arise between scheduled meetings that cannot wait for the next meeting, the Chair will formulate the motion and send it electronically to members to approve or not by a certain date. If no vote is received it is considered to be an abstention.
- c. Determining the outcome of votes**
 - i. In case there shall be an equality of votes, the resolution is defeated.
 - ii. A member may change his/her vote at any point during the voting process before the final result is recorded.
 - iii. The Chair declares the outcome of the vote and the decision is recorded. (section 20 of the By-laws of the Society).
 - iv. As stipulated under section 40 of the By-Laws of the Society, every question at a meeting of the Directors (the Board) shall be determined by a majority of the votes of the Directors present, every Director (including the Chair) having one (1) vote.
 - v. A majority vote is defined as more than half of the votes cast, excluding abstentions, at a regular meeting at which a quorum is present. This vote is typically used for elections or adopting a motion.
 - vi. A two-thirds vote is defined as at least two-thirds of the votes cast, excluding abstentions, at a regular meeting with a quorum present. This vote is most commonly used for suspension of the rules, or to close, limit, or extend debate.
- d. Unanimous or General Consent**

The Board may also reach decisions by unanimous, or general, consent. This is an informal method of taking a vote, used for routine and non-controversial decisions. For example:

 - *"Is there any objection to changing the agenda to consider item 7 now? (Pause) There being no objection, we will proceed now with item 7, and then return to item 3";* or
 - *"There is an objection and we will take a show of hands. Those in favour of changing the agenda raise your hands. Thank you. Those opposed raise your hands, et cetera".*
 - *"Is there an objection to extending the time for this discussion by 5 minutes? (Pause). There is no objection and the time for this discussion has been extended until 3:45 pm"*
 - *"Is there an objection to amending the motion by adding the words 'including all documents'? (Pause). There is no objection and the motion has been amended to read: _____".*

10. RE-VISITING PREVIOUS DECISIONS

- a. Adopted motions**

An adopted motion can be re-visited, provided that it (or the parts that members wish to change or cancel) has not been implemented (acted upon).

i. At the same meeting:
An adopted motion that was not acted upon can be brought back for consideration with the agreement of the members (by a majority vote). A motion to reconsider ought to be made by a member who voted on the prevailing side (the side in favour of the motion). If the motion to reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.

ii. At a future meeting:
An adopted motion can be brought back at a future meeting (provided that it was not acted upon) via the motion to rescind or amend. Any member, regardless of how he or she voted originally can make this motion.

b. Defeated motions

i. At the same meeting:
A defeated motion can be brought back for reconsideration at the same meeting if the members- by a majority vote- agree to do so. Only a member who voted on the prevailing side (against the motion) may make the motion to reconsider.

ii. At a future meeting:
A defeated motion that is still applicable can be re-introduced at a future meeting as new business.

11. NOMINATION PROCESS FOR OFFICERS

- a. Officers of the Society are the President, two (2) Vice-presidents, the Secretary, and the Treasurer. The Immediate past President is also an Officer of the Society, but is not elected.
- b. The election process of an Officer will commence with a call for nominations by the Chair.
- c. A nomination requires a seconder and the consent of each person nominated.
- d. A reasonable amount of time must be allowed to receive nominations.

12. POINTS OF ORDER and APPEALS

A point of order is a statement by a member that a rule has been violated. The procedure for handling a point of order can be seen in the example below:

Member: *"I have a point of order".*

Chair: *"What is your point of order?"*

Member: *"The amendment is not related to the main motion"*

In response, the Chair makes a ruling or submits the point of order to a vote, for example:

Chair: *"The point of order is well taken. The amendment is not related and is out of order. We are now back to the main motion which reads:"* (This option is subject to an appeal)

Or

Chair: *"The point of order is not well taken. The amendment is in order".* (This option is subject to an appeal)

An appeal is a procedure that allows two members who disagree with the Chair's ruling to submit it to a vote of the Board. The Presiding Officer is not required to vacate the Chair to take this vote.

a. Procedure

Member: *"I appeal the decision of the Chair".*

Another member seconds the appeal.

Chair: *"The ruling of the Chair has been appealed. The ruling was that _____".*

The Chair allows limited debate on the appeal, and then proceeds to the vote:

"The question is: Shall the Chair's ruling be sustained? Those who believe that the Chair's ruling is correct, please raise your hands. Thank you. Those who believe that the ruling is incorrect, please raise your hands. Thank you. The Chair's ruling has been upheld (or reversed). Therefore, _____".

b. A majority against the ruling is required to reverse it.