

MAKING NSTU MEETINGS WORK



A GUIDE FOR NSTU LEADERS

C o n t e n t s

AN INTRODUCTION TO RUNNING NSTU MEETINGS.....	3
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THE ROLE OF MEETING LEADERS	4
I Chair.....	4
II Vice-Chair.....	4
III Secretary.....	5

FUNDAMENTAL COMPONENTS OF EFFECTIVE MEETINGS	6
I Preparation.....	6
II Ground Rules	6
III Agenda	7
IV Quorum	8
V Call to Order.....	9
VI NSTU Rules of Order.....	9
VII Voting Practice.....	9
VIII Recording Decisions	10
IX Adjournment	10

CONDUCTING DEBATE AT AN NSTU MEETING	11
I Line Of Authority.....	11
II Progression Of A Main Motion	11
III Amendments To A Motion.....	11
IV Closed Session	12

KEEPING RECORDS	14
I Meeting Minutes	14
II Action Sheet	15
III Reports And Recommendations	15

APPENDIX A	
NSTU GUIDE TO PARLIAMENTARY PROCEDURE.....	16

Chapter 1



AN INTRODUCTION TO RUNNING NSTU MEETINGS

This booklet is designed as a primer to help NSTU leaders conduct effective meetings. NSTU meetings vary in type, frequency, and complexity; however, meetings are required where decisions must be made. Decisions can only be made through motions at properly conducted meetings. It is important for NSTU leaders to have a fundamental understanding of parliamentary procedures and rules of order as well as effective meeting strategies.

Elected officials of the NSTU are responsible for the general administration of the Union whether at the Professional Association, Local, Regional, or Provincial level. The Union's leadership provides vision and direction meant to address the overall goals of the organization. The efficient and effective execution of meetings will assist in attaining the organization's mandate and goals.

The Provincial Executive is the executive of the Council and is granted its authority to act through the Union's constitution. Locals, Regional Representative Councils, and Professional Associations are committees of the NSTU and are granted their authority to act through the Union's constitution as well as their own constitutions.

This booklet will examine the roles of meeting leaders and the fundamental components of successful meetings. Other NSTU booklets such as *NSTU Guide to Parliamentary Procedure* can be used in conjunction with this booklet to ensure meetings are conducted correctly.



Chapter 2



THE ROLE OF MEETING LEADERS

During NSTU meetings three leaders are generally expected to take key roles. The chair is responsible for controlling and expediting the discussion and debate. The vice-chair takes on the chair's responsibilities in the absence of the chair and during certain sections of a meeting. The secretary is responsible for assisting the chair with meeting preparations as well as fulfilling other essential functions during the meeting.

I CHAIR

As the presiding officer, the chair has the duty to ensure meetings are conducted effectively and efficiently, follow proper protocols, and adhering to NSTU rules of order. The chair has general oversight of the meeting including: meeting preparation, ensuring member participation, and enforcing rules of order.

In preparation for a meeting sufficient notice should be given, a detailed agenda should be produced, and arrangements should be made to secure an appropriate venue. The chair should be aided in these preparations by the secretary.

During the meeting the chair has a great deal of responsibility. The chair ensures all members have the ability to exercise their right to fully participate. There should be no side conversations or unnecessary interruptions. Every speaker should be allowed respectful attention to their opinion on the issues. The chair ensures motions are in order, debate is focused on the issue, both sides of the debate are heard, and all pertinent facts are shared. At the end of the discussion the chair calls the question and executes the vote. The chair should not engage in the debate and typically does not participate in the vote unless it changes the vote's outcome. The chair only has the right to vote as a member of the assembly. The chair should not arbitrarily end debate or limit debate outside of the rules of order.

II VICE-CHAIR

In general, the vice-chair is called on to chair meetings in the absence of the presiding chair. The vice-chair may also be called on to chair the meeting during certain sections of a meeting such as while the chair is giving a report or during Closed Sessions. The presiding officer may relinquish the chair to the vice-chair in the rare occasion where the chair wishes to enter into the debate.

III SECRETARY

The secretary has the duty to aid the chair; additionally the secretary has other specific duties which come with the role.

Prior to the meeting, the secretary should aid the chair in circulating the notice, preparing the agenda, and securing the venue. The secretary should also ensure that there are sufficient copies of pertinent documents required for discussion. Relevant documents should be circulated prior to the meeting to allow members the opportunity to prepare.

During the meeting the secretary has very specific responsibilities. The secretary has the duty to record attendance at a meeting and may aid the chair to ensure quorum is maintained. The secretary should design and implement a method to conduct a roll call. The secretary prepares the official record of the meeting (the minutes). The minutes are a record of the decisions made, they are not a record of everything said and who said it.

Following the meeting the secretary should finalize the minutes, ensure the minutes are approved, ensure approved minutes are signed by the chair and secretary, and circulate approved minutes. It is appropriate to prepare an action sheet to accompany minutes. An action sheet is a simple list of the decisions made at the meeting and the individual(s) responsible to make sure the actions are followed up on.



Chapter 3



FUNDAMENTAL COMPONENTS OF EFFECTIVE MEETINGS

Meeting should include the following fundamental components in order to ensure that they will be effective:

1. Meeting preparation is done.
2. Ground rules are set, known, and followed.
3. An agenda is set and circulated.
4. Quorum is established and maintained.
5. The meeting is called to order.
6. NSTU rules of order are practiced.
7. Proper voting practice is followed.
8. Decisions are recorded.
9. The meeting is adjourned.

I PREPARATION

A suitable venue should be arranged which is large enough for the number of individuals attending the meeting. If appropriate, because of the timing and/or length of the meeting, refreshments and possibly a meal should be arranged.

Documents such as the agenda, minutes of the previous meeting, and reports should be prepared and circulated prior to the meeting.

Advanced meeting notice helps show respect for NSTU members' time and busy schedules. Openness builds trust; therefore, wide distribution of meeting notice is encouraged.

NSTU Locals are expected to schedule general meetings on an annual basis by September and to post the date, time, and location of these meetings in every educational site within the Local. NSTU emergency and special meetings are scheduled according to operational procedures with meeting notice stipulated.

II GROUND RULES

The NSTU has a fundamental ground rule that its leaders will include a Restorative (Relational) Approach philosophy when conducting meetings.

Setting meeting ground rules helps in running an efficient and effective meeting as they provide guidelines for all participants, allowing everyone to have the same set of expectations. Ground rules should be developed and reviewed by the group's leaders and presented to the general membership for adoption. It is helpful to include ground rules as a resource to participants, either by posting them or circulating them widely. At the first meeting of the year it is fitting to review the ground rules.

A sample of meeting ground rules may include such things as:

1. Meetings shall be conducted following a Restorative Approach philosophy.
2. Meetings shall start and finish on time.
3. Agenda items will be prioritized and sufficient time will be allotted to each item.
4. Diverse opinions are valued and will be heard.
5. Decisions are reached through motions.
6. Minutes and action sheets will be succinct and completed for each meeting.

III AGENDA

Though a meeting agenda may take many forms, a typical agenda will follow a standard form. The agenda should provide the order of business generally followed by an organization that uses parliamentary procedure. In general, the agenda would be developed by the chair, in consultation with the secretary, with input given by fellow officers. A typical meeting agenda would be:

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes
4. Reports from Officers
5. Reports from Committees
6. Unfinished Business and General Orders
7. New Business
8. Announcements
9. Adjournment

Each of the items above could be broken down into sub-items such as:

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes
 - a. Minutes from the September 15 meeting
 - b. Minutes from the October 1 meeting
4. Reports from Officers
 - a. President
 - b. Treasurer
 - c. Etc.
5. Reports from Committees
 - a. New Member Committee
 - b. Professional Development Committee
 - c. Social Committee
 - d. Etc.

Unfinished business, new business, and announcements should have a brief title for each sub-item to indicate the topic of discussion.

IV QUORUM

In order to conduct official business and make decisions, an NSTU meeting is required to have a specific number of members present (a quorum). Generally, quorum is a majority of the group as referenced in constitutions. It is important for the chair of a meeting to confirm that quorum is established prior to conducting the business of the meeting.

It is essential that the number used to determine quorum is reasonable (i.e. reflective of the typical number of members attending a meeting). For example, a general meeting of a Local would mainly have only NSTU Representatives and Local Executives; therefore, the model constitution for Locals' sets quorum for general meetings of a Local as a majority of the sum of Local Executive Members and NSTU Representatives.

If a quorum is not present, agenda items requiring action via adopted motions cannot be addressed. If emergency business must be conducted, the meeting participants can take action if there is unanimous consent among the members in attendance; however, any actions agreed upon must be ratified at the next meeting which has a quorum.

Minutes of a meeting lacking a quorum shall report the actions taken with a notation that there was an absence of a quorum and that ratification will occur at the next scheduled meeting.

V CALL TO ORDER

The chair formally starts the meeting by announcing “*I call the meeting to order.*” This is noted in the meeting minutes along with a note regarding the time. In larger groups it can be helpful to use a gavel to call the meeting to order and maintain order during the meeting.

VI NSTU RULES OF ORDER

Parliamentary procedures are a set of rules, often referred to as rules of order, for conducting business at official meetings of an organization. Parliamentary procedure can actually assist in promoting positive debate among meeting participants by focusing discussion. Various parliamentary authorities are available to organizations that provide guidance/rules for appropriate parliamentary procedure.

Robert’s Rules of Order Newly Revised, 11th Edition (RONR 11th Ed.), is the parliamentary authority for most organizations including the NSTU. The NSTU also sets its own rules of order where it is reasonable to differ from Robert’s. The booklet *NSTU Guide to Parliamentary Procedure* is meant to help leaders interpret Robert’s as well as NSTU rules of order (a copy of which is provided in Appendix A). A list of common motions and how they should be managed can be found in the NSTU document *Parliamentary Procedures at a Glance*.

Following parliamentary procedures protects the democratic process of an organization. It protects the rights of the minority to be heard while ensuring the voice of the majority prevails.

VII VOTING PRACTICE

The method of voting on a motion depends on the situation and the by-laws/rules of order of the organization. The organization may wish to use one method over another as it considers a particular vote. It is typical for most NSTU meetings to use a Voice Vote in most circumstances; however, the vote may be conducted in one of the following ways:

1. Voice Vote.
2. Show of Hands.
3. Roll Call Vote (or Vote by yeas and nays).

4. Ballot (or Vote by Secret Ballot).
5. General Consent.
6. Electronic Vote.

VIII RECORDING DECISIONS

The official record of the NSTU's activities is found in the minutes of meetings. Thus, accuracy of meeting minutes and distribution of minutes is a critical component in the stewardship activities of NSTU leaders.

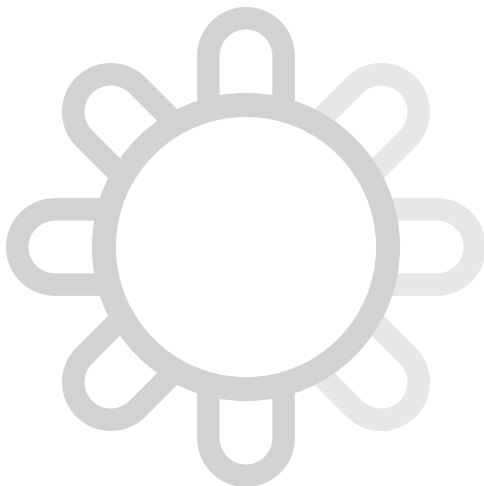
It is important to note that minutes are not a record of everything said and who said it; instead, minutes are a record of the decisions made and who made them. Minutes should mirror the agenda. Officer or committee reports often accompany minutes.

IX ADJOURNMENT

To bring official closure to a formal NSTU meeting, a motion to adjourn is frequently used. A mover and seconder are required before the motion to adjourn is voted on by meeting participants.

If an agenda has been approved and all business has been concluded, the chair can declare the meeting adjourned without a motion by general consent. The chair would simply state *"We have come to the end of our agenda, if there are no objections I will adjourn the meeting."* Members show their approval by remaining silent, if a single member objects the motion must go to a vote.

The chair may also adjourn a meeting if quorum is lost during the meeting.



Chapter 4



CONDUCTING DEBATE AT AN NSTU MEETING

I LINE OF AUTHORITY

The chair of the meeting is central to the effective running of the meeting. The chair is responsible for ensuring:

1. That a member of the assembly does not speak until recognized by the chair.
2. That motions are in order.
3. That members address the chair and do not address one another directly.
4. That personal names are not used in debate.
5. That officers of the organization are referred to by their official titles.

II PROGRESSION OF A MAIN MOTION

A motion is a formal proposal by two members given to the assembly for consideration, debate and decision through voting. When in a formal business meeting it is appropriate to present motions to address each business item on the agenda.

The sequence for addressing a main motion is as follows:

1. Motion is placed.
2. Discussion ensues.
3. Chair calls for the question.
4. Chair repeats motion.
5. Vote is conducted.

III AMENDMENTS TO A MOTION

The purpose of an amendment is to modify a main motion that is being considered by the assembly so that it will more satisfactorily express the will of the members. An amendment must be germane to the main motion; meaning, an amendment must address the same question that is raised by the motion to which it is being applied. Amendments cannot introduce an independent

question; but an amendment can be hostile to, or even defeat, the spirit of the original motion and still be germane.

There is no such thing as a friendly amendment, once the motion is made, it becomes the property of the assembly.

The types of amendments which may be considered are:

1. Unrestricted Amendment – an unrestricted amendment is a subsidiary motion that modifies a main motion by providing alternate wording.
2. Restricted Amendment – a restricted amendment is a subsidiary motion such as a motion which limits debate, postpones debate, calls for recess, or refers to committee.

When an amendment is moved and seconded, the main motion is displaced and the amendment becomes the active business. After the amendment has been decided, debate resumes on the main motion.

Debate is limited to the amendment until it is disposed of. Debate is allowed on an amendment only if debate is allowed on the main motion.

There is no restriction as to the number of successive amendments that can be moved to modify a main motion. In general it is good practice to only consider one amendment at a time; however, an amendment is amendable.

Voting sequence is first: on the amendment; next: on further amendments; and, finally: on the amended or original main motion.

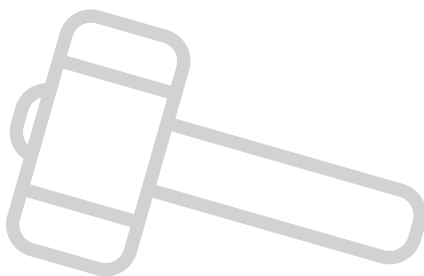
IV CLOSED SESSION

The purpose of Closed Session is to allow a group to discuss sensitive/confidential issues and reach tentative decisions regarding these issues. Decisions agreed upon are then considered as main motions in Open Session. Items to be discussed in Closed Session should be agreed upon prior to the adoption of the agenda. Closed Session should be used sparingly, it is meant to maintain confidentiality, and should not be used to hinder transparency. Closed Session may be used to allow for more comprehensive debate on issues (i.e. member speaks once only rule is relaxed when no additional speakers have been identified)

Only members of the particular group typically attend. Staff and others outside the group may attend by invitation.

The process of entering into Closed Session, conducting discussion, and returning to Open Session is as follows:

1. In Open Session, the chair seeks a motion to go into Closed Session to address identified agenda item(s) (this is a privileged motion that is neither debatable nor amendable requiring a majority vote).
2. In Closed Session, the vice-chair presides over the meeting.
3. In Closed Session members may speak on more than one occasion and the vice-chair can make several interventions to deal with questions and misunderstandings as they arise in the debate.
4. No formal motions are considered but straw votes can be taken to determine decisions for consideration as main motions in Open Session.
5. When the business of the Closed Session is completed, the vice-chair moves a motion to rise and report (this is a privileged motion that is neither debatable nor amendable requiring a majority vote).
6. In Open Session, the chair calls upon the vice-chair to report on the discussion topics and status of issues addressed in Closed Session.
7. In Open Session, decisions reached in the Closed Session are moved as main motions.



Chapter 5



KEEPING RECORDS

I MEETING MINUTES

Minutes should have a header stating who is meeting and when the meeting is occurring, it may also state where the meeting is happening. If the minutes are not yet approved they should be clearly marked as draft.

Minutes should start with a list of members *in attendance* and members who have sent regrets. Minutes may also include *guests* that are in attendance but are not part of the decision making process.

There should be an indication of the call to order, for example *“J. Smith called the meeting to order at 7:03 pm.”*

Motions should clearly state the mover/seconder and the decision reached (the outcome of the vote). Examples of a simple motion would be:

J. Doe/J. Smith/CARRIED

That the agenda be adopted.

or

J. Doe/J. Smith/CARRIED

That the Treasurer’s report be filed.

A more complex thread of motions may include a number of proposed amendments, for example:

A. Alpha/B. Beta/

That an ad hoc committee be formed to plan the retirement party.

G. Gamma/D. Delta/CARRIED

That the motion be amended by inserting: *“and shall report back to the executive at its next meeting.”* after the word *“party.”*

E. Epsilon/Z. Zeta/DEFEATED

That the motion be amended by including a second sentence: *“That the party shall take place at Joe’s Bar and Grill.”*

A. Alpha/B. Beta/CARRIED

That an ad hoc committee be formed to plan the retirement party and shall report back to the executive at its next meeting.

Many agenda items will not have any decision associated with them, such topics can be listed in the minutes along with a statement such as “... *item was discussed, no action has been approved at this time.*” This will allow members who did not attend the meeting to see that the agenda item was not ignored but no decision has been made.

The minutes would conclude with the adjournment of the meeting. If the meeting is adjourned by motion the mover/seconder and the result of the vote would be noted along with the time. If the meeting is adjourned by the chair through general consent a simple line stating “*J. Smith adjourned the meeting at 8:55 pm*” will suffice.

II ACTION SHEET

An action sheet (or action registry) can help keep track of the disposition of actions. The action sheet would include all motions requiring action and the name of the person responsible for completing the action. Action items should mirror the agenda wherever possible. A column may be added to the minutes to indicate responsibility for action on each decision.

III REPORTS AND RECOMMENDATIONS

Brevity and clarity should characterize NSTU reports. Recommendations of a study or report accompany the report but are considered separately.

When presenting a report to bring closure to the committee’s work without taking action, a motion to file or receive the report is in order.

When a report is to be shared with an outside group, a motion to adopt is in order. Again, recommendations should be dealt with through separate motions.



Appendix A



NSTU GUIDE TO PARLIAMENTARY PROCEDURE

FUNDAMENTALS OF PARLIAMENTARY PROCEDURES

1. *What is parliamentary procedure?*

It is a set of rules, often referred to as *rules of order*, for conducting business at official meetings of an organization. Various parliamentary authorities are available to organizations that provide guidance/rules for appropriate parliamentary procedure.

Robert's Rules of Order Newly Revised, 11th Edition (RONR 11th Ed.), is the parliamentary authority for most organizations including the NSTU. The NSTU also sets its own rules of order where it is reasonable to differ from Robert's.

2. *Why is parliamentary procedure important?*

Parliamentary procedures ensure and protect the democratic process of an organization. It protects the rights of the minority to be heard while ensuring the voice of the majority prevails.

It is important for members of an organization, in particular its leadership, to have a basic understanding of parliamentary procedure and rules of order.

The purpose of parliamentary procedure is to help facilitate the smooth running of a business meeting. It is not a goal in and of itself. It should not be used frivolously to impede the business of a meeting.

3. *What does a typical meeting agenda look like?*

Though a meeting agenda may take many forms, a typical agenda will follow a standard form. The agenda should provide the order of business generally followed by an organization that uses parliamentary procedure. A typical meeting agenda would be:

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes

4. Reports from Officers
5. Reports from Committees
6. Unfinished Business and General Orders
7. New Business
8. Announcements
9. Adjournment

4. *How do members participate?*

Members make motions. A motion is a proposal that the assembly take a position or action on an issue. Members have the right to:

- Present Motions (Make a Proposal) *"I move that..."*
- Second Motions (Express support for discussion of another member's motion) *"Second."*
- Debate Motions (Give opinions on the motion) *"I speak in favour of the motion, I think..."*
- Vote on Motions (Make a decision) *"All those in favour..."*

5. *What are the types of motions that can be considered during a meeting?*

There are five classes of motions which helps to define their order of precedence. The five classes are as follow:

1. Main Motions

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example: *"I move that we purchase..."*

2. Subsidiary Motions

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example: *"I move to amend the motion by striking out..."*

3. Privileged Motions

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example: *"I move we adjourn."*

4. Incidental Motions

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example: *"I move to suspend the rules for the purpose of..."*

5. Motions that bring a question again before the assembly

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example: *"I move to reconsider..."*

KEY QUESTIONS TO CONSIDER WHEN MAKING A MOTION

1. *Is the motion in order?*

Your motion must relate to the business at hand and be presented at the correct time. It must not be obstructive, frivolous or against the by-laws or constitution of the organization.

2. *May I interrupt the speaker to make a new motion?*

For most motions it is not proper to interrupt a speaker once they have been acknowledged by the Chair. However, some motions are so important that the speaker may be interrupted to make them. An appeal of a Chair's ruling is one such example where if the issue is not addressed immediately then the opportunity to correct the issue is lost.

The original speaker will regain the floor after the interruption has been addressed.

3. *Do I need a second for my motion?*

Usually, yes. A second indicates that another member would also like to consider your motion. It prevents spending time on a question that interests only one person. There are a few exceptions to this rule in order to allow the minority to be heard.

4. *Is the motion debatable?*

Parliamentary procedure protects the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable to allow for expediency where it should be possible to make a decision quickly.

5. Can the motion be amended?

Many motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion (be germane to the main motion). Many other motions are not amendable because there is no reason to have this ability, for example the motion to adjourn.

6. What vote threshold is required to have the motion adopted?

Most motions require only a majority vote (more than half the members present and voting). However, motions concerning the rights of the assembly or its members need a two-thirds (2/3) vote to be adopted. Certain motions may require only a minority vote to be adopted to allow for the minority's voice to be heard.

7. Can the motion be reconsidered?

Some motions can be debated again and a new vote taken to allow members an opportunity to change their decision. The motion to reconsider must come from the winning side.

HOW DO I PRESENT A MOTION FOR CONSIDERATION?

Here are the steps followed when a motion is considered by an assembly:

1. The member addresses the Chair – *"Madame Chair, I wish to make a motion."*
2. The Chair recognizes the member by stating the person's name or title.
3. The member states the motion *"I move that..."*
4. The Chair calls for a seconder if not already provided by the mover *"Is there a seconder for the motion."* Another member seconds the motion by stating *"I second."* If there is no seconder, the motion is not considered.
5. The Chair repeats the motion – *"It has been moved and seconded that..."* The motion no longer belongs to the mover and seconder, it now belongs to the assembly. The motion can now be debated, amended, superseded, adopted, and/or withdrawn only at the will of the assembly.
6. The mover is allowed to speak first on the merits of the motion. The Chair calls on speakers in reasonable rotation, often keeping a speakers list if debate is fierce.

7. Speakers should begin their comments indicating their side – *“I speak for/against the motion.”*
8. A member may seek information on the topic by stating – *“Madame Chair – Point of Information...”*
9. Debate may be interrupted by a privileged, subsidiary, or incidental motion as long as it is in order.
10. The list of speakers is followed until three members have consecutively spoken for or against the motion. At this point the Chair seeks a speaker with an opposing view – *“The last three members have spoken for/against the motion. Is there a speaker against/for the motion wishing to speak?”*
11. To conclude debate, the Chair asks – *“Are there further speakers”* or *“Are you ready for the question?”* Seeing none, the Chair calls upon the mover to close debate.
12. The Chair calls for the decision by first restating the motion – *“It has been moved and seconded that...”*
13. The Chair conducts the vote.
14. The Chair reports the results of the vote to the assembly – *“The motion is carried/defeated.”*

THERE ARE VARIOUS METHODS IN WHICH TO CONDUCT A VOTE

The method of voting on a motion depends on the situation and the by-laws/rules of order of the organization. The organization may wish to use one method over another as it considers a particular vote. The vote may be conducted in one of the following ways:

1. Voice Vote

The Chair asks those in favour to say *aye*, *yes*, or *yea* then asks those opposed to say *no* or *nay*. The Chair decides if more have voted in the affirmative as opposed to the negative based on what has been heard.

2. Show of Hands

Members raise their hands to verify a voice vote, or as an alternative to it. The Chair asks those in favour of the motion to raise their hand then asks those against the motion to raise their hand. This does not necessarily require a count if it is obvious that more have voted one way as opposed to the other. It should not be used to record the vote.

3. Roll Call Vote (or Vote by yeas and nays)

In order to conduct a roll call vote on a main motion an incidental motion is required to set the manner in which to vote. During or prior to debate on a main motion a member would make the incidental motion to conduct a particular vote by roll call, if adopted the vote on the main motion would be conducted in this fashion. NSTU procedures allows for a roll call vote if one-fifth (1/5) of the members voting on the incidental motion vote in favour. A roll call vote is the only way in which an individual's vote may be recorded.

Each member of the assembly is called in alphabetical order by name and asked to vote, if the Chair is a voting member they are called last, each vote is recorded next to the individual's name. Members indicate their choice by replying *aye*, *yes*, or *yea* if they are in favour of the motion or by replying *no* or *nay* if they are opposed to the motion. Members may answer *present* or *abstain* to indicate their choice not to vote on the motion. Members may answer *pass* to indicate they do not want to vote at this time. Once the roll has been completed the person calling the roll should return to the members who indicated *pass* and ask if they wish to vote, at which time these members should reply with an affirmative, negative, or abstention.

4. Ballot (or Vote by Secret Ballot)

This is done when secrecy is desired. Members write their vote on a slip of paper. Scrutineers count the votes and report back to the assembly. A motion to destroy the ballots is in order following a ballot vote.

5. General Consent

When a motion isn't likely to be opposed, the chair asks, "*If there is no objection...*" Members show consent by their silence. If any single member says "*I object*," the matter must be put to a vote.

6. Electronic Vote

A vote may be conducted by way of electronic keypad or on-line through an electronic ballot. The NSTU has provisions for electronic keypads at Annual Council and on-line ballots for elections.

There are a set of rules governing votes as follows:

1. A vote on a motion is conducted by the Chair at the end of debate by first restating the motion and calling for the vote.
2. The Chair only has a right to vote if a member of the assembly. Generally, the Chair does not vote on a motion unless it will change the result. The Chair should generally abstain from voting as a sign of neutrality. The Chair generally votes where a ballot is used to conduct the vote.
3. A majority vote is achieved where any number greater than half those who have cast a vote voted in favour.
4. A two-third (2/3) majority vote is achieved where any number greater than two-thirds (2/3) of those who have cast a vote voted in favour.
5. A plurality vote is typical for elections, a plurality is achieved where one candidate receives more votes than any other candidate on the ballot.
6. When a vote is conducted by secret ballot it is customary to have a motion for the destruction of ballots once the vote result is announced.
7. A single member can call to have a vote verified by calling *"Division."* The Chair would declare *"Division of the Assembly has been called"* and would conduct a second vote by a means where votes can be counted. When a vote is being verified, individuals do not have to vote on the same side as they voted the first time.
8. If an individual member's personal interests are in conflict with a motion the individual should exit the assembly room during debate of the motion and the vote on the motion. This absence may be noted in the minutes as a demonstration that the individual was not involved in the decision.

PARLIAMENTARY PROCEDURE AT A GLANCE

To do this	Class of Motion	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is required?	Can it be reconsidered?
Adjourn (21), end the meeting	P	No	Yes	No	No	Majority	No
Adjourn (8, 10, 21), fix a time for adjourning	M	No	Yes	Yes	Yes	Majority	No
Agenda (10, 41, 59), adopt an agenda	M	No	Yes	Yes	Yes	Majority or (2/3) ¹	Negative vote only
Agenda (35, 41, 59), amend an adopted agenda	M/B	No	Yes/No ²	Yes	Yes	(2/3) or Unanimous Consent ²	Negative vote only
Rescind or Amend (35), as in a previously adopted motion	M/B	No	Yes	Yes	Yes	Majority or (2/3) ³	Negative vote only
Recess (10, 20), take a recess while No Business Pending/ Business Pending	M/P	No	Yes	Yes/No	Yes	Majority	No
Reconsider (37), as in to reconsider a previously adopted motion ⁴	B	No	Yes	Yes, if original debatable ⁴	No	Majority	No
Question of Privilege (10, 19), to address a concern (noise, guests present in closed session, etc.)	P	Yes ⁵	No, unless raised as a motion	No	No	Chair decides	No
Amend (12), suggest an amendment to a pending motion	S	No	Yes	Yes, if original debatable	Yes	Majority	Yes
Amend an Amendment (12), suggest an amendment to an amendment ⁶	S	No	Yes	Yes, if original debatable	No	Majority	Yes
Division of Question (27), divide question into two or more parts for clarity	I	No	Yes	No	Yes	Majority	No
Previous Question (16), end debate by calling for a vote	S	No	Yes	No	No	(2/3)	Yes
Limit or Extend Limits (10, 15), as in limits on debate	S	No	Yes	No	Yes	(2/3)	Yes
Table (17), lay on the table	S	No	Yes	No	No	Majority	Negative vote only
Take from Table (34), restart debate on a previously tabled motion	B	No	Yes	No	No	Majority	No
Postpone Question (14), to a certain time	S	No	Yes	Yes ⁷	Yes	Majority	Negative vote only ⁸
Postpone Indefinitely (11), drop the question without a vote	S	No	Yes	Yes	No	Majority	Affirm. vote only

To do this	Class of Motion	May you interrupt the speaker?	Do you need a seconder?	Is it debatable?	Can it be amended?	What vote is required?	Can it be reconsidered?
Commit (13), refer to a committee	S	No	Yes	Yes ⁷	Yes	Majority	Yes ⁹
Discharge a Committee (36), take back from committee before report	M/B	No	Yes	Yes	Yes	Majority or (2/3) ¹⁰	Negative vote only
Appeal (24), as in ruling of Chair ¹¹	I	Yes ¹¹	Yes	Yes ¹¹	No	Majority	Yes
Division of Assembly (29), call for a verification of vote result	I	Yes	No	No	No	Single member	No
Nominations and Polls (31), as in close nominations	I	No	Yes	No	Yes	(2/3)	No
Nominations and Polls (31), as in reopen nominations	I	No	Yes	No	Yes	Majority	Negative vote only
Point of Order (23), call for Chair to address violation of rules	I	Yes	No	No ¹²	No	Chair decides ¹²	No
Suspend Rules (25, 59), work outside of rules of order ¹³	I	No	Yes	No	No	Majority or (2/3) ¹³	No
Voting (10, 30, 44, 45, 46), motions related to voting except nominations	I	No	Yes	Yes/No ¹⁴	No	Majority ¹⁴	Yes
Withdraw a Motion (33), as in end debate, discard motion	I	Yes	Yes	No	No	Majority	Negative vote only

Note: **Bolded** numbers in parenthesis indicate section of RONR (11th edition) for greater detail

Classes: M – Main, P – Privileged, S – Subsidiary, I – Incidental, and B – Bring back

- Typically majority, two-thirds (2/3) if in session and in conflict with set program.
- If the Chair suggests the amendment no seconder is required, Chair asks for consent, if any member objects a vote is required. If suggested by an attendee of the meeting a seconder is required and a two-thirds (2/3) vote is required to adopt.
- The NSTU has specific rules as does Robert's Rules.
- Mover and Secunder must be from the prevailing side of the original vote. There is a limit in terms of time. If debate is allowed it should be limited to the merits of the question.
- Generally, should be of an urgent matter to interrupt a speaker or debate.
- Though Robert's allows for this, it is generally not advisable as it tends to add confusion to the debate.
- Debate must be limited to merits of the question, should not go into main motion.
- Negative vote may be reconsidered up to the time the question comes before the assembly again.
- Can only be reconsidered up until the time the committee begins consideration of the matter.
- Two-thirds (2/3) vote required unless notice is given at a previous meeting in which case a majority vote suffices.
- Only applies to a ruling of the Chair. May interrupt a speaker, must be made at the time of the ruling, and if any debate or business has intervened it is too late. Debatable unless it relates to: transgression in rules, priority of business, or undebatable question or undebatable question is pending.
- Explanation is allowed but debate is not. Chair makes a ruling or may allow the assembly to vote, in which case a majority vote.
- Cannot be used to suspend By-Laws or the Constitution. No rule protecting a minority can be suspended in the face of a negative vote as large as the minority. Rules related to parliamentary procedure require a two-thirds (2/3) vote, other rules require a majority vote.
- Debatable if no question is pending. NSTU rules allow for setting a roll-call vote with one-fifth (1/5) minority vote.

