

Bourinout's Rules of Order

Rules of order ensure the meeting flows in a smooth, orderly manner and allows the minority to be heard, but majority to rule.

Who can vote?

Each member is entitled to one vote, either in person or by proxy. Temporary members, members not in good standing, and the president of the board (unless there is a tie) cannot vote.

How motions work...

The question to be considered is presented as a motion by the Chair. It then needs to be moved and seconded. The mover is a person who proposes a motion. The seconder is a person who formally supports a motion at the time it is presented.

The Chair then restates the motion to open the question for debate and discussion. A member should signal to the Chair and be recognized by the Chair before speaking. Discussion should only relate to the motion.

In the course of debate, the motion may be amended or defeated. The motion must remain before the meeting until it is disposed of in one way or another. Motions can only be made if they relate to an agenda item.

Point of Order

A point of order is an issue raised by a participant at a meeting claiming that the procedure at a meeting is contrary to procedural rules. The Chair or a member can call "Point of Order" when comments or questions are not relevant to the motion. The member or Chair can interrupt the speaker to say this. The point is debatable; there is no vote, and the Chair rules. To overturn the ruling of the Chair, say "I challenge the Chair on..." There must be a seconder. There can be debate. Majority consent is required to carry the motion.

Point of Information

A point of information is a request for information or to seek clarification from the previous speaker. A member may interrupt another member who has the floor on a point of information after being recognized by the Chair. After being recognized by the Chair, the member rising shall state their question. The Chair shall ask the member having the floor if they are willing to be interrupted. If yes, the member will be permitted to ask the question.

Point of Privilege

A member objects to something which prevents continued participation (e.g. excessive noise). Say "Point of Privilege." The Chair rules.