

MEETING PROCEDURES

*(Numbering in this section is from the 2025 Manual Appendix pg. 190-194
and only includes sections relevant to this meeting)*

3.1 The Chair

The chair keeps a meeting of the council on track and may make rulings on procedure and the conduct of the meeting.

All members must be able to participate fully and comfortably.

Every voting member makes decisions on the basis of their own understanding of scripture and of the ethos of the United Church, in the light of Christian experience, and under the guidance of the Holy Spirit at work in the meeting of the council.

Any member of the council may bring to the attention of the chair any concerns about how a motion is being dealt with.

When an agenda has been adopted that specifies the time for particular items, such time shall be strictly adhered to, unless the council decides otherwise by a 2/3 majority of those voting.

The chair does not participate in the discussion or vote except in the case of a tie. If the chair wants to express an opinion, then they move aside from the role and ask another member to chair until the matter is disposed of.

3.2 How to Conduct a Meeting

3.2.1 Process

A council may set its own process for conducting business. If the council has not set its own process, it follows the parliamentary rules accepted in Canada (Bourinot's Rules).

3.2.2 Motions

A council may only pass motions for which it has the authority and which do not contradict the decision of a higher council.

A motion contradicting a motion already passed at the same meeting is out of order, unless it is a motion to reconsider.

3.2.3 Challenging Rulings

A voting member may challenge a ruling of the chair at the time the ruling is made. The chair restates the ruling and may give reasons. The secretary then calls the vote without any discussion on whether the chair's ruling is sustained.

3.3 How to Amend a Motion

When a motion has been made and is open for discussion, any motion to amend must be dealt with before dealing with the original motion.

When all motions to amend have been dealt with, the council may deal with the final form of the original motion.

Any voting member, except the mover and seconder of the original motion, may make a motion to amend the original motion.

A motion to amend fails if there is no seconder.

A motion to amend may not change the intention of the original motion.

A separate vote must be taken for each motion to amend.

3.5 Motions That Interrupt the Meeting

At any time during a meeting, any voting member may make a motion to

- a) close discussion without a vote on the motion;
- b) fix the time to adjourn;
- c) adjourn;
- d) take an immediate vote (2/3 vote required);
- e) limit or extend limits of discussion (2/3 vote required);
- f) postpone discussion and decision on the motion to a definite time;
- g) refer the motion to another body or commission;
- h) amend/change the motion; or
- i) postpone discussion and decision on the motion indefinitely (without a specified time).

An original motion may be interrupted by any of the above motions.

While these motions are being dealt with, they may only be interrupted by a motion above it in the list.

3.6 How to Reconsider a Motion

A motion to reconsider a motion already passed may be made if no motion is under consideration. A motion to reconsider has the same priority as the motion to be reconsidered.

Only a voting member who voted “yes” for the original motion may move the motion to reconsider. This motion must be seconded by a voting member.

A motion to reconsider in an ongoing meeting must be approved by 2/3 of the voting members present.

The revised motion may be reconsidered if a motion is changed on reconsideration and passed.

A motion on which action has been taken may not be reconsidered.

3.7 Additional Procedures

At any point not covered in The Manual, the parliamentary rules accepted in Canada (Bourinot’s Rules) will be followed.

OTHER:

Divide a Motion (seriatim) This is a request to vote on a motion in parts rather than in total. A seconder is required. If two persons ask, the chairperson must grant the request.

Point of Information Any person can go to a microphone, interrupt the debate and ask for information. For example, "What page is this on?" or "Who is speaking?"

Point of Order Any person can interrupt to challenge or question procedures. For example, "We didn't vote", or "President, we are debating this motion to table, and we shouldn't be."

Point of Privilege Any person can interrupt the debate to raise a point of privilege. For example, "Our table group doesn't have copies of this motion," or "Could you please repeat the motion? I didn't hear it."
