

# AGM Rules of Order

A quick reference for members — governed by PSAC Rules of Order

You belong here and your voice matters. These rules exist to make sure **everyone** gets a fair say. The Chair enforces them — and if they don't, you have tools to act.

## SPEAKING RULES

- 1 Raise your hand or go to the mic** — Wait for the Chair to call on you before you start talking.
- 2 Identify yourself** — State your name and work group when recognized.
- 3 3 minutes per turn** — The Chair will cut you off at 3 minutes. Same rule for everyone.
- 4 Wait your turn to speak again** — Under PSAC rules, everyone else who wants to speak goes first before you can speak again on the same topic. This is what stops one or two people from dominating the floor.
- 5 No interrupting** — You may not cut off another speaker — except for a Point of Order or Question of Privilege (see below).

**Questions vs. debate — know the difference.** A clarifying question is fine: *"What was the total spent on catering?"* But the moment you add an opinion — *"...I think that's too much"* — you've entered debate. Your 3 minutes starts, and you'll need to wait for everyone else before you can speak again. **Get your questions in early and keep them clean.**

## IF THE DEBATE WON'T END

Any member can move to end debate. Say: **"I call the question."** Needs a seconder. The Chair immediately asks **"Shall the question be now put?"** — no debate allowed. If **2/3 vote yes**, debate ends and the vote happens right away. (Called the *Previous Question* under PSAC rules.)

## WHEN SOMETHING FEELS WRONG

### Point of Order

**When:** Rules are being broken — someone is over time, speaking out of turn, or the Chair isn't following procedure.

**Say:** **"Point of order."** No permission needed. Chair must stop and rule immediately.

### Question of Privilege

**When:** You can't hear, the room is chaotic, or something urgent affects participation.

**Say:** **"Question of privilege."** Chair deals with it right away.

## IF YOU DISAGREE WITH THE CHAIR'S RULING

Any member can challenge a ruling. Say: **"I challenge the Chair."** Needs a seconder. Chair immediately asks — no debate — **"Shall the decision of the Chair be sustained?"** Members vote, majority decides. This is a legitimate democratic right.

## QUICK PHRASES

**"Point of order."** — Rules are being broken

**"Question of privilege."** — Can't hear or urgent issue

**"I call the question."** — End debate, vote now — needs seconder, 2/3 to pass

**"I move that..."** — Propose something to the meeting

**"I second."** — Support a motion so it can be discussed

**"I challenge the Chair."** — Dispute a ruling — needs seconder, members vote