

CEIU Local 621 – AGM Rules of Order (Cheat Sheet)

Speaking at the Meeting

- Raise your hand or go to the microphone. Wait until the Chair recognizes you.
- State your name and the group you represent.
- Time limit: **3 minutes max** per turn.
- One turn each until everyone else has had a chance.
- No interrupting, except for:
 - **Point of Order**: Rules are being broken.
 - **Question of Privilege**: You can't hear/see or an urgent issue affects participation.

Motions (How Business Happens)

Main Motion – Starts discussion. Example: "I move that Local 621 donate \$500 to the food bank."

- Needs a seconder.
- Can be debated and amended.
- Majority vote to pass.

Amendment – Changes a motion (e.g., change \$500 to \$750). Voted on before the main motion.

Call the Question (Previous Question) – Ends debate, forces a vote.

- Needs a seconder.
- Not debatable.
- Needs **2/3 vote**.

Refer to Committee – Sends issue to committee for more work (must give instructions).

Postpone – Delay to future time (not debatable, mover may explain).

Table – Set aside temporarily (not debatable, mover may explain).

Points & Challenges

Point of Order – Rules problem. Chair rules immediately.

Question of Privilege – Urgent issue affecting participation. Chair rules immediately.

Challenge the Chair – Disagree with ruling. Needs seconder. Members vote: "Shall the decision of the Chair be sustained?"

Voting

- **Voice vote / show of hands** – most common.
- **Standing vote** – if unclear or challenged.
- **Secret ballot** – only for officer elections or if 1/3 of members request.
- **Recorded vote** – if 1/3 demand, each name is recorded.
- Tie vote – Chair may cast deciding vote.

Order of Priority (Always in This Order)

1. Adjourn – end the meeting.
2. Recess – short break.
3. Question of Privilege – urgent issue.
4. Point of Order – rules problem.
5. Table – set aside temporarily.
6. Call the Question – close debate.
7. Postpone – delay to future.

Quick Phrases

- "I move that..." → propose action.
- "I second." → allow discussion.
- "Point of order." → rules not being followed.
- "Question of privilege." → something urgent prevents participation.
- "I call the question." → end debate, vote now.

■ The Chair enforces these rules. Persisting after being ruled out of order may lead to consequences decided by the meeting.