



# KIN RULES OF ORDER



## 8. NOTICE OF MOTION:

Advance notice of certain motions is sometimes required. Generally this applies in cases of important measures, such as revisions to house rules, new projects, or expenditures of large sums of money. The amount of advanced time is set by the House Rules.



### 9a. AMENDMENTS:

Amendments to a motion may be proposed at any time during the discussion. No amendment may be entertained which has the effect of nullifying the main motion. Any amendment must be relevant to the subject matter of the motion and may amend it in only by: (1) leaving out certain words, (2) adding certain words, or (3) by deleting certain words and replacing them with others.

### 9b. NUMBER OF AMENDMENTS:

In order that discussion may be confined within reasonable bounds, not more than two amendments may be before the meeting at one time. However, as soon as one amendment has been accepted or rejected, another may be proposed; provided, of course, that it is different in purport from one already defeated.



## Type of Voting at Zone, District & National Meetings

Each club has the right to appoint one accredited delegate to cast it's vote. Poll & ballot votes are based on the official month end club membership at least 35 days prior to the meeting.

- **Show of Hands Vote:** Each registered accredited delegate is issued one voting card which is used to vote with, and the vote is binding.
- **Straw Vote:** A vote to obtain the opinion of the floor, but is non-binding.
- **Poll Vote:** Each registered accredited delegate is entitled to the number of votes equivalent to the club membership. The vote is binding and recorded.
- **Ballot Vote;** Each registered accredited delegate is entitled to the number of votes equivalent to the club membership. The vote is binding but NOT recorded.

## Why Use Rules of order?

- Easier to conduct business if a set of rules is agreed to
- Focus on one subject at a time
- Allow for full debate
- Every member has equal rights
- All discussion goes through the chair in order to minimize personal conflict
- The will of the majority must prevail, and the rights of the minority must be preserved

## 1. MOTIONS:

Before any question may be discussed at a meeting, it must be submitted in the form of a motion, which is moved by one member and seconded by another. It should be submitted in writing to ensure its accuracy. The motion is then debatable and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

## 2. SIMILAR MOTIONS:

No motion or amendment which is the same or substantially similar to a previous motion or amendment voted upon by the meeting may be put to the same meeting or any subsequent session during the same Kin year.

## 3. MOTION TO RECONSIDER:

A motion to reconsider a vote on any previous motion made in the kin year, except for motions to table and adjourn will be accepted at any time as long as the original motion has not already been actioned.

## 4. MOTION TO TABLE:

A motion to table is not debatable, unless it includes a motion to table until a particular time, then it is debatable as to time only. If carried, it automatically comes back on floor at the appointed time.

## 5. WITHDRAWAL OF MOTION:

Withdrawal of a motion requires the consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with full consent of their sponsors. If any should refuse the motion must stand.

## 6. COMMITTEE OF THE WHOLE:

A meeting may resolve itself into a "COMMITTEE OF THE WHOLE", during which time all members present act as a committee to consider a matter of business, and the meeting, as such, is suspended during this time. The regular RULES OF ORDER are not strictly applied, and the motions are limited to those which report to the meeting upon its resumption, or which resolve to revert from the committee of the whole and resume the meeting.

## 7. ADJOURNMENT:

A motion to adjourn may be moved at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time, when discussion is permitted on that point only. The motion requires a simple majority, and if passed, the meeting ends. The Chair, at its discretion, may refuse such a motion if, in his/her opinion, the motion is offered for the purpose of obstructing the meeting, or will make impossible completion of the orders of business.

## SPEAKING TO A MOTION

### 1. RECOGNITION BY THE CHAIR:

Any member in good standing shall be permitted to speak only if and when s/he has been recognized by the Chair, and all remarks SHALL BE DIRECTED to the Chair. In order to gain recognition the member shall, when no other person recognized by the Chair, has the floor, stand and wait to be recognized. (Chair shall not withhold recognition).

### 2. SPEAKING TO A MOTION:

When speaking to a motion, a member SHALL, before entering upon the substance of his/her remarks, state whether s/he is for or against the motion.

### 3. LIMITATIONS ON SPEAKING:

Any member who has spoken to a motion once shall not, without the express permission of the Chair to be given or withheld at the sole discretion of the Chair, speak again EXCEPT:

- With leave of the chair in explanation of his/her previous remarks
- On the case of a mover or seconder only at the request of the Chair to answer questions from the floor directed to the Chair.
- In the case of the mover only who may reply closing debate upon any substantive motion after all others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor.

### 4. QUESTIONS:

If a member wishes to ask a question or seeks clarification s/he shall, upon recognition by the chair, so state and shall not proceed further without leave of the Chair. The question shall be directed to the Chair. The speaker has the floor to ask a question only, and may not use the time to discuss the merits of the motion.

### 5. INTERRUPTION OF SPEAKER:

No member shall interrupt any other member who has been recognized by the Chair and has the floor, except upon recognition by the Chair upon a point of order, or a question of privilege.

#### 5.1 POINT OF ORDER:

If a member feels that improper language has been used, irrelevant argument introduced, or a rule of procedure broken, s/he is entitled to "RISE TO A POINT OF ORDER" interrupting the speaker. The point of order must be stated definitely and concisely.

#### 5.2 QUESTION OF PRIVILEGE:

If a member feels that his/her own or the Club's or the Association's reputation or position is endangered, s/he is entitled to "RAISE A QUESTION OF PRIVILEGE".

## 5.3 RULING

The Chair shall decide without debate, although s/he may ask opinions. S/he should not argue, and should state his/her opinion authoritatively. His/her ruling may be appealed by the member. If so, the Chair states his/her decision and the point of appeal, then puts the question (which is not debatable): "SHALL THE DECISION OF THE CHAIR STAND AS THE JUDGEMENT OF THIS MEETING?" A simple majority determines the issue. This merely settles a point of procedure, and is not a vote of confidence in the chairmen.

## 6. CLOSING DEBATE

Upon a reasonable opportunity for discussion of a motion, in the opinion of the chair, and when no other person is holding the floor, a motion may be made that the "question now put" which motion is neither amendable or debatable; and if such motion is passed, the main motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate.

## QUORUM

A quorum is required to transact business. At the club level, unless defined by the club House rules is a majority of active members in good standing. For Zone, District and National meetings, a quorum is defined as a majority of the registered accredited delegates.

## VOTING ON MOTIONS AND AMENDMENTS:

As long as the meeting maintains a quorum, all questions will be decided by a majority of those members **present and voting** unless otherwise provided for in the club house rules or National policy & Procedures manual. Abstaining in this case does not indicate a "yes" or a "no", and does not affect the quorum. If the question is to be determined by those members **present**, then a abstaining equals a "**no**" vote. Voting on amendments is made in the reverse order in which they are made. Carrying the amendment does not carry the motion, and the motion as amended must be voted on.

**MOTIONS:** ..... Majority of those **present and voting**.

**RECONSIDER**..... If at same meeting:

- majority of those **present and voting**.

If at a subsequent meeting:

- 2/3 majority of members **present**.

**ADJOURN:**..... Majority of those **present and voting**.

## DECIDING VOTE:

The Chair has the right to vote on every motion, however, **NORMALLY** the Chair does not vote, except in the case of a tie. S/he generally explains his/her reasons for voting the way s/he does, and customarily votes against a motion on the premise that, if half the members are opposed, the matter should not be forced on them. Where voting is done by secret ballot and the Chair has already voted s/he will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative.