



## SEIC Parliamentary Procedure Overview

This serves as a brief overview on proper procedures during an SEIC or Discipline Committee meeting. These highlights are meant to help everyone understand the proper process by which an idea gets from a motion to discussion to voting.

### To Make a Motion:

- A motion **can be** made by an individual or committee.
- A motion can be made at a meeting or before a meeting using an SEIC approved process.
- A motion can be discussed before a meeting, at a meeting, or both.
- A motion from a committee made at least five days before a meeting is eligible for a final discussion and vote before new business is considered.
- If a motion is made by an individual member, it cannot be considered until the new business portion of **an** SEIC meeting. A motion made by an individual must be seconded by a voting member before being discussed.
- A motion submitted by a committee does not need to be seconded before being discussed.
- A motion submitted before a meeting must be submitted in writing on the SEIC Policy Recommendation Form or similar SEIC approved electronic form to the SEIC Chair and SEIC Secretary.

### When a Second is Required:

- Another voting member of the SEIC must second the motion. This does not mean that they are necessarily in favor of the motion. It simply means that they feel that the motion should be discussed.
- If a motion does not receive a second, then it cannot be discussed and the Chair then moves on to the next item of business on the agenda.

### Discussion of a Motion:

These guidelines will help facilitate discussion of a motion.

- Motions can be discussed before SEIC meetings in a manner approved by the SEIC and following timeframes established by the SEIC Chair.
- The person, or chair of the committee, making a motion has the right to speak to the motion first. A disciplinary committee chair can yield the floor to a committee member,

for a period not to exceed their allotted time.

- Written and verbal remarks are to be made in a manner that is clear to all SEIC members.
- Avoid mentioning other member's names if possible.
- Speakers during meetings are to adhere to time limits established by the SEIC.
- Discussion continues until all scheduled speakers have completed speaking or reached their allotted time. The Chair then proceeds with a vote.

### **Amendments:**

Four ways to amend a motion, the amendment must directly pertain to the motion:

- Insert words within a motion
- Add words at the end of a motion
- Strike out words
- Strike out and insert words

If a member makes a 'Friendly Amendment', and the maker of the motion agrees, then the amended motion is on the table for discussion. If an amendment to a motion is made, and the maker of the motion does not recognize it as a 'Friendly Amendment', the amendment must be discussed and voted upon before the motion itself (either amended or the original version) is voted upon.

### **Motion to Close the Current Debate (or Call to Previous Question):**

- If a motion to close the current debate (Call to Previous Question) is made, then the Chair stops discussion and this motion is voted upon.
- It takes a 2/3 vote of the voting members present to close debate.
- If the motion carries then a vote is taken immediately, without further discussion, on the current motion being discussed.

### **Taking the Vote:**

- A Quorum for an SEIC Board meeting is 40% or more of the voting members. Votes on motions and can only take place if a quorum is present.
- When the presiding officer calls for a vote, responses can include 'Yes', 'Opposed' or 'Abstain'.
- A simple majority (more than half) of the votes cast by members eligible to vote voting 'Yes' is required to adopt a motion. Votes may be cast by voice, show of hands or electronic means as set by the presiding officer. Abstentions are not included in determining the total number of votes cast for or against a motion. They are only counted to ensure the maintenance of quorum.
- A 2/3 vote of voting members is required for a "Call to Previous Question" motion.

- A 2/3 vote of voting members is required for business not on a meeting agenda to be acted upon.
- If the results of a voice vote are unclear, the presiding officer may redo the vote by requesting a show of hands or a roll call vote.
- A tie vote:
  - The presiding officer, provided they have not already voted on the motion, can vote to break the tie.
  - If there is no way to break a tie vote, then the motion fails to pass.

**Point of Order:**

- The purpose of a ‘Point of Order’ is to correct a breach in the rules.
- It can be made by any member at the time of the perceived infraction.
- It does not need a second and is not debatable.
- The presiding officer then rules on the point.

**Excerpts taken from:**

Webster’s New World Roberts Rules of Order Simplified and Applied Second Edition © 2001