

NATIONAL POLICIES & PROCEDURES:

RULES OF ORDER

"The Kin Rules of Order are as published in this manual and are to be observed at all Kin meetings. Roberts Rules of Order or any other version are not to be substituted in whole or amended form."

1. Purpose

The purpose of the business portion of every Kinsmen, Kinette or Kin meeting is to ascertain the opinion of the club members on the items of business coming before the meeting. To understand the question and make an intelligent decision, discussion is necessary. Some order must exist, some control must be established and some rules laid down. The purpose of these Rules of Order is to save time, co-ordinate the discussion, allow all members the opportunity to enter into the discussion, and to keep discussion relevant. The following can be taken as those rules customarily followed by Kin Canada. Any matter, which is not hereinafter provided for, may be referred to the National Board of Directors.

2. Address to the Chair

The address to the chair shall be: "Presidentand fellow Kin", or if there be a nominee of the president presiding, "Chairand fellow Kin." In the interest of expediency, national officers, dignitaries and guests will be recognized upon their introduction only, and thereafter it shall not be necessary to address the chair otherwise than as herein before stipulated.

3. Motions

One of the cardinal principles of parliamentary procedure is that without a motion and question there is no debate. There must be a defined subject before the meeting; otherwise there can be no questions or discussion, and all remarks are irrelevant. 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. (If possible, it should be submitted in writing to ensure accuracy.) The motion is then debatable and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

4. Speaking to a Motion

(1) Recognition by the Chair:

Any member in good standing shall be permitted to speak only if and when he/she has been recognized by the chair, and all remarks shall be directed to the chair.

(2) Gaining Recognition:

In order to gain recognition, any member wishing to be heard shall, at a time when no other person recognized by the chair has the floor, stand and wait to be recognized, and such recognition shall not be withheld by the chair.

(3) Speaking For or Against A Motion:

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

(4) Limitations on Speaking:

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

- (a) with leave of the chair in explanation of he/she previous remarks if misunderstood;
- (b) in the case of a mover or seconder only at the request of the chair to answer questions from the floor directed to the chair;
- (c) in the case of a mover only who may reply closing debate upon any substantive motion after others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor, and further provided that prior to granting such privilege the chair shall call for any discussion.

5. 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 one of three ways:

- (a) by leaving out certain words;
- (b) by adding certain words; or

- (1) Voting on motions and amendments is in the reverse order in which they are made:
 - (a) on the amendment to the amendment; or the second amendment;
 - (b) on the amendment; then
 - (c) on the motion; or on the motion as amended.

(NOTE: Carrying of the amendment does not carry the motion, and the motion as amended must be voted upon.)

- (2) If a member abstains from voting it means that the member has decided to not exercise his/her right to vote. It does not indicate either a yes or no vote on the question, but is simply "no vote." Abstentions do not affect the quorum requirements as set out in Article 12, Section 2 of the national by-laws. A quorum is required to consider a question; but all questions will be decided by a majority of those members present and voting unless otherwise provided for in the by-laws.

16. Deciding Vote

Normally the chair does not vote, except in the case of a tie. He/she generally explains his reason for voting the way he/she does and customarily votes against a motion on the premise that, if half the members are opposed, the matter should not be forced upon them. Where voting is done by secret ballot and the chair has already voted, he/she will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative.

17. 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 thereof.

18. Reconsideration of a Motion

A motion may be made to reconsider the vote on any other motion (except a motion to adjourn or to table) whether affirmative or negative, provided that such motion is made at the same meeting (including the next session of the same meeting) at which such other motion was voted upon. A simple majority is required and the motion to reconsider is not amendable, but is debatable if the motion, the vote of which is proposed to be reconsidered, was itself debatable.

If the motion to reconsider is not made at the same meeting, and if it is made at another meeting in the same Kin year, a 2/3 majority of the members present is required.

19. Exception to Reconsideration

Notwithstanding the foregoing, a motion to reconsider may not be put if the motion to which it is intended to apply has already been acted upon.

20. Order of Business

The order of business shall be determined by or with the consent of the chair. The order of business (agenda) will preferably be circulated and approved as the first item of business.

21. Proceed to Next Order of Business

A motion to proceed from the present to the next order of business is not debatable or amendable and, if carried, the present order of business shall be brought before the meeting after completion of the orders of business and before the meeting is finally adjourned.

22. 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 matters referred to the committee, or which resolve to revert from committee of the whole and resume the meeting.

23. 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, if rejected, the meeting continues. The chair, at his/her discretion, may refuse to put a motion for adjournment if, in the opinion of the chair, the motion

(c) by deleting certain words and replacing them with others.

6. 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, it is different in purport from one already defeated.

7. Notice of Motion

Advance notice of certain motions is sometimes required by the constitution or by-laws. In such cases, members must be advised, in writing, a prescribed number of days in advance of motions which are to be introduced. Generally, this applies in cases of important measures, such as revision of the constitution, or expenditures of large sums of money. Care should be taken to see that the notice is so phrased that, insofar as possible, the motion may be amended by the meeting.

8. Withdrawal of Motions

General procedure permits withdrawal of a motion on consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with the full consent of their sponsors. If either of these should refuse his/her consent, then the motion must stand.

9. Tabling Motions

To table a motion or "lay on the table" is an American rule used extensively in Canada. A motion to table is not debatable and requires only a simple majority. If the motion is to table only until a particular time, it is debatable as to time only. If carried, the motion in question comes up automatically at the appointed time or, if indefinite as to time, it remains tabled until such time as another motion (not debatable) "that the former motion be now reconsidered" is carried. A simple majority only is required in this case.

10. Questions

If a member wishes to ask a question or seeks clarification in respect of a subject then before the meeting, and may do so without interrupting another speaker, he/she shall, upon recognition, so state and shall not proceed further without leave of the chair, provided that in any event any such question shall be directed to the chair and shall not be used to discuss the merits of the subject then before the meeting.

11. 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.

12. Point of Order

If a member feels that improper language has been used, an irrelevant argument introduced or a rule of procedure broken, he/she is entitled to "rise to a point of order" interrupting the speaker. The point of order must be stated definitely and concisely. The chair shall decide without debate, although he/she may ask opinions. He/she should not argue and should state his 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 chair.

13. Question of Privilege

If a member feels that his/her own or the club's or Association's reputation or position is endangered, he/she is entitled to "raise a question of privilege." The procedure is the same as for a point of order.

14. 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 be now put", which motion is neither amendable or debatable; and if such motion is passed, the motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate.

15. Voting on Motions & Amendments

is offered for the purpose of obstructing the meeting, or will make impossible completion of the orders of business to be considered by the meeting before its final adjournment.

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