

POLICY 02.060 SCHEDULE 1,
RULES OF ORDER FOR COUNCIL MEETINGS

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1. ROBERT’S RULES OF ORDER

Robert’s Rules are intended to allow a group of people to make decisions as efficiently and as effectively as possible. “*Parliamentary Procedure*” is the proper term given to the rules and customs that deal with managing a *deliberative assembly*. “Robert’s Rules” were first developed by Henry M. Robert, a distinguished engineer, in 1876, and have since become widely recognized as a standard authoritative work on meeting rules.

(RONR In Brief Chapter 1)

1.1. RANKING ORDER OF RULES

1. Health Profession’s Act (HPA)
2. Speech-Language Pathology and Audiology Regulations
3. By-laws
4. Council Policies
5. Council customs

(RONR In Brief Chapter 10)

2. ENFORCEMENT OF THE RULES

The Rules need only be enforced as strictly as is required for the good of the meeting, however basic procedures should normally be followed as a matter of course to allow the meeting to flow well. The larger the group, the more the meeting should trend towards formality. Also, the more contentious the discussion the more the meeting should trend towards enforcement of the rules for everyone’s benefit.

(RONR In Brief Page 8, Page 162)

The rules for smaller committees of around 12 people are much less formal than those for a full assembly. Due to the size of the Council and its role at ACSLPA, the rules presented here contain elements of both smaller-scale and formal meetings without adhering specifically to one set or the other.

3. ROLES

3.1. PRESIDENT

The President presides over meetings of the Council and general meetings of the College in the capacity of meeting chair. This person enforces the rules, designates who is to speak at any given

time, and directs the meeting. The President is elected from among the currently elected members of Council in accordance with the ACSLPA Bylaws.

(RONR In Brief Page 12, ACSLPA Bylaws, Sections 9.19, 9.20, and 12.3)

The President should typically remain neutral in most discussions so that members on all sides of an issue can feel that they will receive fair treatment. The President votes only when the President's vote will change the result of the vote.

(RONR In Brief Page 69, ACSLPA Bylaws, Section 12.3)

3.2. VICE-PRESIDENT

The Vice-President is elected from among the currently elected members of Council in accordance with the ACSLPA Bylaws. In a meeting, the Vice President may exercise all of the powers of the President in the absence of the President.

(ACSLPA Bylaws, Section 9.19 & 9.21)

The President may give up the chair to the vice-President and participate in discussion and debate, although this should seldom be done.

(RONR In Brief Page 69)

3.3. SECRETARY

The secretary sends out the notice of meetings, prepares the agenda, records motions, and prepares the draft minutes. The Council secretary is generally a member of staff named by the Registrar/CEO unless the President opposes the selection made.

(COUNCIL custom, RONR In Brief Page 12 & Chapter 16)

3.4. PARLIAMENTARIAN

A parliamentarian may be named by the President. This person may provide advice to the President on conducting the meeting according to the rules. Only the President, not the parliamentarian, can rule on the proper application of the rules. The parliamentarian should offer advice when called on by the President.

(RONR In Brief Page 95)

3.5. MEMBERS

Council members are professional members of ACSLPA plus the public members appointed by the Government of Alberta.

In order to make a motion or speak in a discussion, members should typically raise their hand to get the attention of the President. The President will recognize members by identifying them, at which time they may speak. Members may generally speak on a matter any number of times and without time limit, but should refrain from monopolizing the floor out of respect for time constraints and the opinions of their fellow members.

(RONR In Brief Page 158 & Chapter 19)

4. CALL TO ORDER

A meeting begins when it is called to order by the President.

(RONR In Brief Page 13)

Example 4(a): Call to Order	
President: "The meeting is called to order."	Members: - give their attention to the President

5. AGENDA

The agenda sets out the order in which specific items will be considered by the Council. The Council agenda is drafted by the Registrar/CEO with input from the President. In order for the agenda to be binding it must be adopted by a majority vote soon after the meeting opens. This can be done through a motion and vote or by unanimous consent (see section 7.4). The Council may make changes before voting to adopt the agenda.

There is typically no dispute over what should be on the agenda, however if there is dispute there can be debate and a vote on the proposed changes. A motion would be required to initiate the debate.

(RONR In Brief Page 16)

It is requested, but not mandatory, that any new business that a member would like to discuss under the heading "New Business" in the agenda be brought up before the agenda is adopted.

By being more fully aware of the scope of the meeting at the outset the President can pace the meeting more effectively, and staff will be able to better prepare for any questions that may arise on a particular topic.

(COUNCIL custom)

Example 5(a): Adoption of the agenda by Vote	
President: "A draft of the agenda has been distributed. Are there any comments on the agenda?"	Member: "I would like to discuss [topic] under agenda item [number]."
President: "Thank you. Could I ask for someone to make a motion adopting the agenda as revised?"	Member 1: "I move that we adopt the agenda as revised." Member 2: "I second that motion."
President: "Thank you. Is there any further discussion on the agenda?"	Members: -
President: "All those in favor?"	Members: - vote by raising their hands
President: "The agenda is adopted."	

Example 5(b): Adoption of the agenda by unanimous consent	
President: "A draft of the agenda has been distributed. Are there any comments on the agenda?"	Member: "I would like to discuss [topic] under agenda item [number]."
President: "Thank you. I believe we can add that under section number _____. Are there any other changes?"	Members: -
President: "Thank you. Is there any objection to the agenda as amended?"	Members: -
President: "Hearing no objections, the agenda is adopted."	Members: -

5.1 CONSENT AGENDA

A consent agenda is a tool for Council to move through routine business that does not require discussion or debate during a Council meeting. It can only work for reports and other matters if the materials are published in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.

A typical procedure is as follows:

1. When preparing the meeting agenda, the Registrar/CEO with input from the President, determines whether an item belongs on the consent agenda.
2. The consent agenda and all supporting documents are included in the Council’s agenda package in sufficient time to be read by all members prior to the meeting.
3. At the beginning of the consent portion of the agenda, the chair asks members what items, if any, they wish to have removed from the consent agenda and discussed individually.
4. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
5. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
6. When there are no more items to be removed, the chair lists the remaining consent items. Then the chair states: “If there is no objection, these items will be accepted or adopted according to the recommendation made in the report for each respective item.” After pausing for any objections, the chair states “As there are no objections, these items are adopted.” It is not necessary to ask for a show of hands.
7. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

Example 5(b): Consent Agenda	
President: “Does anyone want to remove any items from the consent agenda?”	Member: “I would like to discuss [topic] under agenda item [number].
President: “Thank you. We will discuss that as item number [item number] of the agenda. Are there any other items anyone would like removed?”	Members: -
President: “The remaining items on the consent agenda are [lists items]. If there is no objection these items will be accepted or adopted according to the recommendation made in the report for each respective item”	Members: -
President: “As there is no objection, these items are adopted”	Members: -

6. APPROVAL OF MINUTES OF LAST MEETING

The minutes of the last meeting are drafted by the secretary and circulated prior to the Council meeting. The President will ask if there are any corrections to the minutes, and the members may suggest corrections. Corrections are usually made without a dispute, however if there is a dispute about the minutes there can be debate and a vote on the corrections. A motion would be required to initiate the debate. No motion is required to adopt the minutes, and the President will announce that they are approved once the corrections have been agreed upon.

(RONR In Brief Page 14)

Example 6(a): Approval of Minutes (<i>no dispute</i>)	
President: "A draft of the minutes of the previous meeting has been distributed. Are there any corrections to the minutes?"	Member: "The motion on [topic] should have stated [correction]."
President: "Thank you. Are there any other corrections?"	Members: -
President: "If there are no [further] corrections, the minutes are approved."	Members: -

Example 6(b): Approval of Minutes (<i>with dispute</i>)	
President: "A draft of the minutes of the previous meeting has been distributed. Are there any corrections to the minutes?"	Member 1: "The motion on [topic] should have stated [correction]."
President: -	Member 2: "I disagree, that is incorrect. The minutes should remain as they are."
President: "Since there seems to be dispute over [disputed change] would you [Member 1] like to make a motion so that we can discuss the merits of the proposed change?"	Member 1: "I move that the minutes be amended to remove [error] and that [correction] be recorded in its place."
<i>Debate may follow in the normal course, and the motion may be adopted or defeated.</i>	
President: "If there are no further corrections, the minutes are approved."	Members: -

7. REPORTS

After the agenda is approved, the Council typically hears reports. These are typically presented by the Registrar/CEO, by attending staff, or by Council members, as required. Reports are typically called for by the President. Some reports are intended only to provide information and some will solicit Council feedback on a particular issue. Often, reports will conclude with a recommendation for the Council to take action. These recommendations are debated and voted on at the end of the report containing them.

(RONR In Brief Page 14)

7.1. REPORTS WHEN A MOTION IS ANTICIPATED

A motion is generally required for the Council to take action, such as directing staff to do something. While the Council can generally make a motion on any topic before it, there are some matters for which staff will anticipate that a motion be made. These particular reports are highlighted on the agenda with the words “for approval”, “for adoption”, or “for decision” below the agenda item title.

Typically when a motion is anticipated the report will be accompanied by a “recommendation”, which will usually be identified at the end of the Executive Summary that accompanies the report and/or presented on a screen during the meeting.

While all matters coming before the Council with a recommendation will typically be accompanied by a written report of some kind, often the written material will be amplified by a verbal report.

After the verbal report has concluded the President will typically call for discussion by the Council. The President will typically allow the discussion to proceed informally as long as it remains constructive and on topic. If there a topic is contentious, the President may ask for a motion so that the recommendation may be considered constructively by the group. The Council is not bound to move the recommendation and may make any motion that it sees fit.

(RONR In Brief Page 14)

Example 7(a): Motions from Reports (<i>motion to adopt recommendation</i>)	
President: “Could we now have [Name’s] report on [topic]. “	Speaker: - presents report
President: “Thank you for that report. Could I ask for someone to make a motion so that this matter may be considered by the Council?”	Member 1: “I move the adoption of the recommendation presented.” Member 2: “I second that motion.”

(RONR In Brief Page 164)

Example 7(b): Motions from Reports (<i>member motion</i>)	
President: “Could we now have [Name’s] report on [topic]. “	Speaker: - presents report
President: “Thank you for that report. Could I ask for someone to make a motion so that this matter may be considered by the Council?”	Member 1: “I move the Council [take action to be described by member] Member 2: “I second that motion.”

7.2. Written Only Reports

Some matters brought before the Council with a recommendation are routine in nature or the resolution seems self-evident from the report. In these instances, by agreement between the President and the Registrar/CEO a verbal report may be waived unless called for by the Council. This is done so that time and debate may be used for those matters warranting the time and attention.

(COUNCIL custom)

Example 7(c): Motions from Reports (<i>Council accepts written only report w/o verbal</i>)	
President: “The report on [subject] has been distributed and the situation seems clear.	Member 1: “I move the adoption of the recommendation presented.”

Since a recommendation is before us, would someone like to make a motion?"	Member 2: "I second that motion."
President: "Thank you. Is there any further discussion on this matter?"	Members: - discuss as necessary

Example 7(d): Motions from Reports (Council calls for verbal report)

President: "The report on [subject] has been distributed and the situation seems clear. Since a recommendation is before us, would someone like to make a motion?"	Members: - no motion moved or seconded Member: "I would like to call for a verbal report on [subject]."
President: "Could we have [Name's] report on [topic]. "	Presenter: - presents report

7.3. REPORTS WHEN A MOTION IS NOT ANTICIPATED

Some reports will be presented to the Council where no action is required by the Council and therefore no motion is required. These types of reports typically arise when staff are seeking input from the Council on how to proceed in a given matter without asking the Council itself to act. These will be marked on the agenda as "for discussion" below the agenda item title.

(COUNCIL custom)

In these cases, a motion need not be pending for the Council to discuss the matter informally, and the President may participate in the discussion. If there is dispute over the best course, or the input from the Council is not fairly unanimous, the President may call for a vote. As long as the proposal is clear to everyone a motion is not required for the vote.

(RONR In Brief Page 158)

Example 7(g): Report seeking guidance only, no motion required (with split Council)

President: "Could we now have [Name's] report on [topic]. "	Speaker: - presents report
President: "I see that staff is looking for our input into this matter without calling for a motion. Would anyone like to open the discussion?"	Members: - discuss
President: "Since there appears to be a split opinion on this matter, how many of you feel that staff should [course of action]?"	Members: - vote by show of hands
President: "And how many of you feel that staff should [alternate course of action]?"	Members: - vote by show of hands
President: "Thank you, I hope the staff has found your input helpful. If there is no further discussion we will move on."	Members: -

It may happen that through the course of the discussion it becomes clear that action by the Council is appropriate or necessary. At that point a motion is required in order for a decision to be made.

Because no recommended action likely exists a member of the Council will have to present a motion as they see fit.

7.4. REPORTS FOR INFORMATION ONLY

Some reports will be presented to the Council where neither action nor feedback is required from the Council. These reports may be written, verbal, or written and verbal. These will be marked on the agenda as “for information” below the agenda item title.

Generally, the President will call for the report (if verbal), recognize the report, and then ask if there is any discussion on the report. If no discussion is called for, the President will move on to the next agenda item without pausing further.

(COUNCIL custom)

8. BREAKS

Unless there is dispute over the timing or duration of a break, the President may call a break at her or his discretion during the meeting. This should typically only occur after one issue has been disposed of and before beginning the next one.

(RONR In Brief Page 68,)

If there is not unanimous consent over the timing of a break, a motion must be passed to recess. The motion should include bounds on the recess duration.

(RONR In Brief Page 17)

9. ADJOURNMENT

If the Council has concluded its business, the President may close the meeting without a motion to do so. If business is still before the Council the meeting may be adjourned by a majority vote.

Example 9(a): Adjournment with no remaining business on the agenda	
President: “Is there any further business?” OR “There is no further business on the agenda. Is there any other business to discuss?”	Members: -
President: “Since there is no further business, the meeting is adjourned.	Members: -

(RONR In Brief Page 17)

Example 9(b): Adjournment with business remaining on the agenda	
President: “We haven’t had time to finish item number _____, but we’re run out of time for today. Would someone be willing to move to adjourn the meeting?”	Member 1: “I move that we table item number _____ to the following meeting and adjourn.” Member 2: “I second that motion”
President: “Since there is no further business, the meeting is adjourned.	Members: -

10. PUTTING A MOTION BEFORE THE COUNCIL

A motion is required in order for the Council to discuss certain items, as discussed in the preceding sections of this document. The President will typically identify these instances.

10.1. MAKING A MOTION

When a motion is required, a member must obtain the floor and simply say “I move that . . .” and then clearly describe the proposal. Examples of motions are found in preceding sections of this document.
(RONR In Brief Page 20)

10.2. SECONDING A MOTION

In order to be considered by the group a motion must be seconded. This does not necessarily mean that the seconder agrees with the motion; only that the seconder wants the proposal considered. To second a motion, the seconder must simply call out “Second!” It is not necessary to obtain recognition from the President to second a motion.
(RONR In Brief Page 21)

10.3. RECOGNIZING THE MOTION

Upon request, the secretary will either read aloud or display the proposed motion on a screen in the meeting room. This may take a minute or two, and will require the assistance of the person who made the original motion to get the wording right. It is important for the Council to understand clearly the motion that is before it.

The motion is not before the Council for discussion until it has been recognized by the President. The President will confirm (a) that the motion is in order, and (b) that it is clearly phrased. Once satisfied, the President will “state the question”, either by repeating it or referring to the motion on the screen. Typically the President will give the person who moved the motion the first opportunity to speak on the topic.
(COUNCIL custom, RONR In Brief Page 22 & 23)

Examples 10(a): President Recognizes the Motion	
President: “It is moved and seconded that [repeats the motion]. Would you like to open the discussion [mover name]?”	Mover: “Yes, thank you Mr. President, I believe that [discussion follows].”
President: “The motion before you on the screen has been moved and seconded. Would you like to open the discussion [mover name]?”	Mover: “Yes, thank you Mr. President, I believe that [discussion follows].”

11. RULES FOR DISCUSSION

11.1. STICK TO THE SUBJECT – THE GERMANE RULE

Points raised during a discussion should relate to whether the pending motion should be adopted or not. Discussing irrelevant (although possibly important topics in their own right) is not in order and will be restricted by the President.

(RONR In Brief Page 30)

11.2. DEBATE ISSUES, NOT PERSONALITIES

During a discussion it is in order to debate, even vigorously, the merits of a motion or proposal. Members may argue ideas or the likely results of a proposal, however, it is not in order to attack another member (or staff) or their motives.

Although dialogue in meetings can generally be informal, if there is a disagreement the need for more formality increases, particularly if the discussion is getting heated. At the point when person to person dialogue is becoming confrontational, all statements should then be directed to the President, and not to another member of the Council (or staff). This may seem onerous in most circumstances, but decreases the likelihood that a debate will become personal.

(RONR In Brief Page 32)

Examples 11(a): President imposes decorum in debate	
	Member 1: "Look Member 2, that's a load of crap and you know it." Member 2: "That's rich coming from you Member 1!"
President: "This discussion is getting a bit charged. For the remainder of this discussion, please wait until you have been recognized by the Chair before speaking, address all of your comments to me, and stick to the issues without discussing specific individuals."	Member 1: - Raises hand to be recognized
President: "Member 1"	Member 1: "Madam Chair, I disagree with the proposal being made for the following reasons [lists reasons]."

11.3. LIMITING DEBATE

In rare instances it may be necessary to limit debate or discussion on a topic, particularly if the agenda is being railroaded by a single member or group.

The President can often move the discussion forward by signaling that the points being made by the member or group are clearly established and inviting discussion from members who might hold different views on the topic.

Example 11(b): Limiting Debate – shifting discussion	
President: "Thank you to the members who have spoken on this topic so far. I believe we	

<p>have a clear enough understanding of their position to allow for an informed decision. I would like to invite members who have opposing views to speak. If no one wishes to speak against the proposal, I think we can move forward to a vote.”</p>	
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If a discussion is going back and forth on the same topic without coalescing around a particular decision, the President can move the discussion forward by signaling that the points made on both sides are clearly established and moving the discussion forward.

Example 11(c): Limiting Debate – drawing discussion to a close discussion	
<p>President: “Thank you to the members who have spoken on this topic so far. I believe we have heard enough from both sides to make an informed decision so I would like to draw this discussion to a close. Unless there is a different perspective we haven’t hear yet, I think we can move forward to a vote.”</p>	

A debate may be brought to an instant halt by a motion for the previous question. A motion for the previous question is not debatable, and if passed by a two-thirds majority, forces an immediate vote on the main motion that is before the Council. (The term “moving the previous question” may seem strange to most people, but it is the technical term given to the process of forcing an end to a debate)
(RONR In Brief Page 35)

Example 11(d): Limiting Debate – Moving the Previous Question	
<p>President: “Member 1.”</p>	<p>Member 1: “I move the previous question.” Member 2: “Second.”</p>
<p>President: “It is moved and seconded to order the previous question. All in favor?”</p>	<p>Members: - vote 70% in favor</p>
<p>President: “Debate on the motion is now closed. The motion before you on the screen has been moved and seconded. All in favor?”</p>	<p>Members: - vote</p>

11.4. POSTPONING DEBATE

There may be instances when it is desirable to set aside a motion that is under consideration for a period of time, either to address a more pressing matter or to provide time to gather more information.

A motion may be postponed by a majority vote using the motion to postpone to a certain time. The motion must include the time at which the discussion will resume.

(RONR In Brief Page 53)

Example 11(b): Postponing Debate (motion to postpone to a certain time)	
President: "Member 1."	Member 1: "I move to postpone the motion until 3:00. Member 2: "Second."
<i>After passing by majority vote, the motion would be discussed again at 3:00.</i>	
President: "Member 1."	Member 1: "I move to postpone the motion to the next meeting. Member 2: "Second."
<i>After passing by majority vote, the motion would be discussed again immediately after "unfinished business" at the next meeting.</i>	

The motion to postpone is sometimes confused with the motion to table. The motion to table something allows a majority vote to put a matter aside indefinitely without debate and it should only be used to discuss a more urgent matter that may arise suddenly.

(RONR In Brief Page 118 & 127)

12. UNANIMOUS CONSENT

When a matter brought to the Council appears to have broad consensus (i.e. there is no apparent disagreement among council members as to the outcome) the President may use the unanimous consent procedure. In these cases, the President simply asks the Council if there is any objection to taking the desired action, and if no member objects, the President declares that the action has been agreed to. Any member has the right to object. This may be used to adopt a motion without a vote, or even take an action without any motion at all.

(RONR In Brief Page 68)

Example 12(a): Motions from Reports (<i>unanimous consent given</i>)	
President: "The report on [subject] has been distributed and the situation seems clear. Is there any objection to taking the action recommended?"	Members: -
President: - pauses	Members: -
President: I hear no objection and the action is adopted."	Members: -

(RONR In Brief Page 68)

Example 12(b): Motions from Reports (<i>unanimous consent withheld</i>)	
President: "The report on [subject] has been distributed and the situation seems clear. Is there any objection to taking the action recommended?"	Member1: "I object."
<i>The complete process for handling a motion must be followed.</i>	

13. MAKING AMENDMENTS

When a motion is before the Council, a member may believe that they can improve on the motion by changing it. This requires a motion to amend. The motion to amend follows the same rules as making a main motion and postpones discussion on the main motion until the motion to amend has been voted on.

A vote on a motion to amend does *not* decide whether the main motion will be adopted. It only decides whether the wording in the main motion will be changed. Once the motion to amend has been settled, the discussion on the main motion continues until it is settled in due course.

(RONR In Brief Page 39)

There are several kinds of motions to amend.

- 1) Insert or add words
- 2) Strike out words
- 3) Strike out and insert words
- 4) Substitution

Example 13(a): Amendments (<i>motion to add words</i>)	
Main Motion: "That the Council direct legal counsel to send a letter to Violator Inc. instructing the company to remove references to "audiology" from its website."	
President: "Member 1."	Member 1: "I move to add the words 'or face legal action' at the end of the motion." Member 2: "Second!"
<i>The secretary works with the mover to ensure that the proper wording for the amendment is displayed on screen.</i>	
President: "It is moved and seconded to amend the motion as shown on the screen."	Members: - discuss
President: "The question is on the amendment to the main motion as shown on the screen. All those in favor?"	Members: - vote to adopt the amendment
Main Motion: "That the Council direct legal counsel to send a letter to Violator Inc. instructing the company to remove references to "audiology" from its website or face legal action."	
<i>The discussion on the amended main motion now continues in the normal manner and concludes with a vote to adopt or reject the main motion.</i>	

Example 13(b): Amendments (<i>substitution</i>)	
Main Motion: "That the Council direct legal counsel to send a letter to Violator Inc. instructing the company to remove references to "audiology" from its website."	
President: "Member 1."	Member 1: "I move to substitute the motion for the following: 'That the Council direct staff to contact Violator Inc. to encourage the company to become voluntarily compliant with the Act by removing "audiology from its website." Member 2: "Second!"
<i>The secretary works with the mover to ensure that the proper wording for the amendment is displayed on screen.</i>	
President: "It is moved and seconded to amend the motion as shown on the screen."	Members: - discuss
President: "The question is on the amendment to the main motion as shown on the screen. All those in favor?"	Members: - vote to adopt the amendment
Main Motion: "That the Council direct staff to contact Violator Inc. to encourage the company to become voluntarily compliant with the Act by removing "audiology from its website."	
<i>The discussion on the amended main motion now continues in the normal manner and concludes with a vote to adopt or reject the main motion.</i>	

13.1 THE GERMANENESS RULE

An amendment must in some way involve the same question raised by the motion that it amends. It is not in order to add the words "and form a subcommittee to consider violations of the Act perpetrated on-line" to the motion given in the examples above because the amendment to consider all internet violations does not relate to bringing "Violator Inc's" website into compliance with the Act.

(RONR In Brief Page 50)

13.2 THE "SETTLED" RULE

Once an amendment has been discussed and has been voted down a new amendment that is substantially similar cannot be proposed. The basic rule is that after the Council has decided that certain words will or will not be in the motion, another amendment that raises the same question of content and effect cannot be made.

(RONR In Brief Page 51)

14. VOTING

The Council makes decisions using a *majority vote*, meaning *more than half of the votes cast*. The number of votes cast may be fewer than the number of voting members present at the meeting since

some may choose not to vote, resulting in abstentions. Only a majority of those *actually voting* is required.

(COUNCIL Custom, RONR In Brief Page 66)

Voting takes place by show of hands. The President will typically ask first for those in favor of a motion to vote by raising their hand, followed by those opposed. Without actually counting, the President judges whether more hands were raised in favor or in opposition. The President then announces the result of the vote.

(COUNCIL Custom, RONR In Brief Page 71)

If a decisive majority is clear when the President calls those in favor to raise their hands, he or she may skip the call for those opposed before announcing the result of the vote.

(COUNCIL Custom)

If a vote is very close or if the President expects the result may be challenged, he or she may choose to take a counted vote, either to begin with or as a re-take of the vote. A group may also direct that a vote be counted by making a motion for a counted vote at any time up until the President states the question on another (subsequent) motion. For counted votes the President will announce the number of affirmative and negative votes.

(RONR In Brief Page 72 & 73)