

CANADIAN CO-OPERATIVE ASSOCIATION RULES OF ORDER

1. In these rules,
 - (a) "substantive motion" shall mean a first or main motion, but a formal motion of point of order shall not be considered substantive.
 - (b) "formal motion" shall mean a motion to receive, consider, or adopt reports or minutes, or one of the motions referred to in Rule 12.
 - (c) "question of privilege" shall mean a question relating to the abuse of any right affecting the meeting generally or the members individually.
2. The Chair shall have the right, in the absence of the Vice-Chair, to name any person to assume and exercise all the duties of the Chair for the time being; and the Vice-Chair shall have the same right, in the absence of the Chair.
3. The Chair shall not speak to a question before the members, but may with the assent of the members state facts with regard to the affairs of the Association of which he/she has special knowledge.
4. Any member feeling aggrieved by the decision of the Chair may appeal and after the Chair's position has been explained, the question shall be: "Shall the Chair be sustained?" and it shall be decided without debate.
5. A motion shall not be proposed unless moved by a member and seconded by another member. A motion so moved and seconded and proposed by the Chair shall become a question and may, according to its nature, be debated, amended, superseded, or carried or defeated.
6. Every member shall have the right to debate every question in accordance with these rules, but a member shall not speak more than once to a question, except the mover of a substantive question speaking in reply.
7. It shall be the right of the member moving the question to speak first to the question, followed by the seconder and then by the members generally.
8. Members wishing to address the meeting shall rise, stationed at the floor microphone where such are provided, and identify themselves.
9. Members speaking to motions will be limited to three minutes.
10. No member shall interrupt another member while speaking, except to raise a point of order or a question of privilege. The Chair shall decide all points of order, without debate.
11. When two or more separate proposals are contained in a substantive motion or an amendment thereto, the Chair may divide the question, and put each proposal separately, and debate shall be restricted to each proposition in its turn.

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12. When a question is before the meeting, the only motions which shall be in order are:
 - (a) To amend
 - (b) To refer
 - (c) To postpone to a time later in the same meeting
 - (d) To set a time limit for speeches
 - (e) To table (that is, to adjourn debate)
 - (f) To move for closure of debate
 - (g) To recess
 - (h) To adjourn (that is, to terminate the meeting)

and, except as provided in Rule 22, they shall take precedence in the reverse order, the motion to amend having the least precedence and the motion to adjourn having the highest precedence.
13. The following motions shall be decided by the members without debate:
 - (a) To set or vary the time limit for speeches
 - (b) To table
 - (c) To move for closure of debate
 - (d) To recess
 - (e) To adjourn
14. It shall not be in order to move to amend any of the following motions:
 - (a) A motion to table
 - (b) A motion for closure of debate
 - (c) A motion to adjourn
15. Every amendment must be relevant to the question under consideration and must not substantially anticipate a matter which is scheduled for consideration at a later time.
16. Where a question and an amendment thereto are before the meeting, it shall be in order for a member to move an amendment to the amendment, but any such amendment to an amendment must be relevant to the amendment itself.
17. As each amendment is dealt with in its proper order, the question may be further amended, but such a further amendment must not be substantially the same as an amendment already moved, voted upon and defeated.
18. When a question is before the meeting, there shall not also be before the meeting at any one time, more motions to amend the question than one amendment to the question itself and one amendment to that amendment.
19. Questions and amendments thereto shall be put to the meeting in the reverse order in which they were proposed.

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20. A motion to postpone may be debated only as to the advisability of postponement, and may be amended only in respect to the time to which postponement is proposed to be made.
21. A motion for closure of debate requires a two-thirds majority vote of the members present and shall not be received from a member who has addressed the meeting immediately preceding such a motion.
22. Where a motion for closure of debate is made, then no motion for either adjournment or recess shall be received:
 - (i) until the motion for closure has been voted upon, and
 - (ii) if the majority of the meeting votes in favour of closure, then not until the question which is the subject to the motion for closure has been put to the meeting and voted upon.
23. Where a motion to refer to a committee of two or more named individuals is carried, then unless the motion otherwise provides, the first person named as one of the committee shall be its chair, until the committee is called together, at which time the chair is chosen.
24. Any question before the meeting, except as otherwise prescribed by law or these rules of order, shall be decided by a majority of votes, and in the case of a tie, the motion shall be declared lost.
25. Resolutions having a direct relationship to co-operatives shall take precedence over more general resolutions, unless a two-thirds majority vote of the members present decides otherwise.
26. Late or emergency resolutions shall not come before the meeting unless a two-thirds majority vote of members present decided otherwise.
27. Where any question has been dealt with by the meeting, either being superseded in any way or carried or defeated, any member who voted with the majority may move that the question be reconsidered by the same meeting.
28. Questions of privilege shall take precedence over all other business.
29. If an issue or question arises that is not cover by these rules, Robert's Rules of Order will apply.