

RULES OF PROCEDURE FOR ALL PTU MEETINGS

GENERAL

Implementing and interpreting the rules where necessary are the responsibility of the Chairperson.

Members who wish to speak must address the Chairperson.

Where the PTU Rules of Order are silent, Robert's Rules apply.

1. RULES GOVERNING DEBATE

1.1 Speeches must be relevant, non-repetitive, and be delivered courteously.

1.2 Speakers are to avoid personal attacks.

1.3 Speakers are to avoid attacks on the staff of the PTU office.

1.4 No one may interrupt the speaker, except on a point of order or privilege.

1.5 The right of reply shall be accorded to the mover of a motion or an amendment.

1.6 The length of discussion for each topic, the number of interventions per speaker and the duration of each intervention may be established by the Chair at the beginning of each topic.

1.7 At the Executive Committee and at the Delegates Assembly, the Chair will give priority to those seeking to speak for the first time on a topic.

1.8 At a general assembly, speakers may only speak once to a motion or to an issue with the exception of movers of motions or amendments who have a right of reply.

2. MOTIONS

2.1 Unless otherwise stated, the preamble is not part of the motion and shall not be recorded in the minutes.

2.2 Motions are to be presented in accordance with the provisions of the Constitution.

2.3 A motion that has been moved and seconded can be withdrawn only by a 2/3 majority of those voting. Withdrawn motions shall not be recorded in the minutes.

2.4 Details regarding special motions may be found in Appendix I.

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3. AMENDMENTS

3.1 Any substantive motion may be amended.

3.2 An amendment may be amended. A ruling on the initial amendment must be made before subsequent amendments are considered.

3.3 An amendment must be proposed to omit or add certain words.

3.4 An amendment cannot alter the intent of the motion, nor can an amendment negate the motion.

3.5 A motion may be amended as a friendly amendment if both the mover and the seconder of the main motion agree to the amended language. If they do not, the amended motion is voted on and then the meeting returns to the main motion.

3.6 A subject already closed cannot later be urged as an amendment.

3.7 An amendment must be adopted by those present before it becomes part of the substantive motion. Once adopted, debate may then resume on the motion as amended.

4. VOTING

4.1 The vote will be by simple majority of those voting, except where 2/3 majorities of those voting are required.

4.2 An abstention is not a vote and will not be counted.

4.3 The Chair is entitled to vote only in case of a tie.

4.4 Any member may request a standing count.

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5. COMMITTEE OF THE WHOLE (In Camera)

- 5.1 A motion to consider a question in the Committee of the Whole may be made at any time by a member of the Executive Committee upon recognition. Such motion is not debatable.
- 5.2 Rule 1.8 governing debate is suspended.
- 5.3 Procedure is informal and at the discretion of the Chair.
- 5.4 No minutes are kept.
- 5.5 No substantive motions can be proposed nor dealt with during the Committee of the Whole, but a notice of motion may be given.
- 5.6 The only motion permissible is that of requesting to resume the formal sitting.

Appendix I – Provisions for Special Motions

Ref.	To:	Motion or Point to Raise:	Second Needed	Interrupt Speaker	Debatable	Amendable	Vote Needed
1	Adjourn the Meeting	Motion to Adjourn	Yes	No	No	No	Majority
2	Recess the Meeting	Motion to Recess	Yes	No	No	Yes	Majority
3	Deal with an urgent matter that would otherwise not be in order	Raise a Point of Privilege	No	Yes	No	No	Chair's Discretion
4	Suspend further consideration of a matter	Motion to Table	Yes	No	No	No	Majority
5	End debate without further discussion	Motion to Move the Question	Yes	No	No	No	2/3
6	Postpone consideration of a matter	Motion to Postpone	Yes	No	Yes	Yes	Majority
7	Amend a Motion	Motion to Amend the Previous Motion	Yes	No	Yes	Yes	Majority
8	Introduce Business	Motion	Yes	No	Yes	Yes	Majority

Items 1 to 8 are listed in order of precedence. When any one of them is pending, a member may not introduce an item that is listed below but may introduce another that is listed above it.

Ref.	To:	Motion or Point to Raise:	Second Needed	Interrupt Speaker	Debatable	Amendable	Vote Needed
9	Object to procedure	Point of Order	No	Yes	No	No	Chair's Discretion
10	Request additional information	Point of Information	No	Yes	No	No	None needed
11	Ask to manually count a vote	Motion for Division of the House	No	Must be done before new motion	No	No	None
12	Object to considering something inappropriate to the meeting	Object to Consideration	No	Yes	No	No	2/3
13	Take up a matter previously tabled	Motion to Lift from Table	Yes	Yes	No	No	Majority
14	Reconsider a matter already disposed of	Motion to Reconsider	Yes	Yes	Only if original motion was debatable	No	Majority
15	Vote on a ruling by the Chair	<i>Appeal</i>	Yes	Yes	Yes	No	Majority
16	Limit debate to a certain length, or extend an existing limit	Motion to Limit or Extend Limits	Yes	No	No	Yes	2/3
17	Refer a topic to a committee for further study	Motion to Refer to Committee	Yes	No	Yes	Yes	Majority
18	Divide a motion into smaller subsidiary motions	Motion to Divide the Question	Yes	No	No	Yes	Majority
19	Rescind a previously passed motion	Motion to Rescind	Yes	No	Yes	Yes	2/3

Items 9 to 19 have no established order of precedence; any of them may be introduced at an any time except when the meeting is considering items 1, 2 or 3.