



COLLEGE OF **OPTOMETRISTS** OF ONTARIO

COUNCIL MEETING

FRIDAY, JANUARY 20, 2023
AT 9:00 A.M.

(PUBLIC INVITED TO ATTEND ONLINE)

HYBRID MEETING

Vision and Mission

Vision: To regulate Ontario's Doctors of Optometry in the public interest.

**Mission: To ensure that the public understands, trusts and has confidence in
the optometrists.**

Council Agenda

Date: Friday, January 20, 2023 | 9:00 a.m. – 11:00 a.m.

Virtual Meeting

Agenda Item	Item Lead	Time (mins)	Action Required	Page No.
1. Call to Order/Attendance b. Land Acknowledgement c. Public Interest Statement	A. Nurani	2	Decision	
2. Adopt the Agenda a. Conflict of Interest Declaration	A. Nurani	2	Decision	
3. Election of the Officers for 2023 Council year	J. Jamieson, C. Andrews	60	Decision	
BREAK: 10:05 a.m. – 10:35 a.m.		30		
4. Motions Brought Forward by Committees: a. Governance/HR i. Appointment of Committee Chairs and Committee Members	C. Grewal	30	Decision	
5. Upcoming Council Meetings a. February 6, 2023 - Orientation b. March 31, 2023 c. June 22, 2023 – Annual General Meeting d. June 23, 2023 e. September 15, 2023 f. December 8, 2023	J. Jamieson			
6. List of Acronyms				
7. Governance Guide: Robert's Rules				
8. Adjournment – approximately 11:05 a.m.	New President	2	Decision	

1 - 4 / INTRODUCTION & MOTIONS

1. Call to Order/Attendance
2. Adopt the Agenda
 - a. Conflict of Interest Declaration
3. Election of the Officers for 2023 Council Year
4. Motions Brought Forward by Committees:
 - a. Governance/HR
 - i. Appointment of Committee Chairs and Committee Members

BRIEFING NOTE

Council Meeting – January 20, 2023

Subject

2023 Executive Committee Election

Background

The election of the Executive Committee occurs at the first Council meeting of each year. The election procedure is outlined under College By-law part 7.03. If a position is contested, an election will take place. If uncontested, the position will be acclaimed.

At the Council meeting held on November 5, 2020, it was suggested to have the five Executive positions listed by role and then voted on by Council at an upcoming Council meeting ‘one position at a time,’ starting with the President. Council members elected to the roles will automatically be on the Executive Committee. College By-law 14.02 (1) requires that the committee have one more elected Council member than public members, which may affect how the voting proceeds.

In accordance with College By-law part 7.02, the Registrar invited all Council members wishing to stand for election for any of the five roles on the Executive Committee in writing ahead of the January 2023 Council meeting.

Decision for Council

Election of the 2023 Executive Committee to take place in the following order: President, Vice-President, Chair of Governance/HR Committee, Chair of Audit/Finance/Risk Committee, Member-at-Large.

Supporting Materials

- Executive Committee Self-Nominations, enclosed
- Executive Committee Terms of Reference, enclosed

Contact

- Chad Andrews, Director of Research and Policy

Council Member Self-Nominations for the 2023 Executive Committee (as of Dec. 12, 2022)

- The positions will be voted on sequentially during the first Council meeting of 2023, beginning with President and then going down the list. If a member is not elected for their first choice, they become eligible for their second choice (and so on).

	First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice
President	Dr. Areef Nurani Dr. Mark Eltis Dr. Pooya Hemami				
Vice-President	Dr. Camy Grewal Dr. William Ulakovic	Dr. Mark Eltis Dr. Pooya Hemami			
Chair of Governance- HR Committee	Dr. Lisa Christian	Dr. Camy Grewal	Dr. Mark Eltis		
Chair of Audit/Finance/Risk Committee	Mr. Howard Kennedy Mr. Narendra Shah		Dr. Pooya Hemami	Dr. Mark Eltis	
Member-at-Large	Ms. Suzanne Allen	Mr. Howard Kennedy Dr. Lisa Christian Mr. Narendra Shah	Dr. Camy Grewal	Dr. Pooya Hemami	Dr. Mark Eltis

[College of Optometrists of Ontario](https://www.coo.on.ca/)

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Policy

3.1

Type:	Terms of Reference		
Name:	Executive Committee		
Status:	Approved by Council	Version:	1.1
Date Approved:	June 18, 2021	Date Revised:	May 1, 2020

COMMITTEE CATEGORY:

Statutory Committee

MANDATE:

The Executive Committee acts on behalf of Council when circumstances require immediate action, and it ensures the College's legal and legislative adherence with College bylaws, policies, procedures and guidelines, and relevant provincial and federal legislation.

(By-laws §14.02) Between Council meetings, the Executive Committee has all the powers of Council with respect to any matter that, in the opinion of the Executive Committee, requires immediate action. However, the Executive Committee does not have the power to make, amend, or revoke a regulation or by-law.

AUTHORITY:

The Executive Committee is a statutory committee as set out in the *Health Professions Procedural Code* (Code), which is Schedule 2 of the *Regulated Health Professions Act, 1991* (RHPA).

The duties of the Executive Committee are outlined in Section 12 of the Code and under Part 14.02 of the College by-laws.

REPORTING:

(By-laws §14.02) The Executive Committee is directly accountable to Council and indirectly accountable to the government, the public, and the profession for the effective governance of the College.

The Executive Committee reports to the Council. Should any issues arise that the Executive Committee deliberates on, it must be brought to the Council's attention in a timely manner. While the Executive Committee can exercise its powers under Section 12 of the Code, the Committee may engage Council by calling a virtual meeting, if required. In all matters, it must report its actions to Council at its next meeting, whether the Executive Committee was acting as Council between Council meetings or discussing other matters to be brought to Council for approval.

STRUCTURE AND MEMBERSHIP:

(By-laws §14.02) The Executive Committee is elected by Council and shall be comprised of:

- Five positions that are determined by the election, including:
 - the President
 - the Vice-President
 - the Chair of the Governance/HR Committee
 - the Chair of the Audit, Finance, and Risk Committee
 - A Member at Large
- One more Elected Council Member than Publicly Appointed Council Member.

(By-laws §7) The officers of the College consist of a President and Vice-President. The election of officers shall take place on an annual basis at the first Council meeting of the year.

(By-laws §10.01) Each additional member of the Executive Committee shall be elected by Council.

(By-laws §14.02) The President is the Chair of the Executive Committee. In the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Vice President shall Chair the meeting. In the event the Vice-President is unable to Chair the meeting, an acting Chair from among the Committee members will be chosen to preside at the meeting from among its members.

The Executive Committee shall, as needed, convene sub-committees or task forces to support its responsibilities.

STAFF SUPPORT:

(By-laws §14.02) The Registrar is the secretary of the Executive Committee.

TERM OF OFFICE:

(By-laws §14.10) The term of a Committee Chair is one (1) year. No person may serve as a Committee chair for more than 3 consecutive years.

When the Committee Chair is not able to attend a meeting, hearing, or proceeding, the remaining committee members shall designate a Chair for the duration of the absence.

Committee members shall be elected annually.

FREQUENCY OF MEETINGS:

The Executive Committee shall meet as required under section 12 of the Code to fulfill its mandate. Approved minutes of Executive Committee meetings are circulated to Council for information with confidential information redacted as necessary.

Executive committee meetings may be called by the President or by the majority of the Executive Committee, as per its mandate. Meeting dates should be posted on the College website.

(By-laws §14.02) Executive Committee meetings are closed to the public. However, the Executive Committee may permit anyone to attend or participate in meetings.

QUORUM:

A majority of members constitutes a quorum at a committee meeting. For the purpose of determining quorum, a member may be present in person, teleconference, or by other electronic means.

DECISION-MAKING PROCESS:

Decisions of the Executive Committee shall ordinarily be decided by a consensus of the members present at the meeting. Should consensus not be reached, the Chair shall refer the question to be decided by a majority vote of the members. The Chair of the meeting shall not normally vote except in the event of a tie, in which case the Chair of the meeting may exercise a casting vote. All Committee members will support a committee decision once it is made.

CONFLICT OF INTEREST AND CODE OF CONDUCT

All members of the Executive Committee shall comply with the College's Conflict of Interest (By-laws §11.01) and Code of Conduct (By-laws §11.06). Conflict of interest shall be declared at the start of each meeting or the beginning of an agenda item.

RESPONSIBILITIES:

GENERIC:

(By-laws §14.02) Between Council meetings, the Executive Committee has all the powers of Council with respect to any matter that, in the opinion of the Executive Committee, requires immediate action.

SPECIFIC:

- Between Council Meetings, exercise the full powers of Council in all matters of administrative urgency (including cases of unauthorized practice), reporting every action at the next meeting of Council. the Executive Committee does not have the power to make, amend or revoke a regulation or by-law.
- Work with the President in the preparation and facilitation of effective College Council meetings.
- Review and approve the agenda for Council meetings, as prepared by the Registrar in consultation with the President, for clarity and priority.
- Identify items for which Council meetings may be closed to observers in accordance with s7(2) of the *Health Professions Procedural Code* and recommend closure, with rationale, to Council.
- Review selected briefing materials for Council for clarity, comprehensiveness, and planning the appropriate approach for presentations.
- Call special meetings of Council.
- Provide feedback and support to committees and Council as requested.
- Assist Council members, committees, and the Registrar in resolving internal conflicts.

Bylaws/Legislation

- Monitor legislation of the federal and provincial government through facilitating College input to relevant legislation proposals and the assessment of relevant new legislation.

Stakeholder Engagement

- Coordinate an effective liaison with external government, private and non-profit sector bodies/agencies, including international, national and provincial optometric and health care organizations.
- Coordinate an appropriate public relations program through the development of targeted public communication efforts.
- Facilitate the development of protocol agreements with other agencies to maximize inter-agency cooperation to pursue College goals and strategic direction.

Registrar Liaison

- Provide guidance and support to the Registrar.
- Serve as an informal resource to the Registrar, at their request.



BRIEFING NOTE
GOVERNANCE/HR COMMITTEE
Council meeting – Jan. 2023

Subject

Appointment of Committee Chairs and Members - 2023

Issue

As per its terms of reference, the Governance/HR Committee is responsible for recruiting committee members and for proposing chair and committee compositions. The Governance/HR Committee is also responsible for recommending non-Council volunteers for appropriate committee vacancies. In line with this, and following the terms of reference for each committee, the Governance/HR Committee has prepared committee slate recommendations for Council to consider and approve, which will be shared after the election of the Executive Committee.

The recommendations take into consideration a number of factors, including experience, competency, expertise, and any preferences indicated by Council members. The Committee has also ensured that each committee meets statutory requirements where appropriate and aligns with obligations under the College's By-laws. Regarding non-Council volunteers, the Committee reviewed information provided by each of the applicants and is recommending all of them for committee appointments.

Since the chairs of the Governance/HR and Audit/Finance/Risk committees are being determined by the Executive Committee election process—which will elect a ratio of three professional and two public members, according to the College's By-laws—individuals filling those specific chair positions are determined by the Executive Committee election, not the Governance/HR Committee. The elected individuals will be added once the election is finalized, along with any additional changes that are necessary as a result of Executive election outcomes.

Decision for Council

Approval of proposed committee memberships for 2023 as set out by the Governance/HR Committee.

Contact

Chad Andrews | Director of Research and Policy

5-8 / UPCOMING MEETINGS

5. Upcoming Council Meetings
 - a. February 6, 2023 - Orientation
 - b. March 31, 2023
 - c. June 22, 2023 – Annual General Meeting
 - d. June 23, 2023
 - e. September 15, 2023
 - f. December 8, 2023
6. List of Acronyms
7. Governance Guide: Robert's Rules
8. Adjournment

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
AAO	American Academy of Optometry	Organization whose goal is to maintain and enhance excellence in optometric practice
ACO	Alberta College of Optometrists	Regulates optometrists in Alberta
ACOE	Accreditation Council on Optometric Education	A division of AOA Accredits optometry schools in US and Canada Graduates of these schools may register in Ontario without additional education
ADR	Alternative Dispute Resolution	An alternate process that may be used, where appropriate, to resolve some complaints
AGRE	Advisory Group for Regulatory Excellence	A group of six colleges (medicine, dentistry, nursing, physiotherapy, pharmacy and optometry) that provides leadership in regulatory matters
AIT	Agreement on Internal Trade	Federal/Provincial/Territorial agreement intended to foster mobility of workers
AOA	American Optometric Association	Main professional association for optometrists in the US
ARBO	Association of Regulatory Boards of Optometry	Association of optometric regulators including, US, Canada, Australia and New Zealand
ASOPP	Advanced Standing Preparatory Program	An education pathway for individuals who have completed optometry training outside of North America and who wish to obtain a license to practice in Canada
BV	Binocular Vision	The assessment of the relationship and coordination of the two eyes
CACO	Canadian Assessment of Competency in Optometry	Canadian entry-to-practice examination for optometry-administered by CEO-ECO to 2017
CAG	Citizen's Advisory Group	A forum for patients and health-care practitioners to discuss issues of mutual concern
CAO	Canadian Association of Optometrists	Represents the profession of optometry in Canada; its mission is to advance the quality, availability, and accessibility of eye and vision health care
CAOS	Canadian Association of Optometry Students	The Canadian optometry student association with chapters in both Waterloo and Montreal
CE	Continuing Education	Courses, programs, or organized learning experiences usually taken after a degree is obtained to enhance personal or professional goals
CEO-ECO	Canadian Examiners in Optometry	Former name of OEBC; administered the CACO exam on behalf of the provincial and territorial optometric regulators (see OEBC)

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
CJO	Canadian Journal of Optometry	Journal published by CAO whose mandate is to help optometrists build and manage a successful practice
CLEAR	Council on Licensure Evaluation and Regulation	International body of regulatory boards – mainly US and Canadian members
CMPA	Canadian Medical Protective Association	Professional liability insurer for physicians
CNAR	Canadian Network of Agencies for Regulation	
CNCA	<i>Canada Not-for-profit Corporation Corporations Act</i>	
CNIB	Canadian National Institute for the Blind	A voluntary, non-profit rehabilitation agency that provides services for people who are blind, visually impaired and deaf-blind
CNO	College of Nurses of Ontario	Regulates nurses in Ontario
COBC	College of Optometrists of British Columbia	Regulates optometrists in British Columbia
COEC	Canadian Optometric Evaluation Committee	Committee of FORAC that assesses the credentials of internationally educated optometrists who wish to practice in Canada
COI	Conflict of Interest	Situation in which someone in a position of trust has competing professional and personal interests
COO	College of Opticians of Ontario	A self-governing college that registers and regulates opticians in Ontario Note: the College of Optometrists of Ontario does not have an acronym
COPE	Council on Optometric Practitioner Education	Accredits continuing education on behalf of optometric regulatory boards
COS	Canadian Ophthalmological Society	Society whose mission is to assure the provision of optimal eye care to Canadians
CPD	Continuing Professional Development	A quality assurance program
CPMF	College Performance Measurement Framework	The CPMF is a reporting tool developed by the Ontario Ministry of Health (the Ministry) in close collaboration with Ontario's health regulatory Colleges (Colleges), to assess how well Colleges are executing their mandate to act in the public interest.
CPP	Clinical Practice Panel	A panel of the Quality Assurance Committee that considers issues of clinical practice and updates the OPR
CPSO	College of Physicians and Surgeons of Ontario	A self-governing college as defined by the <i>Regulated Health Professions Act</i>

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
CRA	Complete Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
DAC	Diabetes Action Canada	
DFE	Dilated Fundus Examination	Eye health exam conducted after dilating pupils with drops
DPA	Diagnostic Pharmaceutical Agents	Drugs used by optometrists in practice to evaluate systems of the eye and vision
EEOC	Evaluating Exam Oversight Committee	Committee that oversees the Internationally Graduated Optometrists Evaluating Exam (IGOEE) administered by Touchstone Institute
EHCO	Eye Health Council of Ontario	A group made up of optometrists and ophthalmologists who collaborate on issues of mutual interest
ÉOUM	École d'optométrie-Université de Montréal	School of optometry at the University of Montreal-teaches optometry in French Accredited by ACOE
EPSO	Eye Physicians and Surgeons of Ontario	OMA Section of Ophthalmology
ETP	Entry-to-Practice	Describes the level of competency necessary for registration to practise the profession
FAAO	Fellow of the American Academy of Optometry	Designation issued by AAO following evaluation against standards of professional competence
FHRCO	Federation of Health Regulatory Colleges of Ontario	Comprises of the 26 health regulatory colleges in Ontario
FORAC-FAROC	Federation of Optometric Regulatory Authorities of Canada	Comprised of 10 national optometric regulators Formerly knowns as CORA
HPARB	Health Professions Appeal and Review Board	Tribunal whose main responsibility is to review decisions made by College ICRC or registration committees when an appeal is made by either the complainant or member, or applicant in the case of a registration appeal
HPPC	Health Professions Procedural Code	Schedule 2 to the <i>Regulated Health Professions Act, 1991</i>
HPRAC	Health Professions Regulatory Advisory Council	Provides independent policy advice to the Minister of Health and Long-Term Care on matters related to the regulation of health professions in Ontario
HSARB	Health Services Appeal and Review Board	Created by the <i>Ministry of Health Appeal and Review Boards Act, 1998</i> , decisions of the ORC are heard here
HSPTA	<i>The Health Sector Payment Transparency Act, 2017</i>	An Act that requires industry to disclose transfers of value to health care professionals

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
ICRC	Inquiries Complaints and Reports Committee	The ICRC is the statutory committee responsible for the investigation and disposition of reports and complaints filed with the College about the conduct of an optometrist
IOBP	International Optometric Bridging Program	A program to assist international graduates in meeting the academic equivalency requirement for registration and housed at the University of Waterloo
IGOEE	Internationally Graduated Optometrist Evaluating Exam	Developed and administered by Touchstone Institute on behalf of FORAC
IOG	International Optometry Graduates	Optometry graduates who have received their education outside North America
MOHLTC (or MOH)	Ministry of Health and Long-Term Care	Responsible for administering the health care system and providing services to the Ontario public
MOU	Memorandum of Understanding	
NBAO	New Brunswick Association and College of Optometrists	New Brunswick Association and College of Optometrists
NBEO	National Board of Examiners in Optometry	Entry to practice examination for all US states Also accepted in BC and QC
NCP	National Competency Profile	Articulates the requirements established by the profession upon which the blueprint for the OEBC exam is based
NLCO	Newfoundland and Labrador College of Optometrists	Regulates optometrists in Newfoundland and Labrador
NSCO	Nova Scotia College of Optometrists	Regulates optometrists in Nova Scotia
OAo	Ontario Association of Optometrists	The association that looks after the interests of optometrists in Ontario
OCP	Ontario College of Pharmacists	Regulates pharmacists, pharmacies and pharmacy technicians in Ontario
OD	Doctor of Optometry Degree	Optometrists' professional degree in North America
ODSP	Ontario Disability Support Program	Offers financial assistance to Ontarians with disabilities who qualify
OEBC-BEOC	Optometry Examining Board of Canada	Administers the national standards assessment exam on behalf of the provincial and territorial optometric regulators
OFC	Office of the Fairness Commissioner of Ontario	The OFC ensures that certain regulated professions in Ontario have registration practices that are transparent, objective, impartial and fair
OLF	Optometric Leaders' Forum	Annual meeting of CAO, provincial associations and regulators

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
OMA	Ontario Medical Association	The association that looks after the interests of medical practitioners
OOQ	Ordre des optométristes du Québec	Regulates optometrists in Quebec
OPR	Optometric Practice Reference	A College document provided to members and available to the public providing principles of Standards of Practice and Clinical Guidelines in two separate documents
OSCE	Objective Structured Clinical Examination	An objective clinical exam; part of the OEBC exam
PEICO	PEI College of Optometrists	The optometric regulatory college in Prince Edward Island
PHIPA	<i>Personal Health Information Protection Act</i>	Provincial act that keeps personal health information of patients private, confidential and secure by imposing rules relating to its collection, use and disclosure
PLA	Prior learning assessment	Formerly part of the IOBP to ascertain the candidate's current knowledge in optometry; replaced by IOGEE in 2015
PRC	Patient Relations Committee	Promotes awareness among members and the public of expectations placed upon optometrists regarding sexual abuse of patients; also deals with issues of a broader nature relating to members' interactions with patients
QA (QAC)	Quality Assurance Committee	A statutory committee charged with the role of proactively improving the quality of care by regulated health professionals
RCDSO	Royal College of Dental Surgeons	Regulates dentists in Ontario
RHPA	<i>Regulated Health Professions Act</i>	An act administered by the Minister of Health, ensuring that professions are regulated and coordinated in the public interest by developing and maintaining appropriate standards of practice
SAO	Saskatchewan Association of Optometrists	Also functions as the regulatory College in Saskatchewan
SCERP	Specified Continuing Educational or Remediation Program	A direction to an optometrist by the ICRC to complete remediation following a complaint or report
SRA	Short Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
SOP	Standards of Practice	Defined by the profession based on peer review, evidence, scientific knowledge, social expectations, expert opinion and court decision

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
TPA	Therapeutic Pharmaceutical Agent	Drug Generally this term is used when describing drugs that may be prescribed by optometrists for the treatment of conditions of the eye and vision system
VIC	Vision Institute of Canada	A non-profit institute functioning as a secondary referral center for optometric services located in Toronto
VCC	Vision Council of Canada	A non-profit association representing the retail optical industry in Canada, with members operating in all Canadian provinces and US states
WCO	World Council of Optometry	International advocacy organization for world optometry – assists optometrists in becoming regulated where they are not
WOVS	University of Waterloo School of Optometry and Vision Science	The only school of optometry in Canada that provides education in English Accredited by ACOE; graduates are granted an OD degree; also has Masters and PhD programs

Updated June 2018

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote