



# Rules of Order

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## What are Rules of Order?

Generally, they are standing orders or rules of procedure which detail the process used by the body to make decisions.

Here are two examples that you might want to consider:

**Bourinot's Rules of Order** – A Manual on the Practices and Usages of the House of Commons of Canada and on the Procedure at Public Assemblies.

**Robert's Rules of Order** – A commonly used and widely known set of rules of procedure by many organizations in Canada and the United States.

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## 10 Rules of Order

**Here are some general rules of order to follow during your meetings.**

1. You must be recognized by the Chair before speaking
2. A motion must be “seconded” – if it’s not, the motion is lost
3. As the mover of a motion, you can speak first and close the debate with a final comment
4. Amendments must be voted on before a vote on the main motion. Only two amendments may be considered at a time
5. Debate ends when the Chair asks: “Are you ready to vote on the question?”
6. Tabling a motion removes it from debate, although it can be brought back at a later date with a successful vote
7. Voting can be by general consensus or by roll call (i.e. for a recorded vote). Abstaining has no effect on the vote
8. When you declare a Conflict of Interest, you must leave the room during the discussion
9. Voting by the Chair is usually outlined in the Council Procedures Bylaw. Normally, the Chair does not vote unless it is to break a tie
10. Motion to adjourn is not open for debate and needs a majority vote to succeed

