

# SAMPLE MEETING MANAGEMENT

MEETING MANAGEMENT					
In Order To What Vote Is Required?	You Say The Following	May The Speaker be Interrupted?	Must There Be A Secunder?	Is The Motion Debatable ?	Is The Motion Amendable ?
Adjourn the meeting					
Majority	I move that we adjourn.	No	Yes	No	No
Recess the meeting					
Majority	I move that we recess until..	No	Yes	No	Yes
Complain about noise etc.					
None (Chair decides)	Point of privilege.	Yes	No	No	No
Suspend consideration of something					
Majority	I move we table it.	No	Yes	No	No
End debate					
Two-thirds	Call the question.	No	Yes	Yes	Yes
Postpone consideration of something					
Two-thirds	I move we postpone this matter until...	No	Yes	Yes	Yes
Have something studied further					
Majority	I move we refer this matter to a committee.	No	Yes	Yes	Yes
Amend a motion					
Majority	I move that this motion be amended by..	No	Yes	Yes	Yes
Introduce business (a primary motion)					
Majority	I move that...	No	Yes	Yes	Yes
Object to procedure or to a personal affront					
None (Chair decides)	Point of order.	Yes	No	No	No
Request information					
No	Point of information.	Yes (If urgent)	No	No	No

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Object to considering some improper matter					
Two-thirds	I move we refer this matter to a committee.	Yes	No	No	No
Take up a matter previously tabled					
Majority	I move we take from the table...	No	Yes	No	No
Vote on ruling by the chair					
Majority	I appeal the chair's decision.	Yes	Yes	Yes	No

# SAMPLE AMENDMENTS TO AMENDMENTS TO MOTIONS

## Main Motion

That the 2008 Annual General Meeting be held on December 1, 2008

## Amendment

That the meeting be held at the Hotel Vancouver.

## Amendment to Amendment

That the meeting be held at the Hotel Vancouver only if the BC Ballroom is available.