



Laval Junior Academy

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Governing Board

Internal Rules of Procedure

Governing Board Internal Rules of Procedure

PREAMBLE

Established body by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws, if any. All the Governing Board's decisions must be made in the best interest of the students. (Section 64, EA)

1.0 DEFINITION

For the purpose of this document, unless otherwise stated, the following words signify:

- School Board ⇒ Sir Wilfrid Laurier School Board
- School ⇒ Laval Junior Academy
- Board ⇒ The school's Governing Board
- members ⇒ The members of the Governing Board
- Principal ⇒ The School Principal
- Act ⇒ The Education Act, L.Q. 1988, Ch. 84 and its amendments.

2.0 PURPOSE AND SCOPE

- 2.1 Scope: This document establishes the rules of internal management of the Governing Board as required by Section 67 of the Education Act.
- 2.2 Review and Adoption: These rules must be reviewed and adopted by the Board each year, by the October meeting the latest. Amendments may be made at any time during the year.
- 2.3 Amendment: These rules may be amended by resolution during a meeting of the Board. Such a resolution will require a two-thirds majority to carry.

3.0 COMPOSITION

The composition of the Governing Board shall be as described in resolution #990616-CA-0302 duly adopted by the Council of Commissioners, June 16, 1999.

The Governing Board of Laval Junior Academy is composed of:

- 8 Parent representatives who are not members of the school staff.
- 6 Teachers from the school staff.
- 1 Staff member from the professional group
- 1 Staff member from the support staff group.
- 1 Member of the community. (Not entitled to vote)

- 2 Alternate parent representatives. (Not entitled to vote)
- 2 Alternate staff representatives. (Not entitled to vote)



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There shall be the following advisors to the Governing Board present at each meeting:

Laval Junior Academy Principal and/or Vice-Principal(s). (Not entitled to vote)

4.0 TERMS OF OFFICE

The term of office for the parent representatives is two (2) years and the term of office of the representatives of the other groups is one year. To ensure continuity, only half of the parents' representatives' term of office should come up for election on a given year. (Section 54, EA)

Annually, the Governing Board members will elect a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary, who will hold their position for one year.

4.1 Procedure in the case of the resignation of a Parent Member during the school year:

1. The Chair will contact existing Alternate Parent Members to ask if they are interested in becoming a regular GB Member. If the Alternate Member agrees, a vote to appoint the parent as a new regular Member will be held at the next regular GB meeting.
2. If there are no current Alternate Parent Members, or the current Alternates do not wish to become regular members: The parents who ran for election to GB at the previous AGA (but were not elected at that time) will be contacted by the GB Chair or Principal, in the order of the number of votes they received, and asked if they would like to join the Governing Board. When a parent agrees, a vote to appoint the parent as a new member will be held at the next regular GB meeting. If the parent does not agree, the parent with the next highest number of votes will be contacted, and so on, until a parent is found.
3. If there were no additional parents who ran for election to GB at the previous AGA, the Principal and GB Chair will send a communication to the general parent population to seek candidates interested in filling the vacant position. If one or more parents are interested in the position, an election will be held at the next regular GB meeting to fill the vacant position.

5.0 CHAIRPERSON

5.1 Election of Chairperson - The chairperson is elected by the Governing Board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)

5.2 Term of Office - The term of office of the chairperson is one year. (Section 58, EA)

5.3 Meetings - The chairperson presides at the meetings of the Governing Board. (Section 59, EA)

5.4 Vice-Chairperson

- The Vice-Chairperson is elected by the Governing Board from amongst the parents' representatives who are not members of the personnel of the school board.
- The term of the Vice-Chairperson is one year.
- Should the Chairperson be absent or unable to act, the Vice-Chairperson will chair that meeting. (Section 60, EA)



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- The Vice-Chairperson will assist the Chairperson in preparing the Annual Activity Report. (Section 82, EA)

5.5 Role of the Chairperson

- The Chairperson is the official spokesperson for the Governing Board.
- The Chairperson maintains order and decorum at meetings.
- The Chairperson prepares the agenda, in collaboration with the school principal and ensures that meetings unfold in accordance with the Education Act and the rules of procedure that are in place.
- The Chairperson receives the motion and submits them to the Governing Board for study and debate.
- The Chairperson, with the assistance of the Principal and the Vice-Chairperson, will prepare the Annual Activity Report and send it to all Governing Board members to adopt it. The GB will transmit a copy of this report to SWLSB no later than July 1, of that same school year. (Section 82, EA)

6.0 POWERS AND DUTIES OF THE CHAIRPERSON

- 6.1 The Chairperson shall preside over the sittings of the Board and maintain order.
- 6.2 Without restricting the above, the Chairperson has, among others, the following powers:
- 6.2.1 Restrain members within the Internal Rules of Procedure in order to run the assembly as smoothly as possible.
 - 6.2.2 Follow the agenda, unless the order of business has been modified with the consent of the assembly, and define the purpose of each debate.
 - 6.2.3 Explain or invite someone to explain each matter of business or respond or invite someone to respond to members' questions.
 - 6.2.4 Encourage all members to participate freely in debates and discussions.
 - 6.2.5 Decide who has the right to speak first; when more than one member raises his/her hand at the same time, the Chairperson shall recognize the person they saw first.
 - 6.2.6 Restrict the debate to the matter of business and enforce the rules of decorum.
 - 6.2.7 Bring out the opinion expressed by the assembly.

7.0 DUTIES OF THE GOVERNING BOARD MEMBERS

- 7.1 Every member shall uphold and comply with the Internal Rules of Procedures of the Governing Board.
- 7.2 Every member must act within the scope of the functions and powers conferred on them, and exercise care, prudence and diligence. (Section 71, EA)
- 7.3 The Governing Board may form other committees to carry out the work of the Board.
- 7.4 No member may act on behalf of the Association without authorization.
- 7.5 Alternate Governing Board Members
- 7.5.1 Alternate parent GB members are expected to try to attend all GB



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meetings. Alternate staff members are not required to attend all meetings. Alternates will be included in all GB communications to ensure they are well-informed on issues within the Governing Board's mandate if they are called upon to replace a regular GB member. Alternate GB members may only vote during a meeting of the Governing Board if they are replacing a regular GB member.

7.6 Suspension from Office

7.6.1 A member may be suspended or removed by the Governing Board for one or more of the following reasons:

- (a) Absence from three consecutive meetings.
- (b) For breach of conduct and / or the Internal Rules of Procedures.

7.6.2 The suspension shall be for a specific time or until the next General Assembly.

7.6.3 The suspension must be confirmed or annulled at the next regular meeting of the Governing Board. The removal must be confirmed at the next regular meeting of the Governing Board.

7.6.4 A two-thirds (2/3) vote is required for suspension or removal of a member.

7.6.5 During the debate on a motion to suspend or a motion to remove, the Governing Board member involved has the right to participate in and/or address the meeting.

8.0 MEETINGS OF THE BOARD

The meetings of the Governing Board are public but the members may vote to hold a meeting, or part of a meeting, in camera, for the purpose of examining any matter that may cause injury to a person. This is done by resolution. (Section 68, EA). Only persons who have been authorized by the Board may attend a closed meeting. However, no decision can be voted on while in closed session.

8.1 Regular Meeting

Meetings are held on the school premises. (Section 64, EA). The Board shall establish, by resolution, the day, time, and place of its regular meetings. A minimum of five (5) regular meetings will be held throughout the year. The duration of a regular meeting will be two (2) hours.

8.1.1 To extend a meeting past the two-hour limit, a motion is required to extend it by fifteen (15) more minutes. Another motion may be made, if needed, to extend for an additional fifteen (15) minutes. The meeting cannot be extended further.

8.2 Special Meeting

The Chairperson, the Principal, or three (3) members may call a special meeting of the Board to consider a matter that cannot wait until the next regularly scheduled meeting.

8.3 Adjourned Meeting

Any regular or special meeting may be adjourned, by resolution of the Board, to another time or date.

8.4 Annual General Assembly

The Annual General Assembly (AGA) is called in writing by the Chairperson and Principal at least seven (7) days prior to the meeting.

8.4.1 At the AGA, parents elect their representatives to the Governing Board, elect a Parents' Committee Delegate, an Alternate Parents' Committee Delegate, two Alternate Governing Board members, and vote on whether to form a Parent Participation Organization (PPO).

8.4.2 The two (2) Alternate Governing Board members are expected to attend all GB



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meetings. They will be included in all GB communications to ensure they are well-informed on issues within the Governing Board's mandate if they are called upon to replace a regular GB member.

8.4.3 Parents must be present at the AGA to exercise their voting rights.

8.4.4 A candidate may present his candidature by proxy.

8.4.5 The proceedings of the Annual General Assembly must be recorded (Notes) and will be presented at the first meeting of the newly-formed Governing Board for approval.

9.0 NOTICE OF MEETING

- 9.1 In the case of a regular meeting, the proposed agenda and all related documents shall be transmitted to the members at least two (2) days before the meeting is held. These documents constitute the notice of meeting.
- 9.2 A special meeting is called by a notice sent to each member by the Chairperson at least two (2) days before the meeting is held.
- 9.3 This notice shall stipulate the date, time and place of the meeting as well as the matters to be discussed.
- 9.4 No notice is required for an adjourned meeting of the Governing Board.
- 9.5 A member who anticipates being absent at a meeting shall advise the Chairperson, the Principal, or the Secretary as soon as possible.
- 9.6 In the event that a regular parent or staff GB member cannot attend, the Chairperson may contact an Alternate GB member to replace the regular member at the meeting.

10.0 OPENING OF MEETINGS

10.1 Chairmanship

- 10.1.1 At the scheduled time, the Chairperson if absent, the Vice-Chairperson, shall call the meeting to order. In the absence of the Vice-Chairperson, the Secretary (if he/she is a parent member) or other parent member will chair that meeting.

10.2 Verification of the Procedure for Calling a Special Meeting

10.2.1 At the opening of a special meeting, the Chairperson shall ascertain that the notice calling the meeting has been sent to each member.

10.2.2 In case of non-compliance, the meeting shall be closed forthwith.

10.2.3 The mere presence of a member constitutes a waiver of the notice calling the meeting unless he/she specifically attends the meeting to object to the holding of the meeting.

10.3 Verification of Quorum

10.3.1 Quorum is defined as the majority of the regular Governing Board members, including the community representative (non-voting), and at least half of the parents' representatives to the Governing Board. (Section 61, EA)

10.3.2 If the "quorum" has not been reached at the end of the thirty (30) minute delay, the members who are present shall register their presence and leave.

10.3.3 The Board shall cease its sitting as soon as there is no longer "quorum".

11.0 AGENDA

REGULAR MEETING



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- 11.1 The Chairperson shall prepare the proposed agenda in collaboration with the Principal.
- 11.2 Any member may bring business before the assembly by addressing a request to the Chairperson at least six (6) days before the meeting. The matter should be specific, within the Board's jurisdiction, and should the Board have to take a position, a proposed resolution should be attached to the request.
- 11.3 At a Regular Meeting
- 11.3.1 After having read the proposed agenda, any member or the Principal may request:
- the addition of one or several items;
 - the modification of the wording of an item;
 - the modification of the order of business.
- The members must vote on the adoption of the agenda with the modifications.
- 11.3.2 Once the agenda has been accepted, no other matter may be dealt with by the Chairperson, unless all the members present at the meeting decide otherwise.
- 11.4 At a Special Meeting
- Only the matters mentioned in the notice calling the meeting may be dealt with and decided, unless all the members that are present at the special meeting, decide otherwise.

12.0 MINUTES

- 12.1 Every year, a Recording Secretary must be nominated and appointed at the first meeting of the Governing Board. The Secretary may be remunerated via the Governing Board budget only if he/she is not already being remunerated to be a member of the Governing Board (e.g., as a teacher/staff member). The Secretary will be remunerated at a flat rate per meeting, to be determined and approved by GB at the time of the appointment.
- 12.2 The Recording Secretary shall write the minutes of proceedings of the Board and forward them to the Chairperson for the following meeting.
- 12.3 The minutes of each meeting shall be approved at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate.
- 12.4 Once approved by the Board, the minutes shall be signed by the person presiding over the meeting and countersigned by the Secretary, who shall then enter it in the register known as the "Minutes of Proceedings".
- 12.5 Official extracts of the proceedings may be obtained from the Secretary or the Principal.
- 12.6 The Principal shall keep the register and documents of the Board.
- 12.7 GB Information to be placed on School Web Page
- Names of current Governing Board members
 - Approved calendar of dates of Governing Board meetings
 - Approved Minutes with associated attachments to be maintained on the web site for a minimum of two years.

13.0 DEBATE PROCEDURES

- 13.1 Participation in the Deliberations



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Only the members and the Principal and/or the vice-principal may take part in the deliberations of the Board. However, a member of the Directorate or a resource person may be authorized by the Chairperson to supply information or to answer questions.

13.2 Information

The Chairperson shall call the item on the agenda and explain the matter or invite a member, the Principal or a resource person to do so.

13.3 Making a Motion

If the point is on the agenda, a member may present a motion to the assembly on the said subject. Such motion does have to be seconded.

13.4 Deliberations on a Motion

When a motion is presented, the deliberations shall proceed in four (4) stages:

13.4.1 Presentation

The Mover or, at the invitation of the Chairperson, the Principal, or any other person shall present and explain the motion.

13.4.2 Question Period

- A. Any member may interrupt to ask one or several questions in order to obtain more information deemed essential to take a position on the motion.
- B. At this stage, the member shall only ask very specific questions.

13.4.3 Debate

- A. A member may take the floor at this stage to make his/her position known (in favour or against) and explain it.
- B. A member is entitled to speak once on a debatable motion, unless he/she obtains the consent of the majority of the members attending the meeting.
- C. A member has the right to speak on an amendment or sub-amendment in the same way as on a main motion.

13.4.4 Right to Reply

- A. The mover is always the last one to speak on a motion in order to explain his/her arguments.
- B. The mover shall not take the floor during the discussions, but he/she may exercise his/her right to reply at the end of the debate.

13.5 Voting

Decisions of the Governing Board are made by the majority vote of the members present and entitled to vote. There can be no vote by proxy. Every decision must be made in the best interests of the students. (Section 64, EA)

13.5.1 When everyone wishing to express an opinion on a matter, has had the opportunity to do so, the Chairperson may put the motion to a vote.

13.5.2 At the request of a member, the Board may also decide to hold a secret vote. A resolution would be required. A motion is required to destroy the secret ballots,



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unless the members decide it necessary to keep the ballots on file for the school year. Notwithstanding the preceding, the election of the chairperson is by secret ballot.

- 13.5.3 The decisions shall be taken by a majority of the votes of the members present and entitled to vote, unless otherwise stated in the Act, the by-laws or these rules. (Section 63, EA)
- 13.5.4 A member present may abstain from voting.
- 13.5.5 The Chairperson may vote on each motion and, if votes are equally divided, he/she has a casting vote. (Section 63, EA)
- 13.5.6 Extraordinary Vote in between meetings
- The solicitation may be by way of e-mail, telephone or in person, or a combination thereof.

By e-mail

- Where the vote is solicited by e-mail, members must be given at least 24 hours to respond.
- The e-mail shall contain the proposed resolution and any relevant attachment (adequate documentation and sufficient background materials) and must be sent to the most recent e-mail address provided by the member.
- Members must respond to the e-mail using 'reply all' with their vote and/or comments. The results of the vote will be emailed at the end of voting period and documented at the subsequent GB meeting.

By telephone or in person

- Where the vote is solicited by telephone or in person, the solicitation shall include a recitation of the text of the proposed resolution and reference to any relevant document.
- A member must be given at least 24 hours to forward their vote to the principal.

VOTING RESULTS

- Sections 61 to 73 of the Education Act shall apply with the necessary adaptations.
- At the end of the voting period, the Chairperson shall tally the results and inform all members as soon as possible.
- All members who have been informed and who have failed to respond within the allotted time are deemed to have abstained.
- The resolution, together with the results, shall be read in at the next regular meeting and shall become part of the record of the Board.

14.0 RULES OF ORDER

These rules of order are meant to be a guide to help with the conduct of an orderly meeting of the Board. They need not be slavishly followed, and unless any member objects, through a point of order, any transgressions of these rules are legitimized by an implied unanimous consent to suspend the rules.



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14.1 Unanimous Consent

A lot of the procedural formality can be dispensed with by unanimous consent. Unanimous consent is achieved by the Chairperson stating, "If there are no objections, we will do X." If no member objects, then the action is deemed to have happened as if a formal motion and vote had taken place. If one member objects, then there is no unanimous consent, and formal procedures must be followed. A member can seek unanimous consent by making a suggestion to Chairperson to seek unanimous consent. Even if a formal motion is made, the Chairperson may seek unanimous consent in-lieu of putting the question to the Board.

14.2 Suspension of the Rules

When the Board wishes to do something that is in violation of its own rules, it can vote to suspend the rules. A motion to suspend the rules can be made at any time when no question is pending; or while a question is pending, provided it is for a purpose connected to the question. It is not debateable, cannot be amended or have any other subsidiary motion applied to it. The object of the suspension must be specified, and nothing else can be done under the suspension. This motion requires a two-thirds majority to carry.

Instead of a formal motion to suspend the rules, it is more usual to ask for unanimous consent to do a particular business that is out of order. As soon as the request is made, the Chairperson inquires if there are any objections. If there are none, he or she then directs the member to proceed just as if the rules had been suspended by a formal vote.

14.3 Procedural Inquiry

If a member is unsure of the rules, they have a right to ask for clarification on procedures. A member does not have to be recognized by the Chairperson to make a Procedural Inquiry. This is made by stating, "Mr/Madame Chairperson, I rise to a procedural inquiry." The chairperson will ask what the query is and answer it. The Chairperson may seek the advice of others. If a member wishes to do something, but is not sure how to proceed, the procedural inquiry should be used. It is the Chairperson's duty to provide the needed guidance to the member to achieve his or her end. Likewise, if a member believes that the rules are not being followed, but is not sure, instead of raising a point of order, the member should raise on a procedural inquiry and ask what are the rules regarding the situation.

14.4 Introduction of Business

Business is brought before the Board either by the motion of a member, or by the presentation of a communication. The latter includes formal reports, informal updates on ongoing activities, or topics of discussion introduced by members with no intention of making a motion. The presentation of a communication, may result in discussion among members, but the Board cannot take a position without a motion.

14.5 Obtaining the Floor

Before speaking, either in discussion or debate, the member first must be recognized by the Chairperson. Exceptions are as provided in these rules, procedural inquiries, or incidental and privilege motions.



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14.6 Motions and Resolutions

A motion is a proposal that the Board take certain actions, or express itself as holding certain views. Motions are stated as, "I move that". When a motion is of such importance or length as to be in writing it usually written in the form of a resolution, that is beginning with the words "Resolved, that." If it is desired to give the reasons for the resolution, they are usually stated in a preamble, each clause that constitutes a paragraph beginning with, "Whereas." Motions and resolutions are equivalent and therefore, can be used interchangeably.

14.6.1 Stages of a Motion

There are six stages to a motion:

- (1) Making the motion (or resolution).
- (2) Seconding the motion. With the exceptions noted below, every motion needs to be seconded. This prevents time being consumed in considering a question that only one person favors. If no one seconds the motion, the motion dies.
- (3) Stating the question. When a motion has been made and seconded, it is the duty of the chairperson (the secretary can do this on his or her behalf), unless it is ruled out of order, to state the question – that is state the exact question that is before the Board for its consideration. (In effect that is to read back the motion just made.)
- (4) Debate.
- (5) Secondary motions. To assist in the proper disposal of the question various subsidiary motions are used such as to amend, to commit, etc., and for the time being become the immediate pending question until they are disposed of following these same six procedures.
- (6) Putting the question and announcing the vote.

14.6.2 Main Motions

A main motion is a motion that brings before the Board, for its consideration, any particular subject. It takes precedence of nothing – meaning, it cannot be made when any other question is before the Board.

14.6.3 Subsidiary Motions

Subsidiary motions are such as are applied to other motions for the purpose of most appropriately disposing of them. By means of them the original motion may be modified, or action postponed, or referred to a committee to investigate and report etc. The following are subsidiary motions:

- (1) Lay on the table. The object of this motion is to enable the Board to lay aside the main motion in such a way that will allow the Board to move onto other business. The motion remains on the table until a motion to



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remove from the table is made. The motion is made as, "I move that the question be laid on the table."

- (2) The previous question. The object of this motion is to end debate and vote on the pending question. Since its object is to end debate, it cannot be debated. The motion is made, "I move the previous question." This motion requires a two-third majority to carry. If it carries, a vote on the pending question must be taken. *(This motion ends debate on the actual pending question, not necessarily the main motion. If the pending question is an amendment to the main motion, a motion of previous question will end debate on the amendment only.)*
- (3) Postpone definitely, or to a certain time. The purpose of this motion is to do stop deliberations on the main motion until a set time. It is made as "I move that the question be postponed until X," the next meeting for example.
- (4) Refer. The purpose of this motion is to send the main motion to a committee for investigation and recommendation or some other action. It is made as, "I move that the question be refereed to Committee X to do Y."
- (5) Amend. Original motions are seldom perfect, and may need to be modified somewhat to correctly reflect the views of the Board. Amendments either insert words into the motion, ("I move the motion be amended by inserting the word X between the words Y and Z."); by striking out words, ("I move that the motion be amended by striking out the word X."); or by substitution of word ("I move that the motion be amended by replacing the word X with word Y"). An amendment however cannot change the main essence of the motion. Motions to amend the amendments are in order (amendments of the second degree), but motions of amendment of the third degree (an amendment of amendment of an amendment) are always out of order. Once an amendment is moved it becomes the pending question. Debate is on the amendment only and it must be voted on before debate returns to the main motion.

Any motion can be amended except for the following: (a) to adjourn; (b) points of order or appeals; (c) to object to consideration of a question; (d) call for a division of the assembly; (e) to grant leave to withdraw a motion; (f) to suspend the rules; (g) to lay on the table; (h) to take from the table; and (i) the previous question.

14.6.4 Incidental Motions

Incidental motions are such as arise out of another question which is pending, and therefore take precedence of and must be decided before the question out of which they arise; or, they are incidental to a question that has just been pending and should be decided before any other business is taken up. The following are incidental motions:



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- (1) Points of Order and Appeal. A point of order may be raised when there is a violation of the rules, the matters discussed are irrelevant to the subject or the order of business or the decorum has not been respected. The Chairperson must rule on the point of order before meeting can continue. The Chairperson may seek the advice of others before ruling. If a member disagrees with the ruling of the chairperson, he or she may make a motion of Appeal to the Board. A motion of appeal must be seconded, and may be debated. The decision of the Board is final.
(Since the Board can suspend the rules if it wishes, members should avoid raising frivolous points of order to obstruct the prevailing desire of the Board. Thus, if a member raises a frivolous point or order, the Board can always suspend the rules to make the point of order moot.)

- (2) Objection to the consideration of a question. If a member believes that the motion is inappropriate in that it is he or she deems it to be irrelevant, unprofitable or contentious, he or she may object to its consideration. When the motion is raised, the member raises, even if another member has the floor and states, "Mr/Madame Chairperson, I object to its consideration." The Chairperson immediately puts the

question, "The consideration of the question has been objected to: Will the Board consider it." An objection to the consideration of a question does not need to be seconded, nor can it be debated. If decided in the negative by a two-thirds vote, the whole matter is dismissed.

- (3) Division of a question. When a motion relating to a certain subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, it can be divided into two or more propositions and voted on as distinct questions, by the Board adopting a motion to divide the question in a specified manner.

- (4) Division of the Assembly. As voting is done by a show of hands, and the vote need not be counted, if a member doubts the result of the vote announced by the Chairperson, he or she may call for the division of the assembly. The call or motion is made by saying, "I call for a division," or "I doubt the vote.". It does not require a seconder, nor can it be debated. When this motion is made, the Chairperson will retake the vote, this time asking the affirmative to rise and record the names of those risen, and when they are seated, asking the negatives to rise and record their names. Anyone that does not rise is counted as an abstention. The division must be recorded in the minutes.

- (5) Point of Information. If a member has a question relating to the pending business, it is raised through a point of information. This is made by stating, "I raise on a Point of Information," and asking the question. A member does not need to be recognized by the Chairperson to rise on a point of information. Points of information should be neutral to the ongoing debate, and should be a request for factual information, or a



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clarification of the facts; otherwise, the chairperson should rule it out of order.

- (6) Leave to Withdraw or Modify a Motion. Once a motion has been made, seconded and stated, the motion belongs to the Board and not to member who made it, therefore, it cannot be withdrawn or modified without the consent of the Board. When a motion is withdrawn, the effect is the same as if it had never been made. Any motion can be withdrawn or modified by the mover up to the time is stated by the Chairperson. If the motion is modified after it has been seconded, the seconder may withdraw his or her second. If the mover wants the motion withdrawn after it has been stated by the Chairperson, he or she must request leave to withdraw the motion. This can only be granted by unanimous consent. If the mover wishes to modify the motion after it has been stated by the Chairperson, he or she must request leave to modify the motion. This also can only be granted by unanimous consent. In case the mover of the main motion wishes to accept an amendment that has been offered, without obtaining the floor, he or she states, "I accept the amendment." If no one objects, the chairperson announces the question as amended. If anyone objects there is no unanimous consent, and the amendment must be dealt in its own right.

14.6.5 Privileged Motions

Privileged Motions are such as, while not relating to the pending question, are of such great importance as to required them to take precedence of all other questions, and, on account of this high privilege, they are not debatable. They cannot have subsidiary motions attached to them any except for the motions to fix the time to which to adjourn, and to take a recess which may be amended.

- (1) Fix the time to which to adjourn. This motion is only privileged if made while another question is pending. If no question is pending this motion is not privileged and becomes a main motion. The effect of this motion is to adjourn the meeting to another place and time. The time cannot be beyond the next scheduled regular meeting. When the Board meets at the time to which it adjourned, the meeting is a continuation of the previous session. (*While it is unlikely that the Board will ever do this, the motion provides a means to complete an unfinished meeting on a different day.*)
- (2) To adjourn. This motion is privileged because the Board does not have to meet if it does not wish to. Therefore, a motion to adjourn can be made anytime during a meeting. Likewise, the Board does not have to rise if it does not wish to. Therefore, a motion to adjourn is always required to end a meeting, and must be made regardless of any standing rule regarding the length of a meeting.
- (3) Take a recess. This motion is only privileged if made while another question is pending. If no question is pending this motion is not privileged and becomes a main motion. It can be amended as to the length of the recess. It takes effect immediately.



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- (4) Questions of privilege. Questions of privilege relate to the rights of the Board or to any of its members. The question of privilege may be raised only in the following cases: the rights of a member have been infringed upon; the reputation of the establishment is at stake; there is something wrong with the physical surroundings. Questions of privilege can be made without being recognized by the Chairperson, by stating, "Mr/Madame Chairperson I rise on a Question of privilege." The Chairperson must then rule on the question of privilege. The Chairperson may seek the advice of others. The ruling of the Chairperson may be appealed to the Board, but cannot be debated. The ruling of the Board is final.

14.6.6 Unclassified Motions.

The following motions cannot be conveniently classified as main, subsidiary, incidental or privileged; they are:

- (1) Take from the table. This motion is made to bring-up motions that had been laid on the table. It can only be made when there is no other main motion pending. It can be made anytime during the meeting it was laid on the table, or during future meeting, during the time when business of its class (unfinished, or new business), is in order.
- (2) Reconsider. A motion to reconsider can only be made during the meeting in which the motion to be reconsidered was made. A member that voted with the prevailing side can only make it. Any member may second it. The purpose of the motion is as its name implies. It provides a means to reverse a decision made, should members have second thoughts after the decision was made.
- (3) Rescind, Repeal, or Annul. Any vote taken by the Board may be rescinded by a majority vote, provided notice of the motion has been given at the previous meeting, or may be rescinded without notice by a two-thirds vote, or by a vote of a majority of the entire membership.