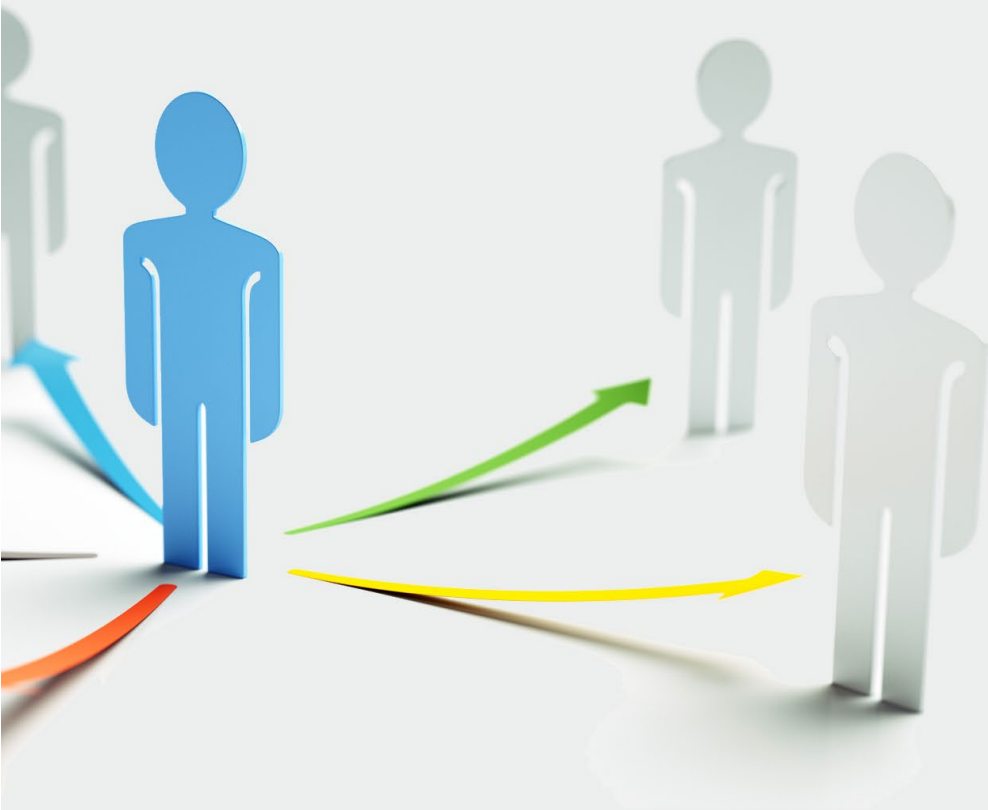


WELCOME TO AGM

DELEGATE
TRAINING





DELEGATE
TRAINING



DELEGATE TRAINING

Training Objectives

Overview

Parliamentary Procedures
&
Robert's Rules of Order

De-mystifying

Robert's Rules of Order
(RRO)

PART I

OVERVIEW

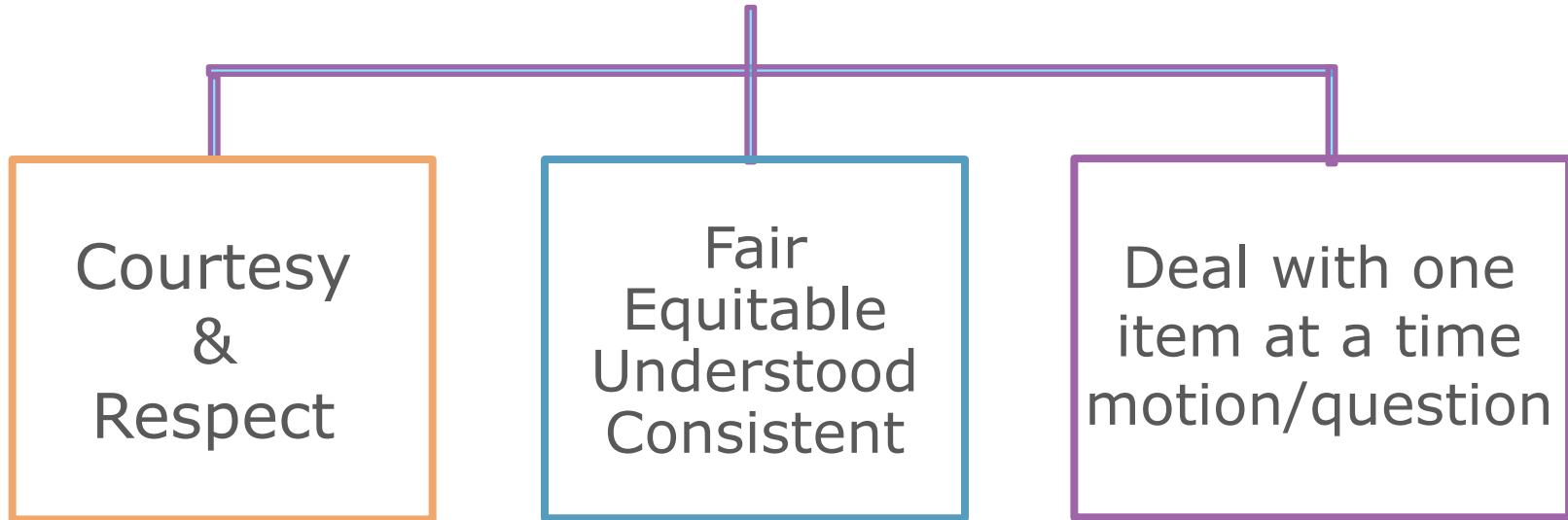
Parliamentary Procedures

Parliamentary Procedures

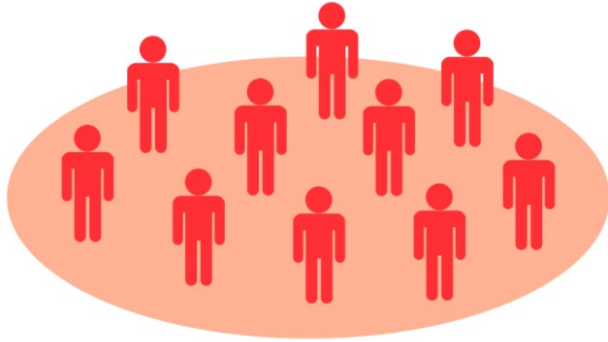
Are a set of rules that govern the conduct of meetings for organizations, clubs, legislative assemblies, and associations with deliberative functions.

Enable an assembly or group to conduct business efficiently, while protecting the rights of its members.

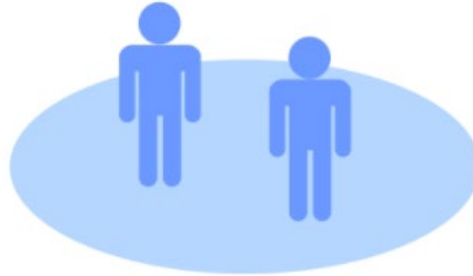
Parliamentary Procedures: Basic Principles



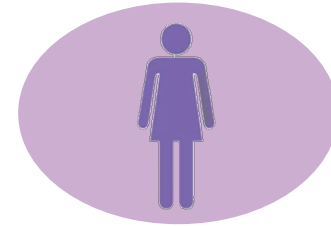
Parliamentary Procedures: Basic Principles



**MAJORITY
RULES ON
DECISIONS**



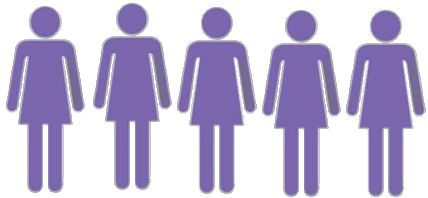
**MINORITY
RIGHTS**



**MEMBER
RIGHTS**

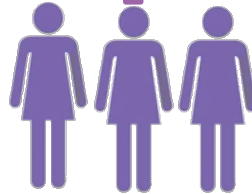
In Short...

Majority RULES



to decide on
action items

Minority Rights



to be heard

Individual Rights



to participate in
decision making

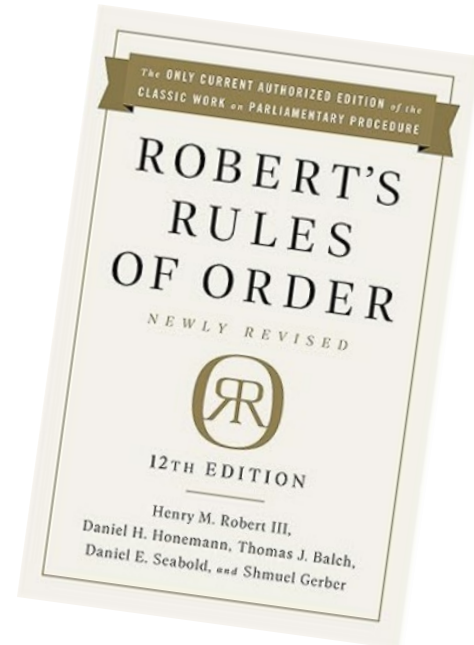
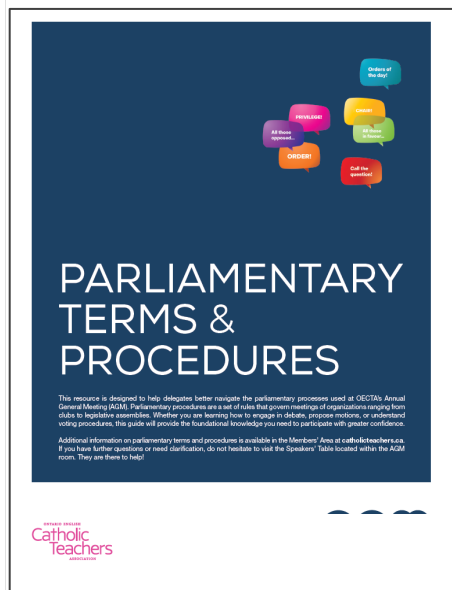
Parliamentary Procedures: Goals

facilitate
action

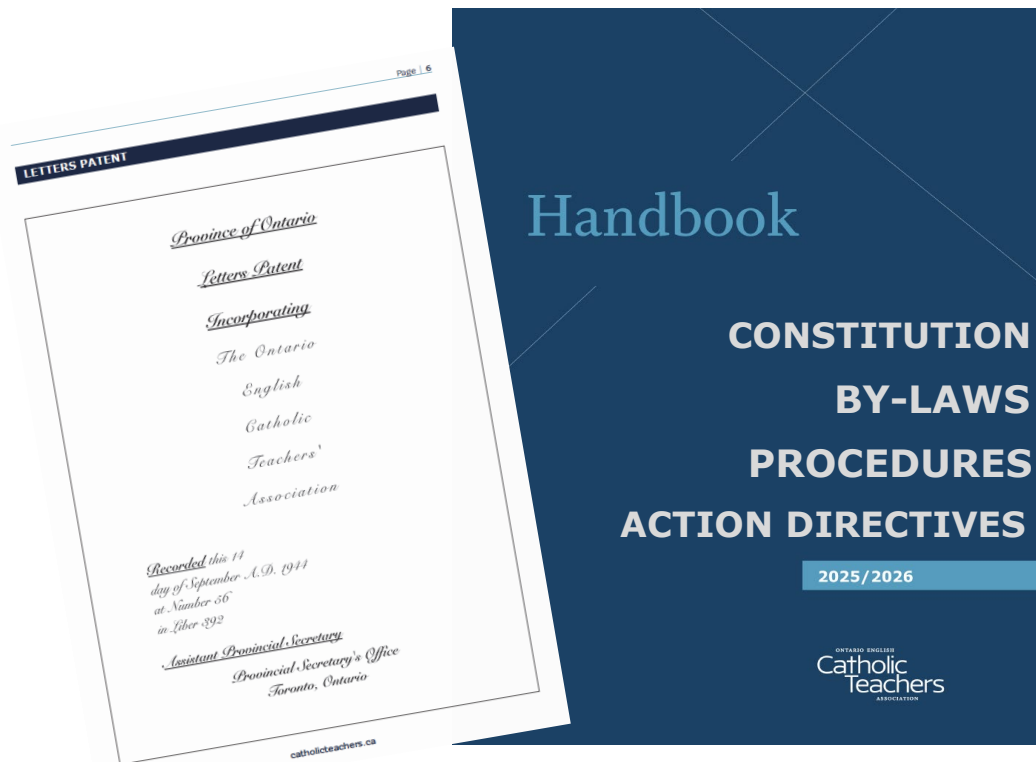
allow a fair
hearing to all

enable assembly to
express its will

Guiding Resources for OECTA Meetings



Association Handbook



amended at AGM

updated annually

takes effect July 1

DELEGATE
TRAINING

Standing Rules

STANDING RULES

Agenda

Adopted at the beginning of the meeting by a simple majority (50 per cent plus one (1) of the delegates that vote), the agenda sets out the order in which specific items are to be considered, and timelines for their consideration.

Before being adopted, changes to the agenda can be made with a written resolution submitted to House Resolutions. Movers must be at a microphone and seek the attention of the chair when the agenda is on the floor, but before the vote.

1. The official agenda as approved shall be the Orders of the Day.

2. Changes in the official agenda, after it is adopted, can be made to bring an item already part of the agenda to the floor at a different time, either for immediate consideration or for consideration at a new time later in the meeting.

- a. First, a written resolution must be submitted to the House Resolutions Committee.

- b. The delegate must go up to a microphone when no other business is pending and say, "I have a motion for a change (or an immediate change) of agenda." They cannot interrupt other members of the chair.

- c. An immediate change of the agenda is not debatable and requires a two-thirds majority vote to pass.

- d. A motion to change the time of an agenda item is debatable and requires a two-thirds majority vote to pass.

3. As outlined in the Association Handbook, reports will allow time for both a presentation and question period. In order to allow the maximum number of questions, supplementary questions will only be permitted if time is available.

Invited Visitors/Speakers

4. All attendees shall observe the protocols as agreed to, in advance, between the Association and invited visitors/speakers.

- a. If the invited visitors/speakers' exit coincides with a scheduled agenda recess, the session will be extended by five (5) minutes, if necessary, to allow invited visitors/speakers to exit the meeting room before the meeting is recessed.
- b. If the invited visitors/speakers' exit does not coincide with a scheduled agenda recess, the meeting will allow two (2) minutes for the invited visitors/speakers to exit the meeting room before continuing its business session.

Responsibilities of Delegates

5. The security procedures at AGM include:
 - a. Only persons with designated colour-coded lanyards and proper AGM issued identification shall be admitted to the floor of the assembly.
 - b. Doors used for entry shall be monitored by appointed security personnel.
 - c. Doors shall be closed during the proceedings.

6. All delegates will ensure their cellular telephone or other communication devices are set to silent mode during the meeting.

7. Each delegate to the AGM shall be seated in their designated area at the opening of each session. All delegates are encouraged to remain seated in their designated area unless speaking at a microphone, conducting house business, or conferring with the House Resolutions or Steering Committee regarding a resolution.

8. No delegate will distribute any materials within the assembly without the permission of the general secretary.

9. Props, signs, banners and any other materials used to voice a personal interest or opinion are not allowed in the meeting room, except those that the Protocol Committee may, at its discretion, permit.

10. A delegate wishing to speak to the assembly must line up at a floor microphone and wait to be recognized by the chair. Debate on AGM resolutions begins at microphone one (1) and

Debate

10. A delegate wishing to speak to the assembly must line up at a floor microphone and wait to be recognized by the chair. Debate on AGM resolutions begins at microphone one (1) and

Procedural details governing how meetings are conducted.

Includes rules on use of microphones, submission of motions, and voting procedures.

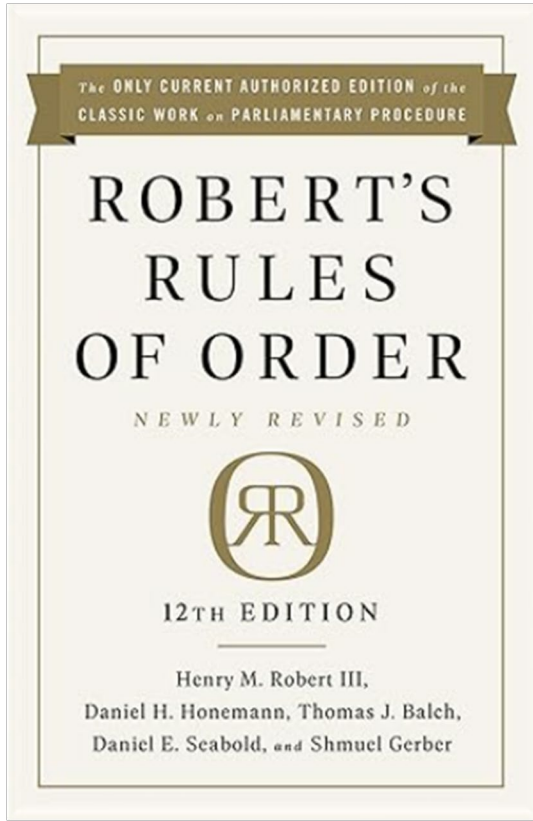
Published as part of the AGM agenda and approved at the beginning of the meeting.

Standing Rules

Standing Rules may address topics specific to our association that are not covered in Robert's Rules of Order, such as silencing cell phones.

Special Standing Rules are those that differ from Robert's Rules of Order, for example, imposing a two-minute limit on debate rather than the ten minutes permitted under Robert's.

Robert's Rules of Order



CONSTITUTION 1.11

“The rules contained in the latest edition of Robert’s Rules of Order, where they are not inconsistent with this constitution or any special rules of order the Association may adopt, shall govern the Association.”

Who is Henry Martyn Robert?

He identified a problem: Lack of agreed upon rules resulted in confusion, friction and inefficiencies.

"Issues of procedure consumed time that should have gone into the real work of societies."

Solution:

One codified body of rules that could support multiple organizations meet their goals and align practices for efficiency.

Role of Speaker/Chairperson

Supports members in achieving the meeting objectives as set out in the agenda.

Facilitates the meeting in accordance with the adopted Standing Rules, RRO, and the Handbook.

Ensures meeting is conducted efficiently, in co-ordination with the Steering Committee.

Facilitates and upholds the will of the house (the collective decision of the assembly).

Questions

DELEGATE
TRAINING

PART II

BASICS

Robert's Rules of Order

The Agenda

Adopted at the beginning of the meeting by a simple majority (50% plus one of those voting).

Establishes the order of business and timelines for consideration of each item, such as elections, reports, and invited speakers.

Can the Agenda be Changed?



The Agenda **CAN** be Changed...



It's Been Adopted

BEFORE it's Adopted

While the motion to adopt the agenda is pending, motions to amend (change) the agenda are in order.

Amendments must be submitted in **writing** to House Resolutions.

The mover must be at a microphone and seek recognition from the Chair while the agenda is on the floor, **before the vote** is taken.

Adoption of an amendment requires a **simple majority** vote.

AFTER the Agenda is Adopted

Amendments may be made between items of business, after obtaining the attention of the chair.

A **written** motion must be submitted to House Resolutions for any change to the agenda or for an immediate change to the agenda.

Once the agenda has been adopted, a 2/3 majority is required to amend it.

At the Microphone

Wait to be recognized by the Chair.

State your name, unit/affiliation at a minimum.

Avoid use of proper names; ex: refer to individuals as “the previous speaker”

When Asking a Question

Address questions through the Chair to the presenter of the report.

Example: "Chair, through you to the General Secretary..."

Questions may be redirected to another individual, such as a staff member with specialized expertise.

General Debate

Speakers are recognized in the order of the microphones.

There are 10 microphones at the AGM.,

Microphones are designated as PRO (odd-numbered) or CON (even-numbered).

Portable Microphone

- Delegates who have identified to OECTA that they require a *portable microphone* will be given a tablet and wireless microphone.
- If they wish to speak, they will indicate this on their tablet and will be placed in queue at the first available microphone.
- This will be indicated to the assembly when the LED light notes '*reserved*' at the assigned microphone.

General Debate

During debate, you must use the microphone that corresponds with your position (e.g., use a PRO microphone to speak in favour of a motion).

Microphone locations are rotated every half day.

Maintain respectful tone and body language.

Respect differing views.

Avoid repeating points already made.

General Debate

Speakers are limited to two minutes.

Refer to the Standing Rules for additional guidance.

Concluding Debate

Debate concludes when there are no more speakers at microphones

OR

When a member **'calls the question'** and it is supported by a two-thirds majority

OR

When a speaker **speaks** to the motion a **second time** (see Standing Rule #15)

OR

If the agenda has come to a **'timed item'** — an item that must happen at the specified time (e.g., lunch, an election or a guest speaker)

- Note: in this case, debate may be continued in the next time allocation for resolutions on the agenda.

Call the Question

Outlined in Standing Rule #18

A motion **to conclude debate and vote immediately on the motion** on the floor

Must be done in order of the microphones i.e., cannot interrupt a speaker or the chair

Requires a seconder. The chair will confirm this by asking **if there is support** "to call the question".

Is not debatable or amendable

Requires a 2/3 majority to pass

Questions

DELEGATE
TRAINING

PART III

In more



What is the POINT?

When to use:

Point of Information

Point of Order

Point of Privilege

Point of Information

(request for information)

Purpose: To seek additional information or clarification

When can it be used?: In the order of the mics

Say: "Request for Information" after identifying yourself

Can you interrupt the speaker/chair? **NO**

Point of Order

Purpose: to object to an incorrect procedure or rule being broken

When can it be used?: at the time the breach occurs from anywhere in the room

Say: "Order"

Can you interrupt the speaker/chair? **YES**

Point of Privilege

Purpose: to object to something that interferes with your participation in the meeting.

When can it be used?: anytime from anywhere in the room.

Say: "Privilege"

Can you interrupt the speaker/chair? **YES,** if necessary

Parliamentary Inquiry

Purpose: To seek information about a parliamentary process.

When can it be used?: In order of microphones.

Say: "I have a parliamentary inquiry."

Can you interrupt the speaker/chair? **NO**

Orders of the Day

Purpose: Call for the meeting to return to the Agenda as adopted.

When can it be used?: Anytime and anywhere in the room.

Say: "Orders of the Day."

Can you interrupt the speaker/chair? **YES**

Appealing the Ruling of the Chair

Purpose: To appeal a decision of the chair.

When can it be used?: Anytime and anywhere in the room.

Say: "Appeal" then get to a microphone to state what you are appealing; requires a seconder.

Can you interrupt the speaker/chair? **YES**

Appealing the Ruling of the Chair

The Chair explains their decision, then member explains the reason for their appeal; chair may provide a rebuttal.

Vote is taken; a tie or simple majority upholds the chair's decision.

Immediate Change of Agenda

Purpose: To bring an item that is already a part of the agenda to the floor for immediate consideration.

When can it be used?: Anytime in between business items; get the attention of the chair from a microphone.

Say: "I have a motion for an immediate change of agenda."

Immediate Change of Agenda

Can you interrupt the speaker/chair? **NO**

The motion is **NOT** debatable and requires a 2/3 vote.

Reconsideration

Must be submitted in writing to House Resolutions.

Must be brought forward the same day or the following day.

Is debatable and requires a 2/3 majority to pass.

Committee of the Whole

Considered a “meeting within a meeting” in which the rules of debate are relaxed, and the PRO / CON microphones are not observed (but order of microphones is followed).

The assembly is **not** committed to a decision or action during Committee of the Whole.

Committee of the Whole

Committee of the Whole (CoW) allows the house/assembly to gauge where members stand on an issue.

While in CoW, a member may ask for a '**straw vote**' which is *non-binding*, to see if there is support for a specific action.

e.g.: How many members would support a \$20 fee increase?

Committee of the Whole

A member can request to go into Committee of the Whole in the order of the microphones during debate on the motion

Say: "I move to go into committee of the whole to discuss _____ for _____ minutes."

Motion requires a simple majority.

Referral

A motion to refer an issue to a committee or staff for further review and report back at a future date.

Used when there is no clear consensus or more information is needed.

May be moved from the microphones before a vote on the main motion; no written resolution required.

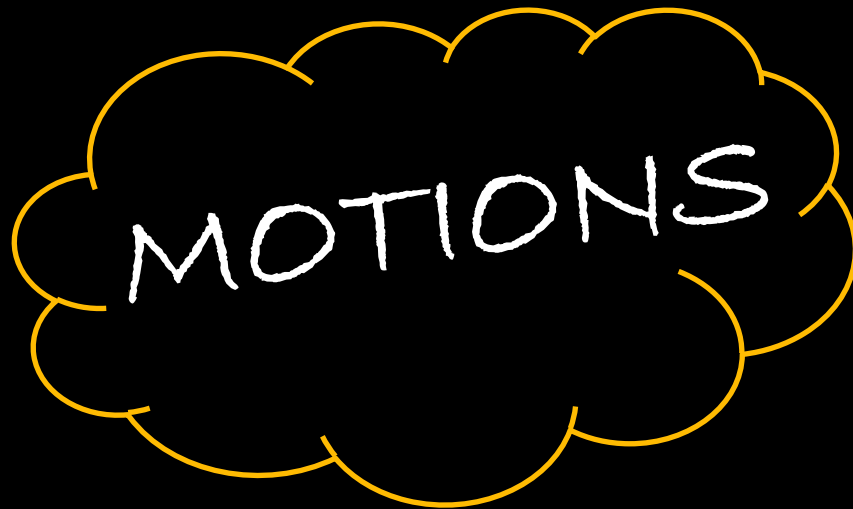
Requires a simple majority.

Questions

DELEGATE
TRAINING

PART IV

The basics of



Motions

Also known as resolutions, are the means through which an assembly takes action.

Requires a mover and a seconder

Are usually submitted in advance of the meeting via appropriate processes.

As per RRO, though resolutions and motions are used interchangeably, resolutions **must** be in writing, whereas motions can be in any form.

Motions at the AGM

Resolutions to amend the Association's constitution, by-laws, policies, or procedures must be submitted in advance of the AGM, in accordance with the Handbook timelines.

Other motions—such as amendments to a resolution or changes to the agenda may be introduced during the meeting.

Motions at the AGM

If you anticipate needing a specific motion during the meeting (e.g., a motion to consider as a whole), prepare and submit it in advance.

This ensures it is ready if required.

If it is not used, it will remain in the binder.

The AGM will not pause to allow motions to be drafted or processed.

House Resolutions Committee

Go to the House Resolutions table to obtain the **proper form** for submitting a written resolution.

Print the form and return it to House Resolutions to confirm proper wording.

House Resolutions will forward motions to the Steering Committee. **Delegates do not submit them directly.**

Steering Committee

Steering will classify motions by agenda section and topic, assign numbers, and arrange for projection.

Copies will be returned to the mover and seconder by a member of the Steering Committee.

The mover must present (call up) any new motion or amendment at a microphone when recognized by the chair.

Steering & AGM Resolutions

Two voting delegates serve on both the House Resolutions and Steering Committees.

This allows Steering to move and second resolutions at the AGM.

You may hear the chair introduce a resolution by stating, "Moved by Steering, that ..."

Drafting Motions

Begin with
“That” and be
action
oriented.

Be worded in
the affirmative.

Be clear and
concise.

Motions should **not** contain a rationale.

Sample Motions

That the next AGM be held in Niagara Falls, Ont.

That there be an immediate change of agenda to consider resolution _____.

Amending Motions

Motions can be amended (changed) in a meeting through an amending motion.

Must have a mover and seconder.

Must be submitted **in writing** to House Resolutions.

Amendments **must be germane** (related) to main motion.

Amendments can be made by:



Writing Amendments

Motion: That London District Unit donate \$250 to the London and Area Food Bank.

Amend the motion so that a \$500 donation is proposed instead.

Writing Amendments

Motion: That London District Unit donate \$250 to the London & Area Food Bank.

Amending motion: That the motion be amended by . . .

Amendments on the Floor

When an amendment is put on the floor, the debate will **first** deal with the amendment and then return to the main motion.

Questions

DELEGATE
TRAINING

Setting the Stage for a Successful Meeting

Review materials ahead of the meeting.

Ask questions / “Ask a Speaker.”

Ensure easy access to Agenda/Standing Rules/ cheat sheets for reference.

Sit next to an experienced delegate.

Stay focused — minimize distractions.

Keep a list of questions for follow-up.

Plan a de-brief with other delegates.



See you
at the AGM
March 14th!

An illustration of four hands holding up white cards. The hands are rendered in a simple, stylized manner with light skin tones. The cards are white and rectangular, held at various angles as if being presented or voted on. The background is a light, neutral color.