



***MPRA***

Municipal Pension Retirees' Association

Guide for District Meetings

ORDER OF BUSINESS\*



1. Call to Order
2. Roll Call of Officers
3. Reading of Minutes
4. Business Arising from the Minutes
5. Communications and Bills
6. Receipts and Expenses
7. Reports of Delegates and Committees
8. Unfinished Business
9. Nomination and Election of Officers
10. New Business
11. Questions Period
12. Good and Welfare
13. Adjournment

1. **CALL TO ORDER**

**Chairperson:** Rap gavel and say: “The meeting will come to order”

Chairperson should introduce any special guest(s) to the membership at this time

Chairperson should state whether or not special guest(s) will speak to the meeting later in the Order of Business

2. **ROLL CALL OF OFFICERS**

**Chairperson:** “Will the Secretary please call the Roll of Officers”  
(each Officer present answers affirmative)

**Secretary:**

“Chairperson”

“Secretary”

“Treasurer”

“1<sup>st</sup> Vice Chairperson

“2<sup>nd</sup> Vice Chairperson”

“Warden”

### 3. READING OF THE MINUTES

Chairperson: "Will the Secretary please read the minutes of the last meeting?"

Secretary reads minutes

Chairperson: "You've heard the reading of the minutes of the last meeting. Are there any errors or omissions?"

If no errors or omissions, or after errors or omissions have been corrected -

Chairperson: "A motion to adopt the minutes as read (or as corrected) would be in order."

(motion from floor)

"All those in favour?"

"All those opposed?"

"The motion is carried (or defeated)" OR - if no motion from the floor is forthcoming -

Chairperson: "I declare the minutes adopted as read (or as corrected)."

### 4. BUSINESS ARISING FROM THE MINUTES

The Chairperson will ask the Secretary the following question:

Chairperson: "Is there any business arising from the minutes?"

The Secretary will respond either "Yes" or "No"

If the answer is "Yes", the Secretary will indicate under which Order of Business the business arising from the minutes will be discussed if appropriate.

Finally, the Chairperson will ask the Membership:

Chairperson: "Is there any other business arising from the minutes?"

### 5. COMMUNICATIONS AND BILLS

Chairperson: "Are there any communications?"  
(asked of the Secretary)  
(Secretary reads out each communication separately)

Chairperson: (after each letter)

a) "A motion to receive and file this correspondence would be in order" (if action not required), or

b) "A motion to receive and discuss this correspondence would be in order" (if action required), then, "Is there a seconder?", "Discussion?", "All those in favour" "All those opposed", "The motion is carried (or defeated)"

Chairperson: "Are there any bills?" (Asked of the Treasurer)  
(Treasurer reads out each bill separately)

Chairperson: "A motion to pay this bill would be in order."  
(Treasurer should move that each bill be paid)

Chairperson: "Do I have a seconder?" "Discussion?"  
"All those in favour?" "All those opposed?"

Chairperson: "The motion is carried (or defeated)"

Prior to the membership meeting, the Executive of the District should examine all correspondence and bills, and should make a recommendation with regard to these communications and bills.

Correspondence requiring action should be discussed under Unfinished Business, New Business or Good and Welfare.

## 6. RECEIPTS AND EXPENSES

Chairperson: "Does the Treasurer have a report for this meeting?"

The Treasurer will report on all receipts and expenses received by the District and will report on all expenses paid by the District.

After reporting on the above, the Treasurer should say:

"I move the adoption of my report."

Chairperson: "Is there a seconder?" then, "It has been moved and seconded that the Treasurer's report be adopted. Any discussion?"

After discussion is finished,

"All those in favour?" "All those opposed?"

"I declare the report adopted (or rejected) as presented."

If the Officers or a member feels that some specific action should take place as a result of the report, a specific motion on that action should be made after the report has been received.

## 7. REPORTS OF DELEGATES AND COMMITTEES

Chairperson: "Are there any Delegates or Committees who have a report to make?"

Reports should be made in order. After each report, the reporter should move the receipt of his/her report.

Chairperson: "Is there a seconder?" then, "It has been moved and seconded that the report be received as presented" "Is there any discussion?" After discussion is finished, "All those in favour?" "All those opposed?" "I declare the report adopted (or rejected) as presented."

If the Reporter feels that the District should take some specific action as a result of the report, the Reporter should make a specific motion on that specific action after the motion to receive his/her report has been completed.

Provincial Executive members who are giving a report to the District meeting should make their report following all reports by Delegates and Committees have been completed.

## 8. UNFINISHED BUSINESS

Chairperson: "Is there any Unfinished Business or Business Arising from the reading of the minutes, or Communications and Bills?"

When it appears that all Unfinished Business has been handled -

Chairperson: "Is there anything further under Unfinished Business?...If not, we shall move to the next order of business."

## 9. NOMINATION AND ELECTION OF OFFICERS

This portion of the meeting agenda will only be necessary for election of District Officers as prescribed by the MPRA By-Laws or in the case of a resignation of a District Officer.

In the event of full District elections, the position of Chairperson is the first position that will be open for nomination and election and so on down the line of Officers up to and including Warden.

For the nomination of Chairperson, the 1<sup>st</sup> Vice Chairperson should conduct the nomination and election. All other nominations should be conducted by the Chairperson.

Chairperson: "The position of \_\_\_\_\_ is now open for nomination" (Members now nominate for this position. When it appears that no further nominations are forthcoming, the Chairperson asks for the second

time "Are there any further nominations for \_\_\_\_\_?", then, "For the third time, are there any further nomination for \_\_\_\_\_?", when completed or no further nominations the Chairperson states, "Hearing no further nominations for \_\_\_\_\_, I declare nomination closed for \_\_\_\_\_"

**Chairperson:** (Asks each nominated person in reverse order), "Will you stand for nomination of \_\_\_\_\_?"

After each nominated person is asked, ballots should be distributed to the Membership. Prior to the election meeting, the Executive should have appointed scrutineers, who are not running for election to hand out the ballots, collect the ballots and count them, handing the results to the Chairperson for reporting to the Membership.

In the event only one person is nominated for any position, the Chairperson will ask that person if they will stand as nominated and if yes, the Chairperson will state, "I declare (persons name) elected to the position of \_\_\_\_\_"

#### 10. NEW BUSINESS

**Chairperson:** "Is there any New Business?"

When New Business, if any, has been disposed of -

**Chairperson:** "Is there anything further under New Business?", "If not, we'll move on to Question Period"

#### 11. QUESTION PERIOD

This portion of the meeting should be given over to Member's questions of the District Executive and/or Provincial Executive member, if present.

After everyone has had an opportunity to ask any questions they might want answered -

**Chairperson:** "Are there any further questions?", "...If not, the next item of business is Good and Welfare."

#### 12. GOOD AND WELFARE

**Chairperson:** "Are there any matters concerning the Good and Welfare of the District or its Members which should be brought before this meeting?"

This is the point where the Good and Welfare committee would give a report of any sick or hospitalized member.

**Chairperson:** "Is there any further Good and Welfare items for the meeting?", then, "If not, a motion to adjourn the meeting would be in order."

### 13. ADJOURNMENT

After the motion to adjourn has been made, seconded and carried -

Chairperson: "This meeting stands adjourned" or if no motion is forthcoming

Chairperson: "I now declare this meeting adjourned."

(NOTE: A motion to adjourn a meeting is not debatable)

#### N.B. 1

Once elections are completed,

Chairperson: "Can I have a motion to destroy all ballots?", then, "Is there a seconder?", then, "All those in favour", "All those opposed?", "I declare the motion adopted (or defeated)"

The elected Chairperson takes over from the present Chairperson position following the adjournment of the meeting.

#### N.B. 2

All business is transacted under Bourinot's Rules of Parliamentary Procedure governing motions.

i.e, Moved

Seconded  
Discussion  
Vote  
Declared, Carried or Defeated

If during the Discussion portion of a motion the "Question" is called by a member, the Chairperson shall ask the membership, "Are you in favour of the question being called?", then, "All opposed?", "I declare the motion carried (or defeated)."

If the motion is carried, then the main motion shall be put forthwith. If the question is defeated, then the discussion of the main motion can continue.

## RULES FOR CONDUCTING A MEETING

Rules for conducting a meeting is an orderly method of transacting business where each has equal rights. Nothing happens without rules. They provide for orderly conducting of business until a final decision is reached.

## CHAIRPERSON

1. Tie vote -- casts the deciding ballot
2. Impartiality
3. May impose time limits
4. Runs an efficient meeting without being bossy

## MOTION

The Chairperson calls the meeting to order and has control over the agenda of the meeting.

**Business** is carried through by a motion. Often business to be discussed is presented in the form of a motion.

A person must be recognized by the Chairperson who grants him/her the right to talk.

A motion is moved and seconded before any discussion may take place.

The purpose for seconding a motion is to ensure that another member or members of the meeting interested in discussing the motion may do so; e.g. it provides the opportunity to eliminate frivolous and nonsensical questions.

After the debate is terminated the motion is re-stated by the Chairperson who calls for an indication of the feelings of the majority by a vote. This is known as calling for the question. Then the meeting records this discussion.

## AMENDMENTS

A motion can be added to or deleted from. It modifies but does not contradict the motion. It must be seconded and is then open to discussion. The main motion cannot continue to be dealt with until the amendment is decided upon by a vote.

If the amendment is carried but the main motion is lost, the amendment is also lost.

If the amendment is defeated, another amendment can be raised.

If the amendment is defeated the main motion is still voted on.

It is possible to amend an amendment; e.g. adding or striking out words. (It must be properly seconded and recorded)

### WAYS TO CLOSE DISCUSSION

1. Calling for the question—members can call for the question at any time during the meeting and it is up to the Chairperson to decide if that is the wish of the majority of the members.
2. Move the previous question. It is moved, seconded and must be voted upon immediately. If it is rejected, the debate continues.
3. Motion to postpone to specified time; e.g. tabling.
4. Motion to refer; e.g. to a committee for further study.

### PRIVILEGE MOTIONS

1. Point of order can be raised even if someone has the floor. (it can be raised when the rules aren't followed or the speaker has strayed from the motion)
2. Question of privilege—you have the right to stand and make a request while a speaker is talking.
3. Point of information—speaker not obliged to reply—may speak without permission of the Chairperson.
4. Challenge of Chair—the Chairperson makes a ruling that a member of the meeting may wish to challenge. The member may challenge the Chair and the motion must be seconded. If the motion is seconded only the Chairperson and the challenger can speak on the motion.

### MOTION TO ADJOURN

A motion to adjourn is not amendable or debatable. It must be moved, seconded and approved; the meeting is at an end.

Note:

\*(The foregoing information is intended to provide a structure for membership meetings so that the business of the meeting can be conducted in an efficient manner. However these guidelines are just that, guidelines. District Executives can modify the following to suit their own membership meeting style)