

QPAT BY-LAWS
QUEBEC PROVINCIAL ASSOCIATION OF TEACHERS

ARTICLE I – Membership – Resignation – Discipline

1.01 There shall be three (3) categories of members in the Association:

- A) Local Member Unions: Any association of employees in the education sector of Québec accepted by the Board of Directors, hereafter referred to as a “local union”.

- B) Associate Members: The following persons, upon approval by the Board of Directors:
 - a) teachers on pension;
 - b) teachers on leave-of-absence without pay;
 - c) teachers-in-training in the Province;
 - d) employees of the Association;
 - e) persons not employed by a Québec English School Board who are engaged in the education, training or supervision of teachers in the Province of Québec;
 - f) persons not actively engaged in teaching who hold permanent certificates in the Province of Quebec;
 - g) any group of consultants, non-teaching professionals and educators other than groups of teachers;
 - h) teachers who are employed in private educational institutions in Quebec.

- C) Honorary Members: The Association may elect to honorary life membership those whom it wishes to honour, upon approval of the Provincial Council.

1.02 Conditions for membership

- A) Local Unions: Any Association of employees which wishes to become a member of the Association shall address a written application to the President of the Association; the application shall contain the following documents and information regarding the association:
 - a) the composition of its executive committee, the names and addresses of its officers and representatives;
 - b) a copy of its by-laws, constitution or statutes;
 - c) a photocopy of its bargaining certificate(s), if applicable;
 - d) its date of incorporation, if applicable;
 - e) a list of the names and addresses of its members.

The President of the Association shall immediately forward the application to the Board of Directors who shall accept or refuse it. The Association of employees

whose application is refused by the Board of Directors may not re-apply for membership until at least six (6) months after the date of the initial refusal.

An association of employees in the education sector of Quebec, upon its acceptance as a local union of the Association, shall undertake to modify, within twelve (12) months, its constitution, statutes or by-laws, in order to make specific mention therein of its membership in the Association and its intent to comply with the Act and by-laws of the Association.

- B) Associate Members: Any person mentioned in clause 1.01 B) who wishes to become an associate member shall address a written application to the President of the Association who shall immediately forward it to the Board of Directors for approval or refusal.
- C) Honorary Members: On the recommendation of the Executive Committee, the Provincial Council shall decide whether to accept certain persons as honorary members.

1.03 Privileges

- A) Local Unions: Each local union, through its representatives designated in accordance with these by-laws, shall be accorded the privileges of the right to speak and the right to vote at all meetings of the Board of Directors, the Provincial Council and any committees created by the Association on which it serves.
- B) Associate and Honorary Members: Honorary members shall have the right to all services of the Association. Associate members shall have the right to such services as the Association deems appropriate.

1.04 Duties and obligations of members

- A) All local unions, associate and honorary members shall respect the Act and by-laws of the Association and do their utmost to further the objectives of the Association.
- B) All local unions shall furnish QPAT with a list of names and addresses of members on an annual basis.
- C) Any local union may resign, in conformity with the following procedure:

A written notice of resignation shall be addressed to the President at least ninety (90) days prior to the Annual General Meeting of the Provincial Council which shall decide to accept or refuse the resignation by a simple majority vote of its members. The notice of resignation of the local union shall have been approved by a simple majority of its members in good standing voting in a referendum held prior to the

notice being sent to the President of the Association. The member who resigns shall nevertheless remit to the Association its total fees for the current year.

- D) Any associate or honorary member may resign by sending a written notice to this effect to the President of the Association.

1.05 Discipline

A) Discipline Committee

1. The Board of Directors shall, when deemed necessary, establish a Discipline Committee and appoint its members.
2. The Discipline Committee shall consist of three (3) members in good standing of any three (3) different local unions of the Association, other than the local union against whom a charge has been made; if an associate or honorary member is charged, the members of the Discipline Committee shall not be drawn from members of the local union of which the associate or honorary member is a member.
3. The Discipline Committee shall designate its Chairperson from among its members.

B) Reasons for Discipline

1. An honorary or associate member of the Association may be disciplined for accepting a position with a school board “declared to be in dispute” by the Board of Directors of QPAT, such decision to be reported in the Association’s newspaper and in the press.
2. A local union of the Association may be disciplined for failure to observe the Act and by-laws of the Association.

C) Procedure

1. A charge of a breach of the provision of clause 1.05 B) against a local union may be filed only by a member of the Board of Directors. The board member must be authorized to file such a charge by a resolution of the Executive/Board of Directors of his or her Association.

Such charge must be submitted in writing by the complainant.

2. Such charge must be filed with the President of the Association who shall immediately forward it to the Board of Directors.

3. The Board of Directors shall then establish the Discipline Committee in accordance with clause 1.05 A).
4. Within thirty (30) days of its establishment by the Board of Directors, the Discipline Committee shall convene a hearing. A copy of the charges and a notice of the place, the day and the time fixed for the hearing shall be sent at least ten (10) days in advance by registered mail to the accused local union, associate or honorary member; if he or she attends the hearing, the associate or honorary member may be accompanied by another person; the local union shall be represented by its President who may be accompanied by another person.
5. Should the accused be unable to attend because of circumstances beyond his or her control, he or she should notify the Discipline Committee within the ten (10) days of receipt of the notice provided for in clause 1.05 C) 4, whereupon a new date for the hearing will be fixed by the Discipline Committee; should the accused then fail to attend, the hearing will proceed in his or her absence.
6. The accused and complainant shall have the right to be heard and to call witnesses.
7. The Committee shall, at its earliest convenience after the hearing, make to the Board of Directors a written report signed by all the members of the Committee containing such recommendations as they deem advisable; the recommendations of the Committee shall be accepted or refused by the Board of Directors by a simple majority vote of its members.
8. The extract of the Minutes of the meeting of the Board of Directors with regard to the decision shall be forwarded to the accused.
9. In the event of a decision to suspend or expel a local union, associate or honorary member of the Association, such member may appeal the decision of the Board of Directors to the Provincial Council at the Annual General Meeting. The decision of the Provincial Council shall be final and shall be adopted by a simple majority of its members present and voting at the Annual General Meeting. The decision of the Board of Directors shall remain in force until it is overturned by the Provincial Council, if such is the case.

ARTICLE 2 – Fees

- 2.01 The amount of fees to be remitted by associate members and local unions and the manner in which they are to be remitted shall be set after ratification of the budget by the Provincial Council at its Annual General Meeting. The fee to be remitted by a local union shall be based on the number of teachers covered by the bargaining certificate(s).

- 2.02 Honorary members shall not be required to pay fees.
- 2.03 Local unions shall submit or cause to be submitted a list of the names and addresses of their members with the fee return.

ARTICLE 3 – The Executive Committee

3.01 Definition

The Executive Committee shall consist of the elected officers of the Association.

3.02 Membership of the Executive Committee

The Executive Committee shall consist of seven (7) members, as follows, who shall be elected by secret ballot by the members in good standing of the local unions of the Association:

- The President
- The Secretary
- The Treasurer
- The General Chairperson
- Three (3) members-at-large

3.03 Tenure

1. The President shall be elected for a two-year term of office with a leave-of-absence from his or her school board, provision to be made in the budget for the payment of at least his or her full-time salary.
2. The other members of the Executive shall be elected for a period of two (2) years coincident with the term of office of the President.
3. The term of office of Executive members shall commence on July 1st and end on June 30th, two (2) years later.

3.04 Qualification of Officers

1. All the candidates to be officers must be members in good standing of a local union of the Association.
2. No member in good standing of a local union of the Association shall be eligible to seek election to more than one (1) office in any one (1) election.
3. All the candidates to be officers must have served as a union representative/delegate of a QPAT local union, or as a member of the Executive, or

as a former member of the professional staff of QPAT or a local union for at least one (1) full year within the five (5) years preceding his or her candidacy.

4. The President must have also either:

Served on the Board of Directors for at least one (1) full year in the five (5) years preceding his or her candidacy for the presidency or was a former member of the professional staff of QPAT or one of its local unions for at least one (1) year in the five (5) years preceding his or her candidacy for the presidency.

3.05 Election of Officers

Rules for the conduct of elections in QPAT

1. The general intent of these election rules is to ensure that all candidates receive equal publicity. Dates for publication of information should allow sufficient time for distribution of material to all the members of local unions.
2. All election material, comments on candidates, or any other election related comments, made by candidates, local unions or members of local unions must be in conformity with these by-laws.
3. Only the QPAT office may make a provincial distribution of election related material to all local unions and the members of those unions.
4. A local union may, if it so wishes, distribute additional election material and opinion only within its own membership. A local doing so shall make every effort to ensure such a distribution is strictly confined to its own membership.
5. The nomination papers must be accompanied by a curriculum vitae.
6. Nomination papers must specify the post for which a candidate is running.
7. Nomination papers must be signed by a candidate to indicate acceptance of the actual nomination.
8. The names of the first fifteen (15) nominators will be printed in the candidate's election statements.
9. Each candidate is entitled to have sent out two (2) election statements in the period between the close of nominations and the election. The actual dates of these publications, as well as the procedures to be followed are determined annually by the Board of Directors on recommendation from the Nominations Committee. No other election related material shall be distributed by a candidate,

by any local union or a member of a local union except as provided for elsewhere in these rules.

10. Election statements must be truthful and fairly represent the facts. Any reference to other candidates must respect the basic principle of fair comment and must not unjustifiably impugn the character or reputation of another candidate.
11. Each candidate, including acclaimed candidates, shall be shown all the statements to be sent out by QPAT and shall have a twenty-four hour period to request another candidate to voluntarily alter a statement. Such alterations must be limited to the portion of the statement which is in dispute.
12. In the event that a dispute persists following a request for alteration, the disputed portions of a statement shall be submitted to the Nominations Committee who shall decide on the final version to be published by QPAT. The Nominations Committee shall be assisted in this decision by QPAT legal counsel.
13. All campaign activities shall cease the day of the election (i.e. as of 12:01 a.m. on the day of the election).

Election Procedure

The officers shall be elected in the following manner:

- a) There shall be a Nominations Committee consisting of five (5) members, from five (5) different local unions, named on an annual basis by the Board of Directors.
- b) The Nominations Committee shall designate its Chairperson from among its members.
- c) The duties of the Nominations Committee shall be:
 1. To ensure that, no later than February 14th of each election year, there is sent to each place where there are members in good standing of a local union of the Association, a request for nominations, specifying the posts for which elections are necessary, the qualifications for such posts, and such further information regarding election procedures as the Nominations Committee deems relevant;
 2. To receive nominations for elective Executive offices, each nomination to be signed by at least fifteen (15) members in good standing drawn from at least two (2) local unions of the Association, accompanied by the curriculum vitae of the nominee and his or her consent in writing, and to be submitted to the Nominations Committee within twenty-one (21) calendar days of the call for nominations being issued, on which date nominations shall cease;
 3. To examine all nominations and determine their authenticity;

4. To publicize nominations received to the membership of the Association by inserting the name, the picture and the curriculum vitae of each nominee in the Association's Newspaper(s) or Newsletter(s), ensuring that all candidates be given equal publicity;
 5. To report all nominations to the Board of Directors at its first meeting after the close of nominations;
 6. To ensure that ballots are distributed to all members in good standing of the local unions of the Association;
 7. To make provision for by-elections, when necessary.
 8. The Chairperson of the Nominations Committee shall report the results of these elections to the Provincial Council at the Annual General Meeting.
 9. The Nominations Committee, in consultation with QPAT's legal counsel, shall note all facts which would lead to the conclusion that an election result is fundamentally flawed and must be set aside.
 10. The Chairperson of the Nominations Committee will report these facts to the Board of Directors as its first meeting after the counting of the ballots.
 11. The Board of Directors will request and take into account the submissions of all interested parties and if it is in agreement with the position of the Nominations Committee, the Board of Directors will set aside the election result under review, order a by-election and determine the appropriate procedure.
 12. The Nominations Committee will, if appropriate, make recommendations to the Board of Directors to ameliorate the election procedure applicable to Officers.
 13. These recommendations will be submitted to the Board of Directors as its first meeting after the counting of the ballots.
- d) The Board of Directors shall, no later than February 28th each election year:
1. Determine, upon recommendation of the Nominations Committee, the procedure for conducting the election of officers;
 2. Set a convenient date in April on which the ballots are to be counted;
 3. Make provisions for the counting of the ballots by the Nominations Committee, and for the presence of scrutineers representing the various candidates.

3.06 Duties of the Executive Committee

1. The Executive Committee shall meet when required in order to:
 - a) prepare the agendas for meetings of the Board of Directors and the Provincial Council, such agendas to be sent to the members of these bodies at a reasonable time prior to their meetings;
 - b) carry on the business of the Association between meetings of the Board of Directors;
 - c) act as the staffing committee of the Association.

2. Each officer shall:
 - a) discharge the duties associated with his or her office;
 - b) attend meetings of the Executive Committee, the Board of Directors, the Provincial Council and other meetings of the Association.

3. The President of the Association shall:
 - a) preside at meetings of the Executive Committee;
 - b) act as spokesperson of the Association and represent the Association at various meetings at the provincial level;
 - c) be the chief executive responsible for implementing the policy of the Association;
 - d) be ex-officio a member of each standing committee, with the exception of the Nominations and Discipline Committees.

4. The General Chairperson shall:
 - a) preside at general meetings of the Association;
 - b) preside at meetings of the Board of Directors;
 - c) preside at meetings of the Provincial Council.

5. The Treasurer shall:
 - a) act as Chairperson of the Finance and Budget Committee;
 - b) act as custodian of the funds and books of the Association;
 - c) oversee the expenditures of the same in accordance with the votes of the Provincial Council, or the Board of Directors;
 - d) cause to be deposited all funds of the Association, in the name of the Association, in a financial institution approved by the Board of Directors;
 - e) prepare, or cause to be prepared, annually, or as often as may be required by the Board of Directors, a financial statement;
 - f) present the Treasurer's statement at the annual meeting of the Provincial Council.

6. The Secretary shall:

- a) keep or cause to be kept, a record of membership by means of a system approved by the Board of Directors;
- b) keep, or cause to be kept, a full and just record of the proceedings of the Association, of the Executive Committee, the Board of Directors and the Provincial Council;
- c) make such reports as shall be required by the general meeting, the Executive Committee, the Board of Directors, or the Provincial Council as the case may be.

3.07 Executive Committee Vacancies

When a vacancy occurs, the Executive Committee shall meet to determine the measures necessary to ensure the ongoing function of the Association and, if necessary, to request the Nominations Committee to make provision for a by-election.

ARTICLE 4 – The Board of Directors

4.01 The Board of Directors shall consist of:

1. Voting Members

- a) the elected officers, including the General Chairperson, who shall however vote only in the case of a tied vote;
- b) representatives of the local unions of the Association, on the following basis:
 - i) each local union shall be represented on the Board of Directors by one (1) representative for the first 300, or fraction thereof, of its teachers covered by the bargaining certificate(s).
 - ii) every local union with more than 300 teachers covered by the bargaining certificate(s) shall be entitled to one (1) additional representative for each additional 300, or major fraction thereof, of its teachers covered by the bargaining certificate(s).

2. Non-Voting Members

- a) Persons employed by the Association or its local unions.

4.02 Quorum

Sixteen (16) voting members of the Board of Directors, of whom the General Chairperson is one, shall constitute a quorum.

4.03 Duties of the Board of Directors

The duties of the Board of Directors shall be:

1. to meet for the dispatch of business at least seven (7) times annually and at any other times if deemed necessary by the Executive Committee; (PC 2007)
2. to consider all matters placed on the agenda by the Executive Committee for such meetings and to take such action on each item as the Board of Directors may consider wise;
3. to consider all matters submitted by Directors, if written notice of motion has been given to the President at least four (4) days prior to the meeting of the Board of Directors, and to take such action on these matters as the Board of Directors may consider wise;
4. to consider matters introduced by a member of the Board of Directors only if, in the opinion of the Chair, such matters are sufficiently urgent to justify the waiving of the need for prior notice. The Chair's ruling on the urgency of these matters shall be subject to appeal to the meeting. A simple majority vote of those present and voting shall be required to reverse the Chair's ruling;
5. to appoint such committees as are necessary for the functioning of the Association and to further its objectives;
6. to appoint a Discipline Committee in the manner provided for in Article 1.05;
7. to have in charge the general interests of the Association in the intervals between Annual General Meetings of the Provincial Council;
8. to convene meetings of the Provincial Council on the recommendation of the Executive Committee, and to approve the agenda for such meetings, as drawn up by the Executive Committee;
9. to approve the appointment by the Executive Committee of the staff of the Association;
10. to establish the policy governing all Association publications;
11. to see that those entrusted with the property and funds of the Association are adequately bonded with a guarantee company;
12. to recommend to the Provincial Council the appointment of the auditors of the Association and see that the books of the Treasurer are audited each year, or as often as required during the year;

13. to report on its activities to the Provincial Council at its Annual General Meeting.

4.04 The Financial Powers of the Board of Directors

The Board of Directors shall have the right:

1. to borrow money in the name of the Association and to limit the amount to be borrowed;
2. to issue bonds, debenture stock, debentures, notes and other negotiable securities in the name of the Association;
3. to sell, pledge, exchange or dispose of such bonds, debentures, debenture stock, notes and other negotiable securities at such prices, and under such conditions, as may be deemed the most expedient;
4. to grant, bargain, sell, alienate, convey, confirm, assign, hypothecate, mortgage, pledge or charge, and cede and transfer all or any of the real and moveable, freehold and leasehold, undertaking and business and other property, assets and rights of the Association, including uncalled capital, both present and future of whatsoever kind and wheresoever situate, to secure any such bonds, debentures, debenture stock, notes and other negotiable securities of any money borrowed or any other liability of the Association.

ARTICLE 5 – The Provincial Council

5.01 Membership

The Provincial Council shall consist of:

1. the elected officers of the Executive;
2. official delegates of local unions;
3. the non-voting members of the Board of Directors, who shall not, however, have the right to vote at the Provincial Council.

5.02 Quorum

Fifty (50) members of the Provincial Council, including the General Chairperson, shall constitute a quorum.

5.03 Official Delegates

Each local union shall be represented at meetings of the Provincial Council by official delegates on the basis of:

1. one (1) delegate for the first seventy-five (75), or fraction thereof, teachers covered by the bargaining certificate(s); (PC 2007)
2. one (1) delegate for every subsequent seventy-five (75), or major fraction thereof, teachers covered by the bargaining certificate(s); (PC 2007)
3. the minimum number of delegates for any local union is two (2). (PC 2007)

5.04 Duties of the Provincial Council

The Provincial Council shall:

1. meet at least once a year not later than May 31st to dispatch the business of the Association, to receive the audit, to approve the budget and fees, to name the signing officers and appoint the auditors. It may also meet when called by the Board of Directors;
2. consider all matters placed on the agenda for such meeting(s) and take such action on each item as it may consider wise;
3. consider all other matters not included on the agenda but submitted by delegates, if notice of motion has been given to the President at least one (1) calendar month prior to the meeting of the Provincial Council;
4. consider matters not on the agenda and for which the notice specified in paragraph 3 above has not been given, only if in the opinion of the Chair such matters are sufficiently urgent to justify the waiving of the need for prior notice. The Chair's ruling on the urgency of these matters shall be subject to appeal to the meeting. A simple majority vote of those present and voting shall be required to reverse the Chair's ruling.

ARTICLE 6 – Standing Committees

6.01 The following two (2) committees shall be standing committees of the Association:

- Finance and Budget
- Nominations

6.02 It shall be the duty of each committee:

1. to meet when convened;
2. to deliberate upon such matters as it has been appointed to consider;
3. to report to the Board of Directors;
4. to report on its activities to the Provincial Council at the Annual General Meeting and as required by the Board of Directors.

6.03 Members of the Secretariat shall be assigned to certain committees.

ARTICLE 7 – The Role of the Executive Director

The Executive Director shall:

- a) report to the President of the Association, as well as the various political bodies of the Association;
- b) be responsible for the management and coordination of the staff of the Association;
- c) be responsible for the general management of the affairs of the Association;
- d) be authorized to speak on behalf of the Association by the President;
- e) oversee the legal affairs of the Association.

ARTICLE 8 – Secretariat

The Secretariat shall consist of the administrative staff employed by the Association.

ARTICLE 9 – Property

All property and funds of the Association shall be held in its corporate name and shall be managed and administered by the Board of Directors.

ARTICLE 10 – Travelling and Living Expenses

Members of the Provincial Council and members of the various committees of the Association, when performing authorized duties on behalf of the Association, shall be reimbursed their travelling and living expenses according to the schedule approved by the Board of Directors.

ARTICLE 11 – Rules of Order

With the exception of meetings of the Discipline Committee, all meetings of all bodies and committees of the Association shall be conducted in accordance with the rules of procedure annexed to these by-laws.

ARTICLE 12 – Amendment of By-laws

12.01 Request to amend the by-laws

The Executive Committee or two (2) or more representatives of two (2) or more different local unions may request that the by-laws be amended.

12.02 Procedure

1. A written draft of the proposed amendment(s) shall be submitted by the applicants to the Board of Directors. If the amendment(s) are accepted by the Board of Directors, the proposal shall be submitted to the next Annual General Meeting of the Provincial Council or to a meeting of the Provincial Council called specifically for this purpose.
2. The Board of Directors shall ensure that the proposed amendment(s) are sent to the schools and centres at least one (1) month prior to the meeting of the Provincial Council at which the amendment(s) will be considered and voted upon by the official delegates of the local unions and the QPAT Executive.

12.03 Vote

Amendments to the by-laws shall be adopted only by a two-thirds (2/3) majority vote of those present and voting at the meeting of the Provincial Council.

ARTICLE 13 – Calculation of Full-Time Equivalents

For purposes of representation to the Provincial Council and Board of Directors, the number of teachers covered by the bargaining certificate(s) of an affiliated union shall be calculated in Full-Time Equivalents based on the fees received by QPAT for the preceding school year (July 1 to June 30). The formula for calculation shall be: total fees received for the year in question divided by the QPAT fee for the year in question.

ARTICLE 14 – Referenda

A referendum on any question may be conducted among the members in good standing of the local unions of the Association. Such a referendum shall be authorized by a simple majority vote of the Board of Directors who shall devise an ad hoc procedure for its implementation. This procedure shall conform as closely as possible to the provisions of article 3.05 of these by-laws. The Association shall be bound by the result of a simple majority vote in such a referendum.

APPENDIX RULES OF PROCEDURE FOR ALL QPAT MEETINGS

GENERAL

Implementing and, when necessary, interpreting the rules are the responsibility of the General Chairperson.

RULES GOVERNING DEBATE

1. Speeches must be relevant, non-repetitive, and be delivered courteously.
2. Speakers are to avoid personal attacks.
3. Speakers are to avoid attacks on personnel.
4. No one may interrupt the speaker, except on a point of order or privilege.
5. The right of reply shall be accorded to the mover of a motion or an amendment.
6. The length of debate for each topic and the duration of each speech may be established by the Chair at the beginning of each debate.
7. The Chair shall establish the rules for the presentation of reports generally respecting the principle of allowing questions prior to permitting debate on the content of the report.
8. At the Board of Directors, the Chair will give priority to those seeking to speak for the first time on a topic.
9. At the Provincial Council speakers may only speak once to a motion or to an issue (with the exception of movers of motions or amendments who have a right of reply).

MOTIONS

1. The preamble is not part of the motion and shall not be recorded in the minutes.
2. Motions are to be presented in accordance with the provisions of the By-laws (requisite notice).
3. A motion that has been moved and seconded can be withdrawn only by a 2/3 majority of those voting yea or nay.
4. An adopted motion is known as a resolution.

SPECIAL MOTIONS

1. Motion to Reconsider a Resolution (only applicable during the same meeting)
 - a) In order any time during the meeting but it must be moved by a member of the prevailing side by giving reasons for doing so;
 - b) Not debatable;
 - c) Requires 2/3 majority of those voting yea or nay;
 - d) If adopted, the main question is re-opened to debate, amendment, and a majority vote of those voting yea or nay;
 - e) Not applicable to affirmative votes to table and to lift from the table;
 - f) A resolution can be reconsidered only once;
 - g) A motion to reconsider cannot be reconsidered;
2. Motion to Rescind a Resolution
 - a) requires notice in accordance with QPAT By-laws;
 - b) may be passed at a subsequent meeting;
 - c) requires a majority of those voting yea or nay.
3. Motion to Challenge the Chair's Ruling
 - a) is a point of order;
 - b) must be seconded;
 - c) mover must state concisely reasons for challenge;
 - d) brief relevant debate permissible;
 - e) simple majority of those voting yea or nay required to overturn ruling.
4. Motion to Put the Question
 - a) effect is to end the debate with a right of reply by the mover of the question before the vote;
 - b) permissible on recognition at any time;
 - c) can be moved only by one who has not spoken on the question being discussed;
 - d) Chair has discretion to refuse to entertain the motion;
 - e) not debatable;
 - f) requires simple majority of those voting yea or nay; at the Provincial Council a 2/3 majority shall be required;
 - g) once adopted, takes precedence over all procedures except points of order and privilege.
5. Motion to Adjourn
 - a) permissible at any time;
 - b) must yield to a point of order or privilege;

- c) not debatable;
 - d) requires simple majority of those voting yea or nay; however, a motion to adjourn which would cut off debate shall require a 2/3 majority of those voting yea or nay.
6. Motion to Table or to Lift from the Table
- a) neither is debatable;
 - b) neither can be reconsidered;
 - c) neither can be interrupted except by points of order or privilege;
 - d) motion to table can be moved only by one who has not spoken on the question being discussed.
7. Motion to Table to a Certain Time
- a) can be amended as to the time;
 - b) debatable as to advisability;
 - c) yields to motion to put the question by one who has not spoken to the original motion;
 - d) if adopted, the substantive motion cannot be further debated;
 - e) when a certain time is reached, the substantive motion takes priority.

AMENDMENTS

1. Any substantive motion may be amended.
2. An amendment may be amended. No further amendment to the amendment is allowed until a vote is taken on the amendment to the amendment being considered.
3. An amendment must be relevant
 - a) to omit certain words;
 - b) to insert certain words;
 - c) to add certain words.
4. An amendment cannot
 - a) alter the spirit or intent of the motion;
 - b) negate the motion.
5. A subject already disposed of cannot later be urged as an amendment.
6. An amendment must be adopted by the meeting before it becomes part of the substantive motion.
7. The debate then resumes on the motion as amended.

VOTING

1. The vote will be by simple majority of those voting yea or nay, except where 2/3 majorities of those voting yea or nay are required.
2. An abstention is not a vote and will not be counted.
3. The Chair is entitled to vote only in case of a tie.
4. Any member may request a standing count.

COMMITTEE OF THE WHOLE

1. A motion to consider a question in the Committee of the Whole may be made at any time upon recognition. Such motion is not debatable.
2. Rule No. 9 governing debate is suspended.
3. Procedure is informal and at the discretion of the Chair.
4. No minutes are kept.
5. No substantive motions can be proposed nor dealt with during the Committee of the Whole, but notice of motion may be given.
6. The only motion permissible is that of requesting to resume the formal sitting.