



Standing Orders for the Conduct of OAC Meeting

The Chair

1. The Chair shall be the sole interpreter of the Standing Orders and shall address the meeting from the Chair order to explain or administer these orders, to put motions to the vote and announce decisions, to rule on points of order, or to answer questions put to him/her on point of fact.
2. The conduct of a meeting shall be subject to the Chair's discretion. The Chair may move Procedural Motions at his/her discretion.
3. The Chair shall be heard in silence. Other speakers shall address themselves solely to the Chair, precedence being given to the person who first "catches the eyes" of the Chair.
4. Unless otherwise specified, the Chair may not participate in debate and shall not have the right to vote.

Notice

5. The Chair shall prepare and mail a notice of the meeting along with a proposed agenda to all members 3 days prior to the meeting.

Quorum

6. Unless otherwise specified, the meeting is valid only if there are the Chairperson and at least one representative from each field.
7. The meeting shall be postponed in case of absence of the quorum for not less than an hour. The date and time of the postponed meeting shall be determined and announced by the Chair 1 day prior to the postponed meeting.
8. The Chair shall, at his/her discretion or at the request of any member, take a count of those present at a meeting. If the meeting is found to be inquorate, it shall be adjourned forthwith.

Interjections



9. A point of order shall be a procedural motion, or a question, to the Chair relating to the conduct of the meeting. The member rising to put the point of order must prove one or more of the following:

- a. That the speaker is traveling outside the scope of the motion under discussion.
- b. That the speaker is using non-official language.
- c. That the speaker infringing a statutory rule or a standing order.

No speech or debate is permitted on a point of order and no other member shall speak until the Chair has given his ruling.

10. The Secretary of the meeting shall note the rulings and interpretations of the Standing Orders made by the Chair and the circumstances in which the ruling was made. These rulings and interpretations shall not be binding in the future but shall inform and guide the Chair.

11. A point of information shall consist of information related to the subject under immediate discussion. If a point of information is requested from a person holding the floor, he/she may decide whether or not he/she wishes to be interrupted at that time.

12. A point of personal explanations shall seek to clear up misunderstanding but not to introduce any new matters.

Motions

13. A motion must be proposed and seconded. No motion once proposed and seconded shall be withdrawn without consent of the meeting. When it is agreed that an original motion be withdrawn, any amendment to it will be considered as withdrawn too.

14. The proposer shall explain his motion before the motion is seconded. The seconder may speak at once on the motion or may reserve his right to speak later during the discussion.

15. "Recommendations" may be put to a meeting, which shall not require a seconder and shall have no binding force.



16. In the absence of opposition to a motion, it shall be open to the Chair to declare it carried.

Procedural Motions

17. There shall be the following procedural motions listed in order of precedence. During discussion of, but not during voting on, a procedural motion, a motion of higher precedence may be out relating to the substantive motion:

- a. Adjourn
- b. Recess
- c. That the motion be withdrawn
- d. That the matter be laid on table
- e. That the motion be now put
- f. That the debate time be limited
- g. That the list of speakers be closed
- h. That the matter be postponed definitely
- i. That the matter be committed to a specific body
- k. That the matter be reconsidered
- l. That a secret vote be taken

18. A procedural motion shall be moved by the proposer before a seconder is sought. If seconded, further discussion shall be at the discretion of the Chair. Procedural motions may not be proposed while another member is speaking on order, personal explanation or information, or during voting.

19. A procedural motion that the motion be now put or be taken in parts shall be proposed and voted upon immediately. If carried, the motion to which it relates shall be replied to, and put immediately.



20. If the procedural motion to limit debate to a certain specified period of time is carried, the Chair shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the original motion under discussion shall be allowed a minimum of five minutes to reply before the original motion is put to vote.

Voting

21. Unless otherwise stated, a motion shall be declared carried if the vote “for” is at least equal to two-thirds of the number of member present, excluding the Chair.

22. Voting shall be by show of hands, or as otherwise agreed by the meeting.

23. A re-count may be asked for by 3 members or more. No member who did not participate in the original vote may vote in the re-count.

24. A Procedural motion that the matter be reconsidered shall be declared carried, the number of votes cast for the motion, shall be at least equal to half of the number of members present, excluding the Chair.

Observer

25. Observers should not have the right to speak during the meeting and should not have the right to vote.

Matter not provided for in Standing Orders

26. In any matter not provided in these Standing Orders, the practice and procedure to be followed shall be such as may be decided by the Chair.