

Appendix C

Schedule B to By-law - Commonly Used Motions in Council and Committee Meetings

Motion Type	Purpose	May Interrupt?	Seconder Required	Debatable	Amendable	Vote Required
Adjourn	Brings a meeting to an end, to a specific time or to reconvene after a specified event. i.e. "I move that we adjourn."	No	Yes	No	No	Majority
Recess	Provides for a short break in the proceedings, even while another motion is pending. i.e. "I move that we recess until..."	No	Yes	No	Only with respect to the length of recess	Majority
Point of Privilege	To request immediate action on a matter affecting the rights and privileges of Council or Committee as a body or Members. i.e. "Point of privilege."					
Close Debate (Previous Question)	Puts the pending motion to an immediate vote, ending any further discussion. i.e. "I move the previous question."	No	Yes	No	No	2/3 Majority
Postpone to a Certain Time (Deferral)	Used to delay action on a pending question until a later time. i.e. "I move that we defer this matter until..."	No	Yes	Yes	Yes, with respect to time and/or date	Majority
Refer	A motion is referred to a committee when it needs to be discussed more informally or at greater length than is possible in a Council meeting. i.e. I move that this matter be referred to..."	No	Yes	Yes	Yes	Majority

Motion Type	Purpose	May Interrupt?	Seconder Required	Debatable	Amendable	Vote Required
Amend	Used to change the wording of the motion under consideration. i.e. "I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Table	Postpones a motion without setting a definite date on when the matter will be considered again. i.e. "I move that we table this matter."	No	Yes	Yes	No	Majority
Main Motion	Introduces business (a primary motion) i.e. "I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

Incidental Motions

No order of precedence. Are decided as they arise.

Motion Type	Purpose	May Interrupt?	Seconder Required	Debatable	Amendable	Vote Required
Point of Order	Used to point out an error in procedure or a breach of the rules. i.e. "Point of Order."	Yes	No	No	No	None
Suspend Rules	Enables Council or Committee to do something it cannot do without violating the rules of its procedure by-law. i.e. "I move that we suspend the rules and consider..."	No	Yes	No	No	2/3 Majority

Motions that Bring a Question Again Before Council and Committee

No order of precedence. Are introduced only when nothing else is pending.

Motion Type	Purpose	May Interrupt?	Second Required	Debatable	Amendable	Vote Required
Rescind	Enables Council or Committee to change a decision that was adopted at a previous meeting. i.e. "I move that we rescind our decision on..."	No	Yes	Yes	Yes	2/3 Majority or Majority if Notice
Reconsideration	Brings a decision made at the same meeting again before Council. i.e. "I move that we reconsider our action relative to..."	No	Yes	Yes, as to reasons for or against reconsideration. Debate not permitted on original motion	No	2/3 Majority