



Canadian Federation of Library Associations  
Fédération canadienne des associations de bibliothèques

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### **Standing Rules for Members' Meetings**

#### **GENERAL**

1. Any individual rule of these standing rules may be adopted, amended, repealed or waived by a majority vote provided notice is given in the notice of the meeting. If notice is not given, a 2/3 vote is required to adopt a new rule, or amend, repeal or waive an existing rule.
2. A "majority vote" means more than half of the votes cast by those members present and voting. Members who are participating in the meeting by electronic means approved by the Corporation, are considered to be present in the meeting.
3. Where not otherwise provided for in the Corporation's by-laws, policies, procedures or these standing rules, procedural matters at all meetings shall be determined in accordance with the latest edition of Robert's Rules of Order.

#### **RECOGNITION TO SPEAK**

4. The mover of a motion has first right to speak to a motion. No person may speak to a motion a second time until everyone who is entitled and wishes to speak to the motion has spoken.
5. Voting members may speak once recognized by the Chair. Others who wish to speak must first obtain permission of the Chair.
6. When more than one person wishes to speak at the same time, the Chair will decide the order of speaking.
7. When recognized to speak by the Chair, the person must state their name and the name of the organization they represent or of which they are a member.

**MOTIONS**

8. All motions dealing with the routine business of the meeting, such as receiving reports, and approval of minutes and agenda, may be assumed (moved) by the Chair or designee, without a second.
9. Other motions may be made and seconded only by voting members. They shall be written out on the motion form provided and given to the Chair or designee, prior to it being stated by the voting member.
10. Notwithstanding Rule # 9, recommendations or motions in reports, that are already in proper form need not use the designated motion form.
11. A member who brings a substantive motion to the meeting without previous notice, will be permitted three minutes to explain the proposal before the motion is referred to the Board of Directors or an appropriate standing committee. Alternatively, motions for which insufficient notice has been given and that the substance or timing indicate urgency, shall only be considered by the members when a vote of 2/3 of the members present and voting permit it to be placed on the floor for discussion and decision.

**DEBATE**

12. Speakers may speak for no more than two minutes to a motion, twice.
13. Only CFLA-FCAB Members' designate voter shall be entitled to make motions, debate and vote.
14. Unless asking for information or clarification, speakers should always begin by indicating clearly whether they are speaking for or against the motion.

**DECORUM IN DEBATE**

15. All speakers must direct their remarks through the Chair. It is improper to speak directly to another person during debate.
16. Courtesy and respect must be accorded to all persons. Speakers shall avoid attacking other persons and shall avoid personal remarks. Members shall be allowed to make their points in debate without disruptive remarks from other persons.
17. A speaker's remarks must be relevant to the motion before the assembly.
18. If at any time the Chair rises to state a point of order or otherwise speak, the person speaking must take their seat until the Chair has been heard.

**VOTING**

19. Only CFLA-FCAB Members' designate voter may vote.
20. A motion is adopted when a majority of the votes cast are in favour of the motion, unless CFLA's by-laws, policies or procedures provide for a different voting requirement.
21. Members are provided with a voting card, which is to be raised when voting by a show of hands, unless the Chair decides on a different method of taking the vote.
  - a. When the Chair calls for a vote, the Members participating by electronic means shall vote at the same time through the electronic process provided by the Corporation. If necessary, the electronic votes will be delivered to the Chair to be taken into account in the final tally of the votes.
22. Notwithstanding standing Rule # 21, voting members, by a majority of the votes cast, may select to take a vote by secret ballot, roll call vote, recorded vote, or any other method of voting.