

CITY OF SURREY

BY-LAW NO. 4155

As amended by By-laws No. 6822, 7713, [10515](#), [10877](#), [11547](#)
and [12736](#)

A By-law to regulate the meetings of the Council and the
conduct thereof.

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THIS IS A CONSOLIDATED BYLAW PREPARED BY THE CITY OF SURREY
FOR CONVENIENCE ONLY. THE CORPORATION DOES NOT WARRANT
THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS
CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS
CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT
BYLAW PROVISIONS.

WHEREAS, Sections 217 to 236 inclusive, of the "Municipal Act", being Chapter
290, R.S.B.C., 1979, as amended, provide for regulation of meetings of the City
Council and the conduct thereof;

Amended
BL 6822
06/21/82
BL [12736](#)
12/18/95

AND WHEREAS it is deemed expedient that additional rules be made for the better
regulation and conduct of such meetings and that such additional rules shall be
supplemental to and interpreted in accordance with the statutory provisions of said
Sections 217 to 236 inclusive, of the "Municipal Act".

Amended
BL 6822
06/21/82

NOW, THEREFORE, the City Council of the City of Surrey in open meeting
assembled, and in pursuance of the powers vested in it by Section 231 of the
"Municipal Act", Chapter 290, R.S.B.C. 1979, as amended, ENACTS AS
FOLLOWS:

Amended
BL 6822
06/21/82
BL [12736](#)
12/18/95

1. This By-law may be cited for all purposes as "Procedure By-law, 1974, No. 4155".

2. Every provision of this by-law shall be supplementary to the statutory
provisions of Sections 217 to 236 inclusive of the "Municipal Act", being
Chapter 290, R.S.B.C., 1979, as amended, and shall apply to and be observed
at all meetings of the City Council and committees thereof.

Amended
BL 6822
06/21/82
BL [12736](#)
12/18/95

PART I

DEFINITIONS

3. In this By-law:-

"Chairperson"	Means the Mayor and shall include, mutatis mutandis, a Councillor while acting as Mayor, or Councillors presiding at any meeting of the Council or any Committee thereof.	Amended By-law 10515 4/30/90 B/L 11547 11/16/92
"To File or Filing"	Means to postpone indefinitely and the matter shall not be brought back for six (6) months.	Inserted by By-law 6822
"Motion"	Means a form of proposal made by a member of the Council that the Council undertake a specified course of action or decision.	
"Question"	Means the subject matter of the proposal contained in a motion.	
"Reading of a By-law"	Means the reading and consideration by the Council of a complete by-law by sections and clauses in the Council meeting.	
"Reading in Short form of a By-law"	Means the reading of the preamble and recital of the by-law only in the Council meeting.	
"To Table or Tabling"	Means temporary suspension of consideration of a matter or resolution.	Inserted by By-law 6822

PART II

MEETINGS OF THE Council

4. After the Inaugural Meeting held each year in the afternoon of the first Monday after December 1, Regular meetings of the Council shall be held on such dates and at such times as the Council shall by resolution determine. Unless the Council shall determine otherwise, any regular meeting which falls on a statutory holiday shall be held on the next succeeding day which is not a holiday at the time fixed for such meeting. **Amended
By-law [10515](#)
4/30/90**
5. Special Meetings of the Council may be held at any time and the calling of such meetings shall be in accordance with the requirements of the "Municipal Act". Only those matters included in the notice given prior to such special meeting shall be considered or dealt with at such meeting.

PART III

QUORUM

6. A majority of the members of the Council or of any committee thereof shall constitute a quorum for the transaction of business.

PART IV

ORDER OF PROCEEDINGS

7. (1) Prior to each regular meeting, the Clerk shall prepare an agenda of all business to be brought before the Council at such meeting.

(2) To enable the Clerk to prepare such Agenda, all documents intended to be submitted to the Council shall be delivered to the Clerk not later than 4:00 p.m. on the Wednesday immediately preceding the day on which the meeting of the Council is to take place. **Amended By-law [10515](#) 4/30/90**

(3) The Council shall proceed with business in the order set out in the said agenda.

(4) Notwithstanding the provisions of Sub-sections (1) and (3) hereof, it shall always be in order for the Council, by resolution duly adopted at any meeting thereof, to vary the order in which business on the agenda shall be dealt with at such meeting, or to receive, consider and deal with matters not included on such agenda.

(5) In preparing the agenda the Clerk shall state the business for the consideration of the Council in the following order, and subject to Sub-section (4) hereof, the order of business for all regular meetings of the Council shall be as follows: **Amended BL [10515](#) 4/30/90**

- (a) Adoption of Minutes
- (b) Delegations
- (c) Committee Reports
- (d) Board/Commission Reports
- (e) Mayor's Report
- (f) Councillors' Reports
- (g) Corporate Reports
- (h) By-laws
- (i) Clerk's Report
- (j) Correspondence
- (k) Notice of [Motion](#)
- (l) Any Other Competent Business
- (m) Adjournment

BL [11547](#) 11/16/92
BL [12736](#) 12/18/95

(6) (a) Any member desiring to bring before Council any new matter, other than a point of order or of privilege, shall do so by way of [motion](#); provided however, that any new matter of major import which may require further information than could or would normally be available to the Council at such meeting may be ruled by the [Chairperson](#) as a Notice of [Motion](#) and shall be dealt with as provided by Clause (b) of this Sub-section, and provided further that a member may during "Other Competent Business"

Amended BL [10515](#) 4/30/90

introduce a subject for discussion without putting it in the form of a motion.

(b) Any member may give notice of a [motion](#) which he intends to present to Council by giving a copy of such motion in writing to the City Clerk during a meeting of the Council and upon the member being acknowledged by the [Chairperson](#) and the Notice of Motion being read to the meeting, it shall appear in the minutes of that meeting as Notice of Motion and shall be placed on the agenda of the next Regular meeting of Council.

Amended
BL [10515](#)
04/30/90
BL [12736](#)
12/18/95

PART V

OPENING PROCEEDINGS

8. (1) At the hour set for the meeting and if a quorum of the Council members is present, the Mayor, Acting Mayor or [Chairperson](#) shall take the Chair and shall call the meeting to order.

Amended
BL [10515](#)
4/30/90

(2) In the event that the Mayor, Acting Mayor or [Chairperson](#) does not attend within 10 minutes after the time appointed for such meeting, the Clerk shall call the members to order, and if a quorum is present, the members shall choose a Chairperson who shall preside during the meeting or until the arrival of the Mayor, Acting Mayor or Chairperson.

Amended
BL [10515](#)
4/30/90

(3) If a quorum is not present within 15 minutes after the time appointed for such meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned.

Amended
BL [10515](#)
4/30/90

PART VI

ADOPTION OF MINUTES

9. (1) When the members of the Council have been called to order at any regular meeting, the [Chairperson](#) shall call for the consideration and adoption of the minutes of previous meetings.

Amended
BL [10515](#)
4/30/90

(2) The minutes of the previous meeting and reports of Committees may by resolution of the Council "be taken as read", provided that the members of the Council shall, at least one day prior to the meeting at which adoption is moved in the manner aforesaid, have been supplied by the Clerk with a printed or typewritten copy of the said minutes or report, as the case may be. Such adoption shall be subject to such additions, deletions or corrections as the Council may decide is necessary to accurately record the proceedings taken at the meeting.

Amended
BL [10515](#)
4/30/90

(3) Deleted by By-law [10515](#) April 30, 1990.

(4) The minutes of the proceedings of all meetings of the Council shall be dealt with and shall conform in all respects to the requirements of the "Municipal Act".

(5) The minutes of the proceedings of standing committees, Courts of Revision and other administrative bodies of the City shall be dealt with and shall conform in all respects to the requirements of the "Municipal Act". **Amended BL [12736](#) 12/18/95**

PART VII

RULES OF CONDUCT AND DEBATE

10. (1) Every member on speaking to any [question](#) or [motion](#) shall signal by standing or raising their hand, be recognized by the [Chairperson](#) and shall address himself to the Chair. **Amended BL [10515](#) 4/30/90**

(2) Members shall address the Chair as "Mr. Mayor", "Your Worship" or "Mr. Chairperson" and shall refer to each other as "the Mayor" or "Councillor _____" as the case may be. **Amended B/L [10515](#) 4/3/90
B/L [11547](#) 11/16/92**

(3) When two or more members desire to speak at the same time, the [Chairperson](#) shall name the member who By-law shall have the floor. The decision of the Chairperson shall be subject to appeal pursuant to the provisions of the "Municipal Act". **Amended BL [10515](#) 4/30/90**

(4) No member shall speak a second time to the same [question](#) as long as any member who desires to speak has not spoken to that question.

(5) When the [Chairperson](#) is of the opinion that there has been sufficient debate he may call the vote. **Amended BL [10515](#) 4/30/90**

(6) The [Chairperson](#) may call any member to order while that member is **Amended**

speaking.

**BL [10515](#)
4/30/90**

(7) When such action is taken, the [Chairperson](#) shall immediately suspend the debate, and the member in [question](#) shall refrain from speaking until the point of order is determined by the Chairperson.

**Amended
BL [10515](#)
4/30/90**

(8) Every decision by the [Chairperson](#) pursuant to Sub-section (7) shall be subject to appeal pursuant to the "Municipal Act" and shall be decided by the Council without debate.

**Amended
BL [10515](#)
4/30/90**

(9) Deleted by By-law [10515](#) April 30, 1990.

(10) No member shall use offensive words in or against the Council or against any member thereof.

(11) No member shall speak beside the [question](#) in debate or reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.

(12) No member shall resist the rules of the Council or disobey the decision of the [Chairperson](#) of the Council, on points of order or practice, or upon the interpretation of the rules of the Council.

**Amended
BL [10515](#)
4/30/90**

(13) Every decision of the [Chairperson](#) pursuant to Sub-section (12) shall be subject to appeal pursuant to the provisions of the "Municipal Act."

**Amended
BL [10515](#)
4/30/90**

(14) In case any member shall so resist or disobey the decision of the [Chairperson](#), the Council may, by resolution, order him to leave his seat for that meeting, and in the event of his refusing to so, the Chairperson may order the police to remove him from the meeting.

**Amended
BL [10515](#)
4/30/90**

(15) In the event of ample apology made by the offending member, the Council may, by vote of the majority, permit him to resume his seat forthwith.

(16) When the [Chairperson](#) is putting a [question](#), no member shall walk out of or across the house. **Amended
BL 10515
4/30/90**

(17) When a member is speaking, no other member shall hold discourse which may interrupt the speaker except to raise a point of order, nor shall any member pass between the speaker and the chair.

(18) Any member of the Council may of right require the [question](#) under discussion to be read for his information at any period of the debate, but not so as to interrupt a member speaking.

(19) The [Chairperson](#) may take part in any debate at any time to either explain or clarify the effect By-law of the [motion](#) then before the Council, but should he determine to take part in any debate, he shall call upon the Council to place another member of the Council in the Chair and shall stand upon the floor while addressing the Council. **Amended
BL 10515
04/30/90**

(20) When the [question](#) under consideration contains distinct propositions, any member may request that the vote upon each proposition shall be taken separately, by [motion](#), and the Council shall thereupon decide how such vote shall be taken.

(21) Deleted By-law 10515 - April 30, 1990.

(22) After a [question](#) is finally put by the [Chairperson](#), no member shall speak to the question, nor shall any other [motion](#) be made until after the result of the vote has been declared. **Amended
BL 10515
04/30/90**

(23) The decision of the [Chairperson](#) as to whether the [question](#) has been finally put shall be conclusive. **Amended
BL 10515
04/30/90**

(24) The vote on every [question](#) shall be decided in accordance with the provisions of the "Municipal Act" and the procedure in connection therewith shall be subject to the provisions of the said Act.

(25) The name of any member who votes against the [question](#) shall be entered upon the minutes. **Amended
BL 10515
04/30/90**

(26) Deleted by By-law 10515 - April 30, 1990.

(27) No vote shall be taken in Council by ballot or any other method of secret voting.

(28) Members who are in the room shall always take their places when a vote is called for, and shall not leave until the vote has been taken.

(29) Deleted by By-law 10515 - April 30, 1990.

(30) (a) After a vote has been taken on any [question](#) except one of **Amended** [tabling](#) or [filing](#) of a subject, any member who voted in the majority may at **by By-law** the same or the next meeting, move for a reconsideration or rescission thereof. **6822**

(b) The Council shall not discuss the main [question](#) at such time unless the [motion](#) for reconsideration is passed in the affirmative.

(c) The Council shall not reconsider any [question](#) more than once nor shall it reconsider any question that has been acted upon by officers or staff of the City. **Amended**
BL [10515](#)
04/30/90
BL [12736](#)
12/18/95

(31) (a) The Mayor may, at any time within one month after its adoption, return for reconsideration a by-law, resolution or proceeding of council which has not had the assent of the electors, has not been reconsidered by the council under Sub-section (3) or has not been acted on by an officer, servant or agent of the City. **Amended**
BL [10515](#)
04/30/90
BL [12736](#)
12/18/95

(b) The Mayor may state his objections to the council. The clerk shall record in the minute book the objections, suggestions or amendments of the Mayor.

(c) The council shall, as soon as convenient, consider the objections, and either reaffirm or reject the by-law, resolution or proceeding, and if rejected, it is deemed to be repealed and is of no force or effect whatsoever.

(d) The rejected by-law, resolution or proceeding shall not be reintroduced to council for six months, except with the unanimous consent of Council.

(e) The conditions which apply to the passage of the original by-law, resolution or proceeding apply to its rejection.

11. Any member of the Council shall have the right to seek information relating to any matter connected with the business of the Council or the affairs of the City, by means of a [question](#) to the [Chairperson](#). The question shall be in writing if so required by the Chairperson. Such questions shall not include any argument or opinion nor any facts beyond those necessary by way of explanation. Replies to questions shall be factual and limited to the terms of the question.

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BL [10515](#)
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12/18/95

12. No persons, except members and officers of the Council, shall be allowed to come within the bar during the sitting of the Council, without the permission of the [Chairperson](#).

Amended
BL [10515](#)
4/30/90

13. Repealed by By-law No. 7713.

14. In all unprovided cases, the proceedings of the Council and committees thereof shall be governed by Roberts Rules of Order.

PART VIII

MOTIONS

15. (1) Every [motion](#) shall be recorded in writing by the Clerk and shall be seconded before being debated or put from the chair. Before a vote is called on the [question](#) it shall be read by the [Chairperson](#) or City Clerk upon request.

Amended
BL [10515](#)
4/30/90
BL [12736](#)
12/18/95

(2) The [Chairperson](#) shall put the [question](#) or call for the question when he desires to close the debate. **Amended
BL 10515
4/30/90**

(3) After a [motion](#) has been made as hereinbefore provided, it shall be deemed to be in the possession of the Council, but may be withdrawn at any time before decision or amendment by the consent of the mover and seconder thereof.

16. (1) When any [question](#) is under consideration, no [motion](#) shall be received except: **Amended
by By-law
6822**

- (a) To adjourn.
- (b) To lay on the table.
- (c) To [file](#).
- (d) To refer.
- (e) To amend, or
- (f) To move that the vote be now taken.

(2) Motions shall take the precedence set forth in Sub-section (1) hereof.

(3) A [motion](#) to refer shall, until it is decided, preclude all amendments of the main [question](#).

(4) A [motion](#) to adjourn the debate shall always be in order, need not be in writing, and shall be decided without debate. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

(5) A [motion](#) to lay on the table shall be debatable but the content of the motion or [question](#) which is the subject of the [tabling](#) motion shall not be debated at that time.

(6) Whenever the [Chairperson](#) is of the opinion that a [motion](#) is contrary to the rules and privileges of the Council, he shall apprise the members thereof without proposing the [question](#) and shall cite the rule or authority applicable to the case without argument or comment. **Amended
BL 10515
04/30/90**

PART IX

AMENDMENTS

17. (1) A member may move that a [motion](#) be amended in one of the following

ways

- (a) By leaving out certain words, or
 - (b) By leaving out certain words and inserting or adding others, or
 - (c) By inserting or adding certain words.
- (2) When a member moves to amend a [motion](#), the [Chairperson](#) shall state the original motion followed by the amendment and then shall propose the [question](#) on the amendment to the Council. **Amended BL 10515 04/30/90**
- (3) If such a [question](#) is resolved in the negative, the [Chairperson](#) shall again propose the main question and debate may ensue thereon or other amendments may be submitted by members. **Amended BL 10515 4/30/90**
- (4) If such a [question](#) is passed in the affirmative, the [Chairperson](#) shall then propose the main question as amended. It shall be competent for a member to move other amendments subject to the limitations hereinafter set forth. **Amended BL 10515 04/30/90**
- (5) Only one amendment shall be allowed to a primary amendment and an amendment once defeated by the Council shall not be moved a second time. **Amended BL 10515 4/30/90**

PART X

PETITIONS AND COMMUNICATIONS FOR THE AGENDA

18. (1) Communications and petitions intended to be presented to the Council shall be legibly written, typed or printed and signed by at least one person. **Amended BL 10515 4/30/90**
- (2) No letters, affidavits or other documents shall be attached thereto unless the subject matter of the same is embodied in the petition.
- (3) Petitions or other communications may be presented to the Council provided that they are delivered to the Clerk not later than 4:00 p.m. on the Wednesday preceding the day of the meeting. **Amended BL 10515 4/30/90**

(4) All petitions or other written communications which require a report may be referred by the Council to any standing committee of the Council or to the City Manager by formal [motion](#) for such referral.

**Amended
By-law [12736](#)
12/18/95**

(5) No member shall speak upon a [motion](#) to refer the petition or other communication, but any member may move that in referring said petition or other communication to the committee or City Manager, certain instructions may be given therewith, or any member may move that said petition or communication shall be referred to a special committee of the Council.

**Amended
By-law [12736](#)
12/18/95**

(6) When any petition or other communication, having the name of any member of the Council endorsed thereon, is referred to any committee, such member, if not a member of the said committee shall be notified of the meeting or meetings of the committee at which the same is to be considered and shall be permitted to attend such meetings and to speak thereon; but unless he is a member of such committee he shall not vote thereon during the proceedings of such committee.

(7) If any member considers that there is undue delay by the standing committee, special committee or City Manager in reporting to the Council in connection with any petition or communication referred as hereinbefore provided or considers that such petition or communication requires immediate action, then such member may introduce the same by way of [motion](#) as any other competent business.

**Amended
By-law [12736](#)
12/18/95**

PART XI

COMMITTEES

19. Council-in-Committee

(1) A quorum of the Council shall constitute Council-in-Committee.

(2) A meeting of Council-in-Committee may be called at any time by the [Chairperson](#).

**Amended
BL [10515](#)
04/30/90**

(3) During any meeting of the Council, the Council may, by resolution, resolve itself into Council-in-Committee to consider specific matters.

(4) The Mayor or Acting Mayor shall preside in Council-in-Committee.

(5) The rules of Council shall be observed in Council-in-Committee so far as may be applicable, except that:

(a) the number of speeches by a member to any [question](#) shall not be limited

(b) no member shall speak for a longer total time than five minutes to a question.

PART XII

STANDING AND SELECT COMMITTEES

20. (1) The general duties of standing and select committees shall be:

**Amended
By-law [12736](#)
12/18/95**

(a) To report to Council, from time to time, as often as the interests of the City may require, all matters connected with the duties imposed on them respectively, and to recommend such action by the Council in relation thereto as may be deemed necessary and expedient.

(b) To consider and report upon all matters referred to them by the Council.

(c) To adhere strictly in the transaction of all business to the rules prescribed by the by-laws of the Council.

(2) The standing committees of the Council shall be established and the members thereof appointed by the Mayor pursuant to the "Municipal Act". The Mayor shall designate the member of each standing committee who shall act as [Chairperson](#).

**Amended
BL [10515](#)**

(3) The select committees of the Council shall be established and the members thereof from time to time appointed by resolution of the Council, pursuant to the "Municipal Act".

(4) The Mayor shall ex-officio be a member of all committees of the Council and be entitled to vote at all meetings and proceedings thereof.

(5) All members of the Council may attend meetings of standing and select committees and may, with the consent of the committees, take part in the discussion, but only those members who have been appointed to such committee shall be entitled to vote on any matter or proceeding in such committee.

- (6) Any committee member shall have the right to submit a minority report.
- (7) The City Manager, his Assistant or his delegate may attend all meetings of the standing committees of the Council and may take part in any discussion therein, but shall not be entitled to vote. **Amended By-law [12736](#) 12/18/95**
- (8) The rules of procedure of the Council shall be observed in all meetings of standing and select committees so far as may be practical, and the number of times of speaking on any [question](#) shall not be limited. **Amended BL [10515](#) 4/30/90**
- (9) (1) Surrey City Council shall approve any sub-committee to be set up by standing or select committees, where such sub-committee will have members appointed from the general public; **Inserted B/L [10877](#) 04/08/91**
- (2) Council shall set terms of reference for said sub-committee; **Amended By-law [12736](#) 12/18/95**
- (3) Appointments from the general public to a Council sub-committee shall be approved by City Council.

PART XIII

PROCEEDINGS IN REGARD TO THE PASSAGE OF BY-LAWS

21. (1) Every proposed by-law shall be printed or typewritten before it is introduced for consideration by the Council.
- (2) Every proposed by-law shall receive three separate readings prior to its final adoption and all three readings may be given on the same day.
- (3) The readings of a by-law may be given in a short form.
- (4) Where the Council resolves to consider a by-law clause by clause in Council, such consideration shall be done as the second [reading of the by-law](#).
- (5) The Clerk shall endorse upon every by-law, the date of the readings, the date of passage and the date of the final adoption thereof.
- (6) The only [motion](#) required for the passage of a by-law shall be:-

"That By-law, 19 , No. " (giving the short title) be passed subject to reconsideration."

- (7) The only [motion](#) required for the final adoption of a by-law after reconsideration shall be:

"That By-law, 19 , No. " (giving the short title) be finally adopted, signed by the Mayor and Clerk and sealed with the Corporate Seal".

PART XIV

SUSPENSION OF RULES

22. Repealed by Bylaw No. 7713.

PART XV

REPEAL OF FORMER BY-LAW

23. "Procedure By-law, 1971, No. 3518" is hereby repealed.

PASSED BY THE MUNICIPAL COUNCIL on the 7th day of January A.D., 1974.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 14th day of January, A.D., 1974.

_____"W. VANDER ZALM"_____
MAYOR

_____"R.N. CHESTER"_____
CLERK

SCHEDULE "A" TO BY-LAW 4155

GLOSSARY OF TERMS

**Inserted
by By-law
6822**

1. Main Motion - one that is made to bring before Council any particular subject. No main [motion](#) can be made when another motion is pending.
2. Subsidiary Motion - one that is applied to a main [motion](#) to:

- (a) modify it,
- (b) delay action on it,
- (c) otherwise dispose of it.

3. A motion must be moved, seconded and the Chairperson must put the question for consideration and action and once done, the question is in possession of Council.

**Amended
BL 10515
04/30/90**

4. Debatable Motions are then debated.

5. Common Motions:

1. Modify or amend.

2. Defer action

(a) postpone to a certain time

(b) lay on the table.

3. Suppress (debate (2/3 vote) or question (debate or 2/3 vote))

(a) reject

(b) postpone indefinitely

(c) lay on the table.

4. To consider a second time

(a) take from the table

(b) reconsider

(c) rescind.

6. Lay on the table - lay the question aside temporarily. Used when no other question is on the floor. When done, a majority vote may take it up at the same or the next meeting.

7. Postpone Indefinitely - equivalent to rejection - if this is adopted the main question is dead for that meeting and if lost, the main question remains alive.

8. Take from the table - is to bring it back and consider the question a second time by the majority.

9. Main Motion - yields to all privileged, incidental or subsidiary motions. These are debatable, are subject to amendment and can have subsidiary motions applied. When it is laid on the table or postponed to a certain time, it carries all pending subsidiary motions with it. Generally, main motions require only a majority.

10. Subsidiary Motions - those as are applied to other motions for the purpose of disposing them. When applied to a main motion they supersede it and must be decided before the main motion can be acted on. A subsidiary motion may be amended except those to lay on the table or postpone indefinitely.

1. Lay on the table: (Tabled or Tabling)

- (a) yields to privileged motions and such motions incidental to itself
- (b) undebatable
- (c) may be applied to any main motion
- (d) can only be applied to a pending question
- (e) if it is made and lost, or is taken from the table, then it shows that Council wishes to consider the question now and a motion to lay at the same meeting is out of order
- (f) it cannot be reconsidered
- (g) you can't qualify it i.e. to 2 p.m.
- (h) it is undebatable and requires only a majority
- (i) if used to gag or suppress it should require a 2/3's vote as the purpose of this motion is not to suppress
- (j) only temporarily lays aside motions
- (k) when a question is on the table, no motion on the same subject is in order.

2. The previous question: (Call the question)

- (a) yields to privileged and incidental motion and lay on table
- (b) undebatable
- (c) cannot be amended or have any other subsidiary motion applied to it
- (d) requires a 2/3 vote
- (e) used to bring the Council at once to a vote on the immediately pending question
- (f) effect is to close debate immediately, prevent amendments or other subsidiary motion (except lay on table) and bring on a vote.

3. Limit and extend debate:

- (a) undebatable
- (b) requires 2/3 vote.

4. Postpone definitely:

- (a) allows a limited debate in order that the propriety of the postponement be determined
- (b) it cannot be laid on the table; however the main [motion](#) can be and it would take the motion to postpone with it
- (c) it may be reconsidered
- (d) depending on the circumstances, it may require a 2/3 vote
- (e) the time of postponement must fall in the meeting or the next meeting
- (f) it cannot be used to postpone indefinitely.

5. Commit or Refer: to a standing or special committee

- (a) debatable but only as to the propriety of committing the main [question](#) to a committee
- (b) once committed; no new business except privileged matter, is in order.

6. Amend:

- (a) You can amend the [motion](#) itself but this amendment of an amendment (an amendment of the second degree) cannot be amended
- (b) it is debatable unless the [motion](#) to be amended is undebatable
- (c) requires only a majority vote even though the [question](#) to be amended requires a 2/3
- (d) there are approximately 18 motions that can't be amended including lay on the table, take from the table, postpone indefinitely, etc.

7. Postpone indefinitely: Filing

- (a) debatable
- (b) only applied to main questions
- (c) an affirmative vote on it may be re-considered but not a negative one
- (d) simply a [motion](#) to reject the main [question](#)
- (e) its main purpose is not to postpone but to reject the main [motion](#) without a direct vote on the main motion.

8. Take from the table:

- (a) not debatable
- (b) cannot be reconsidered as it can be reviewed repeatedly if lost

9. Reconsider:

- (a) must be made on the day the vote to be reconsidered was taken or the next meeting day
- (b) must be made by the prevailing side
- (c) cannot be amended, postponed indefinitely or committed
- (d) it is undebatable only when the [motion](#) to be reconsidered is undebatable
- (e) if lost, it cannot be repeated except by unanimous consent
- (f) only requires a majority vote
- (g) certain motions such as lay on the table, take from the table cannot be reconsidered
- (h) this [motion](#) suspends all action on the original motion.

10. Rescind, repeal or annul:

- (a) may rescind by:
 - (i) majority vote provided notice of [motion](#) given at previous meeting
 - (ii) 2/3 vote or
 - (iii) majority of whole of Council
- (b) it is a main [motion](#)
- (c) it is debatable.

11. Renewal of a Motion:

- (a) when a main [motion](#) or an amendment has been adopted, or rejected, or a main motion has been postponed indefinitely, or an objection to its consideration has been sustained, it, or practically the same motion, cannot be again brought before Council at the same meeting, except by a motion to reconsider or rescind. It may be introduced, however, at any future meeting.

12. Ratify:

- (a) this is a main [motion](#) and is used to confirm or make valid some action which requires the approval of the assembly to make it valid.

13. Suspension of the Rules:

- (a) may be used, by [motion](#), at any time when no [question](#) is pending; or while a question is pending, provided it is for a purpose connected with that question
- (b) undebatable
- (c) cannot be amended or have any other subsidiary [motion](#) applied to it, nor can a vote on it be reconsidered, nor can a motion to suspend the rules for the same purpose be renewed at the same meeting except by unanimous consent, though it may be renewed after an adjournment, even if the

meeting is held the same day

- (d) cannot be used contrary to law or with the fundamental principles of parliamentary law
- (e) object of the suspension must be specified
- (f) generally, the rules that can be suspended are those relating to priority of business, business procedure as would usually be comprised under the heading of rules of order and require a $2/3$ vote.