



Quorum - 70 members of STARA.

1.0 Right to Attend and Speak

- 1.1 All members of the STA shall have the right to attend the meeting.
- 1.2 Only members of STARA (see By Law VII) are entitled to move motions and to vote. The right to speak shall be on recognition of the chair. Every person shall identify himself/herself when granted recognition by the chair.
- 1.3 The chair shall, in recognizing speakers, have the right to deviate from the order in which persons seek recognition to permit a speaker or speakers to present a contrary point of view from that of those who have already spoken.
- 1.5 No speaker shall, without the consent of the delegates, speak more than once or for longer than three minutes on each motion, main or secondary. This rule shall not deprive the mover of the right to close debate.
- 1.6 Asking and answering questions shall constitute speaking to a motion.
- 1.7 Questions and answers thereto shall be directed through the chair.
- 1.8 No delegate shall comment on any matter immediately before moving a motion.
- 1.9 The chair can call for the question to be put, if there has been debate on both sides of the issue, when the time on the agenda for the next item has arrived. If the assembly declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.

2.0 Proposed Agenda

- 2.1 The preparation of the proposed agenda shall be the responsibility of the Steering Committee in consultation with the president or designate.
- 2.2 The agenda shall be made available to members prior to the meeting and shall insofar as is possible, contain all information pertinent to the items to be debated by the meeting.
- 2.3 The proposed agenda shall include the following:
 - 1 Timed items
 - 2 A priority placement for school concerns
 - 3 A finance report
 - 4 An Executive Committee report
 - 5 Consideration of Executive meeting minutes

3.0 Financial Report

- 3.1 In order to provide members of STARA with information that is needed in order to make budget amendments, the most recent statement of the finances of the Association will be available at each meeting.
- 3.2 Any budget amendments shall be recommended by the Finance Committee and/or the Executive Committee.
- 3.3 Motions involving budget amendments must be included in the Regular Business of a STARA agenda.

4.0 Consideration of Executive Committee Minutes

- 4.1 The proposed agenda shall provide opportunities for representatives to ask questions concerning the minutes of the Executive Committee.

5.0 Regular Business

- 5.1 All agenda items submitted to the Steering Committee no later than one(1) week prior to the meeting shall be placed on the agenda.
- 5.2 In September, the STARA Steering chairperson will inform the members of the method and process of submitting items for the STARA agenda.

6.0 School Concerns

- 6.1 School concerns will be placed on the printed agenda in the order they are received. Those received at the STA office will have priority.
- 6.2 School concerns that arise during the meeting will be dealt with as time permits.
- 6.3 Up to ten (10) minutes will be allotted for each school concern to be distributed in the following manner:
 - 1. Up to three (3) minutes for the presenter of the concern.
 - 2. Up to three (3) minutes for a response by a table or grievance officer or another designated person. This response may include suggested action.
 - 3. A motion for action: The presenter has the option to place a motion before the meeting. Should the presenter decline to place a motion relating to the concern, any other member may do so upon recognition by the chair.
 - 4. Should the debate on the motion not be concluded within the allotted time, the chair may call the question to be put if there has been debate on both sides of the issue. If the meeting declines to put the question at that time, the matter automatically goes to unfinished business unless another procedural motion arises.
 - 5. Any school concerns not dealt with in the time allocated for "School Concerns" on the agenda will become unfinished business.
 - 6. School concerns that were not placed on the agenda under 6.2 above may be placed on the agenda under new business.

7.0 New Business

- 7.1 "New" motions which do not appear on the agenda or in another written form which is distributed, should be printed on an overhead transparency for display to the

meeting. The chairperson may, with the consent of the meeting, suspend this rule if the motion clearly deals with a matter of urgent concern that was not evident early enough for this rule to be applied.

- 7.2 “New” motions shall be discussed in the order they are received.
- 7.3 If, when the meeting adjourns, it has not considered a “new” motion, it may be submitted to STARA Steering as an item for the next STARA meeting.

8.0 Motion to Adopt Agenda

Debatable, amendable, but cannot be referred, postponed or tabled.

- 8.1 When a motion to adopt the agenda as proposed by the Steering Committee is made, the meeting can, by motions requiring simple majorities, add items to, delete items from, or rearrange the order of items on the proposed agenda.

9.0 Motions to Amend the Agenda (subsequent to its adoption)

Debatable, amendable, but cannot be referred, postponed or tabled, require a two-thirds majority.

- 9.1 Once the proposed agenda has been adopted, it becomes the property of the meeting. Any change to the agenda, once it has been adopted, can be made by motion, but any such motion shall require a two-thirds or larger majority to pass.
- 9.2 The meeting may at any time re-allocate the timing of items remaining on the agenda with a view to ensuring that business the meeting considered of prime importance be dealt with.

10. Motion to Adopt Minutes

Not debatable, amendable as to errors in fact only.

- 10.1 There shall be a motion to adopt the minutes of the previous meeting. These minutes shall have been circulated to staff representatives, committee chairpersons and members of the Executive Committee.

11. Main Motions

Debatable, amendable, may be referred, tabled, postponed or reconsidered.

- 11.1 A main motion is defined as a motion that introduces a substantive question as a new subject.
- 11.2 Main motions must be moved and seconded. It shall be the primary responsibility of the sponsoring body of a main motion to have it moved and seconded, but it shall be the right of any member to move or second any main motion.
- 11.3 Any substantive main motion which has not been printed on the agenda or circulated in some other manner must be submitted in writing to the chairperson and secretary.
- 11.4 No main motion shall be discussed or voted on until copies of it have been distributed or the wording has been displayed to the meeting.

12. Secondary Motions

(A secondary motion is any motion that is in order when a main motion is being debated.)

12.1 A secondary motion can be made and considered while a main motion is pending. After a secondary motion has been made and has been admitted by the chair as in order it must be acted on or disposed of before direct consideration of the main question can be continued. Secondary motions that will be accepted by the chair are those listed in rule 13.2.

12.2.i Subsidiary motions (A subsidiary motion is intended to assist a meeting in treating or disposing of a main motion.) No subsidiary motion, other than an amendment, shall be in order until after the chair is satisfied that an opportunity has been given to present the affirmative and negative points of view.

12.2.i. (a) Postpone main motion indefinitely.

Debatable (including debate on the main motion). Not amendable and may be reconsidered only if the motion to postpone indefinitely is passed.

A motion to postpone indefinitely allows the meeting the privilege of declining to take a position on a main motion. Its adoption kills the main motion and avoids a direct vote on the question.

12.2.i. (b) Amend.

Debatable, amendable*, may be referred, postponed or tabled.

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must not be contrary to the intent of that motion.

*Motions for amendments to amendments of main motions are in order but are not themselves amendable.

12.2.i. (c) Refer to main motion with or without amendment.

Debatable (only as to the propriety or advisability of referral), amendable (only as to instructions contained in the referral motion).

A motion to refer must indicate the body to which the motion is to be referred, may empower action, or may require a report to a subsequent general meeting, to the Executive Committee, or to STARA.

12.2.i. (d) Postpone main motion to a certain time.

Debatable (only as to the appropriateness of postponement), amendable (only as to time). Requires a two-thirds or larger majority vote because it has the effect of amending the agenda.

Postponement can be to a later time in the same session or to a later session of the meeting.

12.2.i. (e) Previous question (that the question be put).

Not debatable, not amendable, requires a two-thirds majority.

This motion may be moved only by a member who has been recognized by the chair.

After the motion has been seconded, it must be voted on immediately. If it passes, all previous commitments to allow persons to speak are eliminated.

12.2.i. (f) Table.

Not debatable, not amendable, requires a majority vote.

A motion to table has the effect of delaying action on a main motion. If the motion is not lifted from the table later (see rule 14.1), the effect of the motion to table is to prevent action from being taken on the main motion.

12.2.ii Privileged motions (A privileged motion does not relate directly to the pending business, but has to do with special matters that, without debate, should be allowed to interrupt the consideration of anything else.)

12.2.ii.(a) Call for orders of the day.

May interrupt speaker, not debatable, not amendable.

If the adopted agenda is not being followed or if there is a deviation from the agenda, a single member can require that the agenda be followed.

A call for orders of the day must receive immediate attention from the chair. The ruling of the chair shall be subject to challenge.

12.2.ii. (b) Question of privilege (point of privilege).

May interrupt speaker, seconder is required if a formal motion is made.

The question or point must concern the welfare, reputation, right, privilege or physical comfort of a member, a group of members or the STA as a whole. The chair shall rule immediately on the validity of the point. The ruling of the chair shall be subject to challenge.

12.2.ii. (c) Recess.

May not interrupt speaker, not debatable, amendable as to length of recess, cannot be reconsidered. A recess is a short intermission in the meeting's proceedings, after which business will immediately be resumed at exactly the point where it was interrupted.

The privileged motion to recess is a motion that a recess begin immediately, made while another question is pending.

A motion to recess that is made when no question is pending is a main motion and follows the normal rules for handling a main motion. This applies whether the recess is to begin immediately or at a future time.

12.2.ii. (d) Adjourn.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered.

A motion to adjourn means to close the meeting.

The privileged motion to adjourn can be made only where provision for another meeting or session exists.

12.2.iii Incidental motions (Incidental motions are incidental to the motions or matters out of which they arise. With few exceptions, they are related to the main question in such a way that they must be decided immediately, before business can proceed.)

12.2.iii. (a) Point of order.

May interrupt speaker.

The point must concern an alleged breach of standing rules and must receive an immediate ruling from the chair. The ruling shall be subject to challenge.

12.2.iii. (b) Appeal (challenge the chair).

Debatable by challenger and chair only.

An appeal or challenge of the chair is in order when another has the floor, but the challenge must be made at the time of the ruling. If any debate of business has intervened, it is too late to appeal.

If any member is dissatisfied with any ruling of the chair, the ruling may be challenged. A motion to sustain the chair shall take precedence over all other business.

When a ruling of the chair is challenged by a member, all other business shall be suspended.

The member making the challenge shall have the right to present argument to the meeting as to why the ruling is in error. The chair shall have the right to defend the ruling. The vote on the motion to sustain the chair shall follow immediately without further debate.

12.2.iii. (c) Suspend the standing rules.

May not interrupt speaker, not debatable, not amendable, cannot be reconsidered.

A motion to suspend the standing rules shall require a two-thirds majority vote.

Standing rules may be suspended by unanimous consent provided that the suspension is not contrary to the constitution and by-laws.

12.2.iii. (d) Objection to the consideration of the question.

Not debatable, not amendable, two-thirds vote against consideration is required.

Can be reconsidered only if objection is sustained.

A motion to object to the consideration of the question can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair.

12.2.iii. (e) Division of a question.

May not interrupt speaker, not debatable, amendable, may not be reconsidered.

When a motion relating to a single subject contains several parts each of which is capable of standing as separate proposition, the parts can be separated to be

considered and voted on as if they were district questions. Such a procedure is consideration seriatim.

When the decision has been made to consider a question seriatim, each part of the motion shall be separate and any procedural motion shall be applied only to the part being debated.

12.2.iii. (f) Requests and inquiries.

Note: These types of inquiry are responded to by the chair, or by a member at the direction of the chair.

(1) Parliamentary Inquiry a request for the chair's opinion not involving a ruling on a matter of parliamentary procedure as it relates to the business at hand.

(2) Point of Information a question about facts affecting the business at hand directed to the chair or, through the chair, to a member.

13. Motions that Bring a Question Again Before the Meeting

The following three motions will be the only ones accepted by the chair to bring a question again before the meeting.

13.1 Take from the table.

Not debatable, not amendable, cannot be reconsidered.

A motion to take from the table must be passed before any motion that has been tabled can be reconsidered. Because the motion will have the effect of amending the agenda, it shall require a two-thirds or larger majority vote to pass. If passed, the motion shall be dealt with at the earliest opportunity.

13.2 Rescind something previously adopted.

Debatable (including discussion on the motion to be rescinded or amended).

Amendable. Two-thirds or larger majority vote required because the effect is to amend the agenda. Negative votes only can be reconsidered.

A motion to rescind is a proposal to cancel or annul an earlier decision. A motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting.

13.3 Reconsider

Debatable (provided the motion to be reconsidered is debatable, in which case debate may also go into the original motion). Not amendable. Cannot be reconsidered. Two-thirds or larger majority vote required because the effect is to amend the agenda.

A motion to reconsider has the following unique characteristics:

(a) It can be made only by a member who voted with the prevailing side i.e., voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated.

(b) The motion can be made and seconded at times when it is not in order for it to come before the meeting for debate or vote. In such a case it can be taken up later,

even after it would be too late to move it in the first place.

(c) A motion to reconsider is in order at any time, even after the meeting has voted to adjourn provided that the mover of the motion has addressed the chair before the chair declared the meeting adjourned.

14. Committee of the Whole

14.1 The meeting may, when considering any item on the agenda, resolve itself into a committee of the whole. The procedure shall normally be used for either of two reasons:

(1) The topic is sufficiently complex to warrant interim decisions that will become binding only after passage of a final composite resolution recommended to the meeting by the committee of the whole.

(2) The matter is a sensitive one and it is the opinion of the meeting that only STA members should be in attendance.

14.2 The procedure shall be for a member to move and second that the meeting resolve itself into a committee of the whole, naming the chairperson of the committee and the person who shall report the committee's decisions to the meeting. After discussion, during which the standing rules may be waived, the committee of the whole shall move to rise and report to the meeting.

14.3 A motion that repeats the words of the report of the committee shall then be placed before the meeting. Only the motion carried by the meeting in regular session shall appear in the minutes.

14.4 Unless directed by motion at the time a motion is voted on, only motions carried by the committee of the whole shall be included in the report of the meeting.

15. Voting

15.1 Voting cards shall be issued to members of STARA in accordance with by-law XI.6.C. These cards shall be distributed at the beginning of each meeting.

15.2 No school may elect more staff representatives than it is entitled under by-law VII. b This rule does not preclude the right of a school to elect "alternate" staff representatives who can replace their elected staff representatives if the need arises.

15.3 One staff representative from each school will be issued all of the voting cards for that school. It will be left to the staff representatives from that school to determine the number of voting cards any school representatives may hold. No member of STARA may vote more than three (3) cards.

15.4 Only duly accredited staff representatives or their duly elected or appointed substitutes shall be granted voting privileges at STARA meetings.

- 15.5 The school representation and voting card entitlement for the year shall be computed on the staffing figures available each year and shall remain in force for that entire school year.
- 15.6 Staff representatives are free to vote as they see fit on questions at the meeting, except as a meeting of a school may have instructed in regard to particular matters scheduled for consideration. This rule does not preclude the right of staff representatives to caucus on matters scheduled for consideration, but no caucus group may bind its members to vote as a unit.
- 15.7 When a staff representative considers the chair to have erred in discerning the result of a vote, he/she may call for a count of voting cards, after properly identifying himself/herself at a microphone.
- 15.8 All counts of voting cards shall be taken by scrutineers assigned to clearly defined areas and shall be made using a numerical call system.
- 16. Elections at the STARA**
- 16.1 If at the time of balloting for a particular office, there is a sole nominee for that office, that person shall be declared elected. If, at the time of balloting for multiple representation, the number of nominees is equal to or fewer than the positions available, those nominees shall be declared elected.
- 16.2 Ballots from STARA elections will be automatically destroyed unless there is a motion to retain them.
- 17. Motion to Amend Standing Rules**
Debatable, amendable; but cannot be referred, postponed or tabled.
- 17.1 A motion to amend the Standing Rules of Order shall require a two-thirds majority.
- 18. Matters Not Covered in Standing Rules**
- 18.1 When the chair is required to make a ruling not covered by these rules, guidance shall be sought from Robert's Rules of Order, Newly Revised.