

# NASA BYLAWS

Adopted at the July 15, 2015, Special General Meeting  
Amended at the May 31, 2017 AGM, Amended at the Nov. 7, 2018 GM,  
Amended at the Sep. 29, 2021 SGM, Amended at the Nov. 15, 2023 GM.

## Article 1 Name

- 1.1 The name of the Association will be the Non-Academic Staff Association at the University of Alberta, hereinafter referred to as “the Association” or “NASA”.

## Article 2 Location

- 2.1 The operations of the Association are to be chiefly carried out in the City of Edmonton.

## Article 3 Interpretation

- 3.1 All references to days mean “calendar” days unless otherwise indicated.
- 3.2 An ordinary resolution means a resolution for presentation at a General Meeting, which must be sent to members a minimum of seven days in advance of the meeting, and which requires a majority (50% +1) of those present and voting to carry.
- 3.3 A special resolution means a resolution which must be sent to members a minimum of 21 days in advance of a General Meeting, and which requires a vote of not less than 75% of those present and voting to carry.
- 3.4 In all instances containing notice requirements to be given, i.e., meetings and special resolutions, such notice may be given either in person, by electronic transmission or by mail. Where delivery of notice is by electronic transmission or by mail, it will be deemed received two business days following transmission or mail.

## Article 4 Membership

### 4.1 Eligibility

Any person employed in a bargaining unit represented by the Association will be eligible for full membership in the Association.

Eligibility for honorary and lifetime members are covered under their respective policies.

Henceforth in this document, Full Members will be referred to as “Active Members.” “Honorary Members” will refer to “Honorary Members” and “Lifetime Members” will refer to “Lifetime Members”. “Members” will refer to all three categories.

### 4.2 Active Member

- a) An Active Member is any person pursuant to clause 4.1 who completes and submits a membership application form to the Association’s office.
- b) Only Active Members are entitled to hold office and vote on Association matters.
- c) Members on any approved leave of absence from their employer will be considered active.

#### 4.3 Honorary and Lifetime Members

- a) Honorary Memberships are awarded to those who have never been a member of NASA.
- b) Lifetime Memberships are awarded to former members of NASA.
- c) Honorary and Lifetime Members cannot hold office or vote on Association matters.

#### 4.4 Obligations of Members

All members of the Association will:

- a) recognize and observe the Bylaws of the Association;
- b) recognize and respect the right of the Association to adopt and enforce reasonable rules regarding the responsibilities of membership.

#### 4.5 Withdrawal of Membership

An individual may withdraw their membership by notifying the Executive Board in writing and returning their membership card. Such an individual will forfeit all rights and benefits of membership.

#### 4.6 Suspension/Expulsion of Membership

- a) An individual may have their membership suspended by the Executive Board for the non-payment of fees, charges or other financial assessments where such fees, charges or financial assessments have been established by the general membership.
- b) An individual may have their membership suspended or revoked if found to have deliberately contravened these Bylaws or the Policies of the Association after following due process as set out in the Association's Code of Ethics Policy, which includes the ability to appeal to the general membership.
- c) The suspension/expulsion of membership of Honorary and Lifetime Members is covered in their respective policies.

### **Article 5 General Membership Meetings**

5.1 A General Meeting is the highest level of decision making authority within the Association. At such meetings Active Members have the opportunity to make, ratify or reverse any decisions previously made to the extent that such an action would not violate these Bylaws, any law of the land, or any collective agreement to which the Association is a party.

5.2 The Association will hold a minimum of two General Meetings per year as well as one Annual General Meeting. Notice of such meetings will be communicated to all members a minimum of 21 days before the meeting.

#### 5.3 Special General Meetings

- a) Where circumstances dictate, the President may call a Special General Meeting. Notice of these meetings will be communicated to all members a minimum of 7 days prior to the meeting date.
- b) The President must call a Special General Meeting upon the request, in writing, of at least 100 Active Members. The request must specify the purpose of such a meeting. Notice will be communicated to all members a minimum of 21 days before the meeting.

5.4 The notices referred to in the above clauses will state the date, hour and location of the meeting and the business to be transacted. The non-receipt of such notice by any member(s) will not invalidate any decisions taken at the meeting.

- 5.5 Quorum for these meetings will be 2% of the last verified count of Active Members, or 50 Active Members, whichever is fewer.
- 5.6 Only Active Members have the right to vote at these meetings.

## **Article 6 Governance**

- 6.1 The Association will be governed by these Bylaws. The Executive Board is responsible for and accountable to the Association as defined in these Bylaws. All Executive Board members will execute a document acknowledging their specific obligations and duties under these Bylaws prior to assuming their office.

## **Article 7 Executive Board**

- 7.1 Executive Board members are expected to set aside any personal allegiances and maintain the credibility and integrity of the Association at all times. In addition, Executive Board members are expected to fully participate in all meetings and activities of the Executive Board, as well as of their individual Committees. Failure by a member of the Executive Board to meet these expectations without legitimate reasons may result in removal from office in accordance with Bylaw 9.7 (i).
- 7.2 The duties of the Executive Board will be:
- a) to administer the Association in keeping with the spirit and intent of the Bylaws and manage the general interests of the Association and its members between General Meetings;
  - b) to direct the affairs of the Association at the policy-making level;
  - c) to hire, oversee and assess the performance of the Director of Operations;
  - d) to set the mandate for negotiation of the Staff Collective Agreement;
  - e) to ratify the Staff Collective Agreement;
  - f) to serve as the hearing panel at Step 2 of the Grievance Procedure as outlined in the Staff Collective Agreement;
  - g) to recommend to a General Meeting any proposed changes to the regular staff complement of the Association;
  - h) to meet as often as required, but no less than once a month;
  - i) to consider all matters placed on the agenda by Executive Board members for such meetings;
  - j) to formulate policies and procedures regarding issues affecting the Association, provided always that such policies and procedures are consistent with these Bylaws, which will then be presented as ordinary resolutions at General Meetings;
  - k) to appoint Active Members to any other committees or bodies as required;
  - l) to review and approve programs and operating procedures of the Association;
  - m) to report on its activities to the membership at General Meetings;
  - n) to make available to any member(s) the adopted minutes, approved budget and audited financial statements of the Association at any time during normal working hours at the Association's offices, provided reasonable notice is given to the officer having control of said records and a satisfactory time is arranged;
  - o) to consider, approve and recommend the annual operating budget of the Association prior to going before the general Active Membership for approval at a General Meeting;
  - p) to recommend to a General Meeting the appointment of the auditors of the Association and ensure that the books of the Association are audited each year, or as often as required, during the year.

- 7.3 The Executive Board meetings will be called by the President, or in the absence of the President, the Vice President. Where three members of the Executive make a request in writing for a special meeting, the President will call a special meeting. The quorum for Executive Board meetings will be a majority of the Executive Board.
- 7.4 The following will constitute the Executive Board:
- |                |                                             |
|----------------|---------------------------------------------|
| President      | Membership Services Chair                   |
| Vice-President | Equity, Diversity, and Inclusivity Chair    |
| Treasurer      | Grievance Chair                             |
| Secretary      | Political Action and Member Education Chair |
|                | Human Resources Chair                       |
- 7.5 The Executive Board will receive remuneration in the form of an honorarium paid once a year. The amount of this remuneration will be set at a General Meeting.

**Article 8 Executive Board Members**

- 8.1 The duties of the President are to:
- a) ensure the work of the Executive Board is in keeping with these Bylaws;
  - b) serve as Chair of the Executive Board (unless otherwise designated) and as such, call meetings and set agendas;
  - c) chair all General Meetings;
  - d) sit on various University and other Labour Community Committees;
  - e) attend numerous events on behalf of the Association (examples are Long Service Recognition, Support Staff Recognition, Retirement Ceremonies, etc.);
  - f) meet regularly with the University Board of Governors and Senior Administration;
  - g) act as the official spokesperson for the Association with the media;
  - h) provide leadership and direction on behalf of the Executive Board to the Association’s Director of Operations;
  - i) act as a signing authority for the Association; and
  - j) provide a written report to the Annual General Meeting.

In order to fulfill the above duties, the President will attend the Association office as required.

- 8.2 The duties of the Vice President are to:
- a) assume the President's duties in the President’s absence;
  - b) chair the Association Award Committee to provide guidance and support to the process;
  - c) chair ad hoc committees on an as needed basis;
  - d) act as a signing authority for the Association; and
  - e) provide a written report to the Annual General Meeting.

- 8.3 The duties of the Secretary are to:
- a) ensure that accurate minutes of Executive Board and General Meetings are kept in accordance with the Association’s records management policy and procedures;
  - b) ensure information regarding members of the Association is kept in accordance with privacy legislation and the Association’s procedures;
  - c) have custody of the Association seal which, whenever used, is authenticated by the signatures of two signing authorities;

- d) ensure that all records and property of the Association are returned when an Executive Board member or any committee member finishes their term;
- e) call meetings to order in the absence of the President and Vice President, until a Chair is selected by the Executive Board;
- f) act as a signing authority for the Association;
- g) chair the Bylaws and Policy Committee;
- h) receive all proposed amendments to the Association's Bylaws for presentation at a General Meeting;
- i) responsible for the review of proposed amendments to the Association's Bylaws and to provide appropriate feedback to the party submitting such amendments;
- j) rule on the interpretation of these Bylaws and such interpretation will not be subject to challenge except by way of an ordinary resolution; and
- k) provide a written report to the Annual General Meeting.

8.4 The duties of the Treasurer are to:

- a) ensure the funds of the Association and financial records are in order at all times in accordance with Generally Accepted Accounting Principles (GAAP);
- b) ensure duly audited financial statements are prepared for submission/presentation to a General Meeting;
- c) ensure a budget for the upcoming fiscal period is prepared and presented for approval at a General Meeting;
- d) chair the Association Finance Committee;
- e) act as a signing authority for the Association; and
- f) provide a written report to the Annual General Meeting.

8.5 The duties of the Equity, Diversity, and Inclusivity Chair are to:

- a) chair the Equity, Diversity, and Inclusivity Committee;
- b) make recommendations to the Executive Board with respect to equity, diversity, and inclusivity priorities for the Association;
- c) propose and ensure implementation of actions that would improve the Association's performance in equity, diversity, and inclusivity issues; and
- d) provide a written report to the Annual General Meeting.

8.6 The duties of the Grievance Chair are to:

- a) chair the Grievance Committee;
- b) as required, ensure that the Association fulfills its duty of fair representation;
- c) provide a written report to the Annual General Meeting.

8.7 The duties of the Membership Services Chair are to:

- a) chair the Membership Services Committee;
- b) propose and ensure implementation of Association Social events;
- c) propose and implement methods to increase Active Membership in the Association;
- d) propose and ensure implementation of education programs designed to increase awareness of the Association's and general labour movement's history in order to enhance participation in the Association;
- e) propose and implement membership reward programs; and
- f) provide a written report to the Annual General Meeting.

- 8.8 The duties of the Political Action and Member Education Chair are to:
- a) chair the Political Action and Member Education Committee;
  - b) make recommendations to the Executive Board with respect to political action and education priorities as they relate to the interest of the Association; and
  - c) provide a written report to the Annual General Meeting.
- 8.9 The duties of the Human Resources Chair are to:
- a) chair the Human Resources Committee;
  - b) chair the bargaining committee for the unionized employees of the Association;
  - c) chair the hiring committee for the Director of Operations; and
  - d) provide a written report to the Annual General Meeting.

## **Article 9 Election of Executive Board Members**

- 9.1 The election of the Executive Board Members will be held as follows: President, Grievance Chair, Secretary, Treasurer, and Political Action and Member Education Chair will be elected in even numbered years; Vice-President, Membership Services Chair, Equity, Diversity, and Inclusivity Chair, and Human Resources Chair will be elected in odd numbered years. The term of office for all Executive Board Members will be two years or such period as circumstances warrant.
- 9.2 Only Active Members as defined in clause 4.2 will be eligible to run for, and hold, elected office in the Association.
- 9.3 Nominations for all Executive Board positions will be made in writing, endorsed by ten Active Members and signed by the nominee. The period for nominations will begin 45 days prior to the Annual General Meeting (AGM). The nominations must be delivered to the NASA office at least 30 days prior to the AGM; nominations will not be entertained from the floor of the AGM.
- 9.4 The election process will be overseen by a Chief Electoral Officer (CEO) elected at the Fall General Meeting.
- 9.5 Elections will be conducted by an electronic ballot vote provided to the Active Members a minimum of 10 days prior to the AGM. The Active Member receiving the greatest number of votes will be elected.
- 9.6 Should an Executive Board Member vacancy occur with a period of more than six months remaining in the term, the vacancy will be filled by an electronic ballot vote of the General Active Membership. The election process must commence within 60 days of the office becoming vacant in accordance with the Association's electronic voting policy.
- 9.7 An Executive Board Member may be removed from office in the following circumstances:
- (i) if the Executive Board Member has been found to be in deliberate breach of a provision of these Bylaws or of the policies of the Association; or
  - (ii) by a resolution passed by a 75% vote of the members present and voting at a Special General Meeting called specifically for the purpose of removing the Executive Board Member from office. In this circumstance, a minimum of 30 days' notice of the meeting and its purpose must be provided to the members and the Executive Board Member.

## **Article 10 Finance**

- 10.1 Funds for carrying out the work of the Association will be raised by way of membership fees (from Active Members), charges, assessments, and other monies that may be received by the Association.
- 10.2 The rate of membership fees can be changed only by a majority of Active Members casting ballots in an electronic vote, following consultation/information meetings with the membership.
- 10.3 The Association may borrow, raise or secure the payment of money for carrying out its object, as it deems fit and in particular, by the issue of debentures. This power will only be exercised under the authority of the Association, and in no instance will debentures be issued, or money borrowed without the sanction of a special resolution.
- 10.4 The Executive Board has the authority to expend funds as approved by the Active Membership in the annual budget. Upon recommendation of the Finance Committee, the Executive Board can authorize major expenditures not provided for in the annual budget or which do not pertain to current negotiations.
- 10.5 Any financial transaction will require the authorization of two signing authorities of the Association
- 10.6 The books, accounts and records of the Association will be audited at least once per year by a duly certified or chartered accountant as selected by the Active Membership. A complete and proper statement of the standing of the books for the previous year will be submitted by such auditor at the Annual General Meeting of the Association.
- 10.7 The fiscal year of the Association will be April 1 to March 31.

## **Article 11 Collective Bargaining**

- 11.1 Collective bargaining will be carried out in accordance with the provisions of the *Labour Relations Code* and the Collective Agreement.
- 11.2 No collective agreement will be entered into by the Association unless it has been ratified by a majority of those Active Members casting ballots in an electronic vote, following information meetings with the membership.
- 11.3 The provisions of clause 11.2 will not apply to a Collective Agreement which results from the implementation of a binding arbitration award.
- 11.4 Only Active Members in a bargaining unit will have voting rights with respect to any matter affecting that specific bargaining unit.
- 11.5 There will be a special bargaining fund and the spending of the fund monies will be authorized by the Executive upon recommendation from a duly appointed Strike Committee of NASA Active Members and staff.

## **Article 12 Amendments to the Bylaws**

- 12.1 These Bylaws may only be rescinded, altered, or added to by a special resolution.
- 12.2 Special resolutions to amend the Bylaws must be delivered to the Association's office a minimum of 30 days prior to a General Meeting.

### **Article 13 Affiliation**

- 13.1 The Association may affiliate with another labour body or change its legal structure by way of a majority of those Active Members voting by electronic ballot, following consultation/information meetings with the membership.

### **Article 14 Amalgamation or Transfer**

- 14.1 The Association may cease to exist as a result of an amalgamation with, or transfer of jurisdiction to, another organization only by means of by a majority of those Active Members voting by electronic ballot, following consultation/information meetings with the membership.

### **Article 15 Standing Committees**

- 15.1 The Active Membership will elect Active Members to all Standing Committees in accordance with the Association's electronic voting policy.
- 15.2 The term of office for each Standing Committee will be two years and will coincide with the term of office of its Chair. Each Standing Committee will have no less than three and no more than seven Active Members including the Chair. Quorum will be 50% + 1.
- 15.3 Each Standing Committee is responsible for reviewing matters relating to its mandate and prescribed duties and making recommendations as appropriate to the Executive Board.
- 15.4 The Bylaws and Policy Committee will:
- a) review from time to time the Bylaws of the Association and may recommend amendments to same;
  - b) advise on questions relating to the Bylaws;
  - c) receive and process all special resolutions recommending changes to the Bylaws for presentation at General Meetings; and
  - d) on its own volition, or upon referral to it, review the policies of the Association, consult with appropriate bodies, and make recommendations for amendment(s) to the Executive Board.
- 15.5 The Finance Committee will:
- a) make recommendations regarding the proper administration of the finances of the Association;
  - b) ensure that expenditures are responsibly and accountably made;
  - c) recommend, through the Treasurer, to the Executive Board the transfer of budget allocations;
  - d) ensure that a proper and complete record of the financial affairs of the Association is accurately maintained at all times;
  - e) make recommendations to the Treasurer in respect to the investments of the funds of the Association;
  - f) review the proposed annual budget and amend or modify that budget;
  - g) present, through its Treasurer, with acknowledgement of the Finance Committee by name, a proposed annual budget to the Executive Board;
  - h) present, through its Treasurer, with acknowledgement of the Finance Committee by name, the proposed annual budget as approved by the Executive Board to a General Meeting, prior to the end of fiscal year; and

- i) review major expenditures not accounted for in the approved annual budget or which do not pertain to current negotiations and make recommendations regarding these major expenditures to the Executive Board.
- 15.6 The Grievance Committee will:
- a) hear Active Member appeals with respect to the filing of grievances; and
  - b) determine which grievances will be advanced to arbitration.
- 15.7 The Membership Services Committee will:
- a) propose and implement methods to increase Active Membership in the Association;
  - b) promote the general welfare of the members of the Association;
  - c) propose and implement member education programs designed to increase awareness of the Association's and general labour movement's history in order to enhance participation in the Association;
  - d) propose and ensure implementation of Association Social events; and
  - e) propose and implement membership reward programs.
- 15.8 The Award Committee will:
- a) administer the awards the Association provides; and
  - b) consider the possibility of future awards and recommend same to the Executive Board.
- 15.9 The Political Action and Member Education Committee will:
- a) promote the education of members of the Association;
  - b) recommend to the Executive Board priorities regarding political action and education relating to political matters affecting members;
  - c) encourage and promote the social action and political participation of members in order to further the interests of the Association;
  - d) act on behalf of members in matters of concern to them relating to the political process;
  - e) establish, with the approval of the Executive Board, ad hoc committees for specific campaigns; and
  - f) recommend policies and procedures to the Executive Board with respect to member education.
- 15.10 The Human Resources Committee will:
- a) recommend to the Executive Board proposals for collective bargaining with the employees' union;
  - b) recommend to the Executive Board changes to the staff complement of the Association;
  - c) participate with the Executive Board in the recruitment, selection, and evaluation of the Director of Operations;
  - d) assist the Director of Operations with the recruitment and selection of new employees; and
  - e) assist with other human resources issues as requested by the Director of Operations.
- 15.11 The Equity, Diversity, and Inclusivity Committee will:
- a) advocate for equity, diversity and inclusivity on campus and promote solutions and improvements;
  - b) build, foster and maintain relationships with equity seeking groups on campus and support their events;

- c) propose and implement member education programs designed to increase awareness of equity, diversity, inclusivity issues on campus and in society;
- d) recommend to the Executive Board priorities regarding equity, diversity, inclusivity matters affecting members; and
- e) recommend policies and procedures to the Executive Board with respect to equity, diversity, and inclusivity.

**Article 16 Union Stewards**

16.1 NASA has created a Union Steward Program which has the following objectives:

- a) To establish NASA’s presence in the workplace – the Union Steward is NASA’s recognized representative in the workplace.
- b) To enhance NASA’s ability to represent its Active Members under the terms of the Collective Agreement and in accordance with NASA’s legal “Duty of Fair Representation” obligations.
- c) To protect Active Members and advance their rights, interests, and causes through advocacy.
- d) To provide informed, effective, and timely assistance to Active Members with workplace issues.
- e) To attempt to resolve workplace issues in a manner that maintains a positive work environment.

16.2 Chief Steward

- a) The Chief Steward will be elected, in even numbered years, from amongst the stewards at the first steward meeting following the general elections. They will be responsible for oversight of the Union Steward Program.

**Article 17 RULES OF ORDER**

17.1 Meetings of the Association will be conducted with decorum in accordance with the following rules:

- Rule 1 The Chair or, in the absence of the Chair a Vice-Chair, will preside at meetings.
- Rule 2 At the beginning of every meeting, the agenda for that meeting will be adopted.
- Rule 3 By motion, the adopted agenda for the meeting may be suspended or changed by a 2/3 vote of those present and voting.
- Rule 4 Every motion should be worded so as to propose an affirmative action.
- Rule 5 Each motion, amendment or sub-amendment must be moved and seconded.
- Rule 6 All resolutions and motions will, if requested by the Chair, be presented in writing.
- Rule 7 Prior to a vote being taken on a motion, the Chair will have the motion under debate read.
- Rule 8 An Active Member having made a motion can withdraw it with the consent of the seconder, if there is no objection from the meeting.

- Rule 9 An Active Member will indicate to the Chair their desire to speak or to present a motion; however, will not proceed further until recognized by the Chair. An Honorary or Lifetime Member will indicate to the Chair their desire to speak; however, will not proceed further until recognized by the Chair.
- Rule 10 When recognized, a member will state their name and department and/or membership type (if an honorary or lifetime member) before proceeding. Where the meeting is of such size or nature that the members are known to each other, the application of this rule will be waived.
- Rule 11 A member will speak only to the matter under debate.
- Rule 12 No member, except the mover of a motion, will speak for more than three minutes at any one time or more than once on the same motion until all members wishing to speak have had an opportunity to do so. The Chair or members of a committee may speak as required. Members may, with the permission of the Chair, be allowed further opportunity to speak. Such additional opportunity will not automatically close debate.
- Rule 13 A member may only interrupt a meeting to speak on:
- a) A "Point of Order" when questioning the application of these Rules. A speaker may be interrupted in this case.
  - b) A "Point of Privilege" when the rights or interests of the meeting or an individual are affected. A speaker may not be interrupted in this case.
  - c) A "Point of Information (Point of Inquiry)" when a member requires more information on the subject under debate. A speaker may not be interrupted in this case. The Chair may answer or request another to respond.
- Rule 14 If a "Point of Order" is called, the member speaking will cease debate until the Point has been decided.
- Rule 15 When the Chair feels that debate has been exhausted or when a pre-determined time limit is reached, the Chair will put the question to the meeting. When the Chair is unsure of the will of the meeting, the Chair will test the floor. A test of the floor may be requested by any member and the Chair will comply.
- Rule 16 No member will enter or leave a meeting during the taking of a vote or when the doors have been closed by order of the Chair.
- Rule 17 Questions will normally be decided by a majority show of hands (or voting cards) on the basis of one vote for each Active Member present and voting. In the event the Chair cannot determine the outcome of a show of hands, the Chair will direct that a standing vote be taken and counted by the Sergeant-At-Arms Committee.

On completion of any vote, the Chair will declare the result, and in the case of a counted vote, will state the numbers voting for and against. Unless the Bylaws state otherwise, all motions will be decided by a majority (50% +1) of those present and voting. An abstention will not be counted in the number used to determine a majority.

Where 50% + 1 is required and 50% does not result in a whole number, then the number will be reduced to the nearest whole number before the addition of the one.

- Rule 18 The Chair will not take part in debate, but may yield the Chair to another in order to speak on any motion or to introduce a motion.
- Rule 19 In the event of a tie, the Chair can choose to vote in the affirmative allowing the motion to carry or choose not to vote, in which case the motion fails. However, if the motion pertains to the Chair, they cannot vote and as a result the motion will fail.
- Rule 20 Notwithstanding Rule 18, the Chair of a committee will have the right to participate in discussion and vote on any issue.
- Rule 21 When a motion has been properly moved and seconded, only the following motions, in the order listed, will be in order:
- | Motion                                | Debatable | Amendable |
|---------------------------------------|-----------|-----------|
| 1. To Adjourn                         | No        | No        |
| 2. To Appeal the Ruling of the Chair  | No        | No        |
| 3. To Refer                           | Yes       | Yes       |
| 4. To Stop Debate (call the question) | No        | No        |
| 5. To Divide or Amend                 | Yes       | Yes       |
| 6. To Postpone                        | No        | No        |
- Rule 22 A motion to adjourn the meeting will always be in order except when a member has the floor or a vote is in progress. The motion must be seconded but is not debatable. The Chair will indicate what business remains on the agenda before taking the vote. A motion to adjourn having been put and lost cannot be raised again until some further business has been completed. A motion to adjourn which carries will end the business of the meeting.
- Rule 23 Notwithstanding Rule 22, the Chair, in the interest of maintaining decorum, will have the right and responsibility to adjourn any meeting where, in the opinion of the Chair, the meeting is no longer under control.
- Rule 24 A motion appealing (challenging) the ruling of the Chair may be made when an Active Member feels gravely wronged or believes that the ruling is a violation of procedure or that the best interests of the Association have not been served. The motion must be seconded and is not debatable or amendable. The challenged Chair will yield the Chair to the Vice-Chair (or other Officer). The challenger will briefly state the reason for the challenge and the challenged Chair will give rationale for the ruling. The presiding Officer will put the question to the floor in the form of "Will the Chair be sustained?" When the appeal is decided, the challenged Chair will resume control of the meeting.
- Rule 25 A motion to refer will be in order where it is necessary to obtain information, where action is required, or where more time for study is necessary before a decision can be made. A motion to refer must be seconded and is debatable, as to advisability of referral, and amendable.
- Rule 26 A motion to stop debate (call the question) will be stated in the form: "I move the question be put". The motion must be seconded and is neither debatable nor amendable. If carried, the Chair will immediately put the question under debate to a vote.
- Rule 27 A motion to limit debate may be used to limit the time allowed for each speaker, to set up a time for the question to be put or to limit the number of speakers. The motion must be seconded and is debatable and amendable.

Rule 28 A motion to divide is in order only when the motion under consideration can be divided into independent motions. The motion must be seconded and is debatable and amendable.

Rule 29 A motion to amend will be in order where it is necessary to modify the main motion. It must be strictly relevant and not alter the intent of the main motion.

A sub-amendment will be in order to modify an amendment, but must not alter the intent of the amendment. No more than one amendment and one sub-amendment will be in order at one time.

Amendments and sub-amendments must be seconded and are debatable; but only an amendment is amendable.

Rule 30 A motion to postpone will be in order where it is necessary to set aside the matter under discussion to deal with more urgent business or where it is not expedient to make a decision. The motion must be seconded and is not debatable or amendable. Postponement can be to later in the same meeting or to a subsequent meeting. If carried, the motion will stand on the agenda for that time/date.

Rule 31 A motion to reconsider will be in order where it is necessary to review a decision taken at a meeting. It can only be made at the same meeting where the original motion was voted on. It cannot be used in the case of elections, bylaw resolutions, or in the case of any action that has already been taken and cannot be reversed. A motion to reconsider must be moved by an Active Member who originally voted with the majority; it must be seconded and requires a majority of those present and voting to pass. It is debatable but not amendable. Where a motion to reconsider carries, the original motion is back before the meeting for further debate and a vote.

Rule 32 A motion to rescind will be in order where it is believed that a wrong decision has been taken or when the decision taken is no longer applicable. It cannot be used in the case of elections, bylaw resolutions or in the case of any action that has already been taken and cannot be reversed. A motion to rescind must be seconded and is debatable but not amendable. If previous notice to the members has been given that a motion to rescind will be made, a majority vote of those Active Members present and voting is required. If previous notice is not given, the motion will require a 2/3 vote of those present and voting to carry.

17.2 Where the preceding rules are silent, Robert's Rules of Order 11<sup>th</sup> Edition will apply.

17.3 No meeting or resolution will be held invalid for failure to follow these Rules of Order unless the failure results in a substantial prejudice or harm.