



**CSN'S RULES OF ORDER**  
**Reference chart**  
 Published by the general secretary of the CSN

	Must be seconded	May be debated	May be amended	Vote required
<b>REGULAR MOTIONS</b> ( <i>articles 16 to 29</i> )				
Main motion	yes	yes	yes	majority
Amendment	yes	yes	yes	majority
Sub-amendment ( <i>exceptions: article 22</i> )	yes	yes	no	majority
<b>DILATORY MOTIONS</b> ( <i>article 36</i> )				
	When a dilatory motion is before the meeting, no incidental motion can be entertained.			
To put the previous question ( <i>articles 73 to 91</i> ) (if 5 people have spoken)	yes	no	no	2/3
To adjourn the debate	yes	no	no	majority
To table	yes	no	no	majority
To refer back to the same committee	yes	no	no	majority
To refer to the Executive Committee, Confederal Bureau or Confederal Council	yes	no	no	majority
<b>INCIDENTAL MOTIONS</b> ( <i>article 30</i> )				
	When an incidental motion is before the meeting, a dilatory motion may be in order.			
To refer to a standing committee	yes	yes	no	majority
To strike a special committee	yes	yes	no	majority
To ask that a document be produced	yes	yes	no	majority
<b>PRIVILEGED MOTIONS</b> ( <i>articles 31 to 35</i> )				
	Privileged motions take precedence over all others. The order of priority among privileged motions is that indicated in Article 31 of the Rules of Order.			
To adjourn	yes	no	no	majority
To resume a debate that was adjourned	yes	yes	no	majority
To resume debate on a matter that was tabled	yes	yes	no	majority
To decide the session when a debate will occur	yes	yes	no	majority
To follow up on a question of privilege	yes	yes	no	majority
<b>Notice of motion:</b>				
• To give notice of motion at a session to reconsider a decision (The mover must have voted in favour of the decision to be reconsidered)	no	no	no	none
• At the subsequent session, first decide whether or not to take the vote over again (Then, see regular motions)	yes	no	no	majority
To sit as a committee of the whole	yes	yes	no	majority
To suspend a rule of order	yes	yes	no	majority
To meet <i>in camera</i> (behind closed doors)	yes	yes	no	majority
To examine a report paragraph by paragraph	yes	yes	no	majority
To split a complex main motion	yes	yes	no	majority
<b>MISCELLANEOUS</b>				
To challenge the President's decision ( <i>article 63</i> )	no	no	no	majority
To nominate ( <i>articles 102 to 108</i> )	yes	no	no	majority
To withdraw a motion ( <i>article 28</i> )	no	no	no	unanimity
Congratulations, thanks, condolences ( <i>articles 18 to 22</i> )	yes, unanimously if no objections	yes	yes	majority
Roll-call vote ( <i>articles 24, 38, 44</i> )	yes	no	no	majority
Secret ballot (when requested by 25 official delegates) ( <i>article 45</i> )	yes	no	no	None
Points or order ( <i>articles 95 to 98</i> )	The member raising the point of order explains it briefly. The President listens and then rules on it. If the point of order is allowed, the speaker concerned may challenge the President's decision. (articles 96-97).			

**N.B.**

1. Members of a committee may be elected by a plurality of votes (article 59).
2. Special rules are added for CSN conventions – e.g., for nominations (article 102).



## Checklist Union meeting

Agenda	President's role	Secretary's role
1. Opening	<ul style="list-style-type: none"> <li>• Verifies the quorum</li> <li>• Calls the meeting to order</li> </ul>	<ul style="list-style-type: none"> <li>• Records the time, place and date of the meeting, and the chairperson</li> <li>• Records the number of persons attending</li> </ul>
2. Roll call of officers	<ul style="list-style-type: none"> <li>• Asks the secretary to proceed with the roll call of officers</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts the roll call of officers</li> <li>• Records those present and absent</li> </ul>
3. Reading and approval of the agenda	<ul style="list-style-type: none"> <li>• Asks the secretary to read out the agenda</li> <li>• Calls for a motion to approve the agenda</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Reads out the agenda</li> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
4. Admitting new members	<ul style="list-style-type: none"> <li>• Informs the meeting and introduces new members</li> <li>• Calls for a motion to accept the new members</li> <li>• Chairs the discussion, if any</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
5. Reading and approval of the minutes	<ul style="list-style-type: none"> <li>• Asks the secretary to read out the minutes</li> <li>• Calls for a motion to approve the minutes</li> <li>• Chairs discussion on the minutes</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Reads out the minutes</li> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
6. Communications and correspondence	<ul style="list-style-type: none"> <li>• Asks the secretary to read out communications and correspondence</li> <li>• Calls for a motion to file correspondence</li> <li>• Chairs discussion on correspondence</li> <li>• If action is to be taken on the subject of a letter, refers the matter to unfinished business or new business, as the case may be</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Reads correspondence or summarizes the most important items</li> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
7. Treasurer's report	<ul style="list-style-type: none"> <li>• Invites the treasurer to present his or her report</li> <li>• Calls for a motion to accept the report</li> <li>• Chairs the discussion</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Records the motion and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
8. Reports from committees and delegates	<ul style="list-style-type: none"> <li>• Invites committee representatives and delegates to give their reports in turn</li> <li>• Calls for a motion to receive each report</li> <li>• Chairs the discussion</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Summarizes and records the important points of reports</li> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
9. Unfinished business a) b) c)	<ul style="list-style-type: none"> <li>• Proceeds item by item</li> <li>• Gives information or invites the person who has the information to present the matter</li> <li>• Gives the floor to members who have questions or comments on the matter</li> <li>• Receives motions, if any</li> <li>• Discussion period for each motion</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Records important discussions on each item</li> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
10. New business a) b) c)	<ul style="list-style-type: none"> <li>• Proceeds item by item</li> <li>• Gives information or invites the person who has the information to present the matter</li> <li>• Gives the floor to members who have questions or comments on the matter</li> <li>• Receives motions, if any</li> <li>• Chairs discussion period for each motion</li> <li>• Proceeds with the vote</li> </ul>	<ul style="list-style-type: none"> <li>• Records important discussions on each item</li> <li>• Records motions and amendments, if any</li> <li>• Records the outcome of the vote</li> </ul>
11. Elections (if any)	<ul style="list-style-type: none"> <li>• Refers to the union's constitution and/or the Rules of Order</li> <li>• Refers to CSN's Constitution and By-laws and Code for Rules of Order</li> </ul>	
12. Close of meeting or adjournment	<ul style="list-style-type: none"> <li>• When the agenda has been completed, declares the meeting adjourned</li> <li>• If the agenda has not been completed, may receive a motion to adjourn and put it to a vote</li> <li>• If the motion is defeated, continues with the agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Records the time of adjournment or</li> <li>• Records the motion to adjourn</li> <li>• Records the outcome of the vote</li> <li>• Records the time of adjournment</li> </ul>