



BCA Standing Orders

Meeting Procedures for Motions and Debates

PROCEDURAL MOTIONS

- A procedural motion is one that affects normal conduct of business at a meeting. For example, a motion to suspend and resume Standing Orders is a procedural motion.
- Any voting member with the exception of the Chair may move a procedural motion at any time, except when a vote is being held.
- A procedural motion shall be put before the meeting to a vote without being seconded or debated.

SUBSTANTIVE MOTIONS

- A motion shall have a mover and a seconder, who are two separate voting members present at the meeting that the motion is before. If no seconder can be found then the motion is deemed to have lapsed.
- The Chair is unable to be the mover of a motion, although they may second a motion.
- Once a motion has been moved and seconded, formal debate shall begin.
- Debate pertaining to a motion shall be governed by normal meeting conduct rules with the exception that the mover and seconder (in order) should be the provided the option to speak to the motion before other attendees.
- Upon completion of the formal debate procedure, the motion shall be put before the meeting to a vote.
- At any point prior to a vote being taken the mover may withdraw their motion.

AMENDMENTS TO MOTIONS

- An amendment is a change to a motion that has already been moved and seconded. Amendments do not apply to procedurals.
- At any time during formal debate, a voting member may propose an amendment, but no more than one amendment may be considered at a time.
- Amendments may modify a motion by:
 - leaving out certain words
 - leaving out certain words in order to insert or add other words
 - inserting or adding certain words
- Any amendment shall not be allowed if it has the effect of negating or substantially changing the intent of the motion, as judged by the Chair.
- If the amendment is acceptable to both the mover and the seconder of the original motion, then their motion is withdrawn and the amendment becomes the substantive motion and debate continues on it.
- If the amendment is not acceptable to either the mover or seconder of the motion, then acceptance of the amendment shall be put to the meeting via a vote under the same guidelines as a normal motion.
- If the amendment is accepted, either directly or by vote, then the amendment shall replace the original motion and debate resumes.
- If the amendment is not accepted, either directly or by vote, then the original motion shall remain in place and debate resumes on it.

- If an amendment is accepted it may be subsequently amended as if it were a normal motion with the exception that subsequent amendments may not be moved with the effect of restoring an original motion.

INITIATION OF SUBSTANTIVE MOTIONS

- Motions may only be raised during a meeting (i.e. without notice) if the motion is accepted by the Chair as the natural consequence of discussion of an agreed agenda item.
- Any motion may be put forward by a BCA member if notice is given before a meeting according to the following:
 - It must be provided to the Chair prior to the scheduled start of the meeting as follows:
 - Substantive motions must be delivered at least 48 hours prior to the meeting
 - Amendments must be delivered at least 24 hours prior to the meeting
 - The notice of motion must contain the following details:
 - The name of the mover
 - Whether the notice outlines a substantive motion or an amendment to another motion for which notice has been given
 - In the case of an amendment a clear reference to the motion being amended
 - The content of the motion or amendment
 - Supporting context outlining the purpose or intent of the motion, if required
 - An indicative template for a notice of motion is provided as an appendix to this document
- When a notice of motion is received by the Chair they must:
 - Determine if the notice can be accommodated within the agenda for the meeting
 - Notify all BCA members of the notice, as soon as practicable, along with an indication of which meeting the notice will be tabled at
 - If a notice is provided before the agenda for a meeting is published it is acceptable for the notice to be published to the full Meeting along with the agenda

VOTING

- Motions arising at any meeting will be decided according to the constitution as follows:
 - Decisions will be made by a simple majority of votes with each BCA member (including the Chair) having one vote
 - In case of an equality of votes the Chair of a meeting will have a second or casting vote
- Each member may elect to abstain from a vote with the exception of the mover of the motion
- The mover of a motion is expected to vote for the motion. In the event that the mover is no longer able to support the motion it must be withdrawn and lapse unless it is subsequently moved by another member
- The seconder of a motion is not compelled to support the motion and may reasonably second a motion to ensure it does not lapse
- Voting shall be conducted by show of hands