

Schedule 'B'
Commonly used Motions in Council and Committee Meetings

Motion Type	Purpose	May Interrupt	Seconder		Debatable	Amendable	Vote Required
			Council	Committee			
Main Motion	Introduces business for consideration	No	Yes	No	Yes	Yes	Majority
Amendment	Used to change the wording of a main motion under consideration. *Only two amendments are permitted for consideration at one time.	No	Yes	No	Yes	Yes	Majority
Deferral Motion	Used to postpone consideration of a matter and is to have a definitive date indicating when the matter will be come back for consideration. This motion takes precedence of other motions and amendments and must be dealt with before further discussion or debate.	No	Yes	No	Yes	Yes, with respect to time and/or date	Majority
Referral Motion	Used to refer matters to a Committee or Board for consideration. This motion precludes amendments and is applicable to the main motion only.	No	Yes	No	Yes	Yes	Majority
Call the Question	Used when a member believes enough time has been spent in debate and the members have enough information to make a decision. This motion has the ability to stop all debate and if approved, to immediately bring forward a vote on any pending recommendation.	No	Yes	No	No	No	Majority

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Dispensing with Notice	Used to add an item at the last minute to the agenda for immediate consideration.	No	Yes	N/A	No	No	2/3 of the Whole of Council
Reconsideration	Used to raise a matter that was previously dispensed with, to determine whether further consideration be given to a motion that was already voted on.	No	Yes	N/A	Yes, only for the reasons for or against.	No	2/3 of the Members Present
Motion to extend proceedings	Used to extend meetings beyond 11:00 p.m. Motion approves a one-hour extension; with proceedings of Council ending by no later than midnight.	No	Yes	No	No	Yes	Unanimous Consent of all members present
Point of Order	Used to point out an error in procedure of a breach of the rules	Yes	No	No	No	No	None
Point of Procedure	Used to direct a question to the presiding officer to obtain information on a matter of parliamentary law or the rules of Council relating to the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion.	Yes	No	No	No	No	None
Point of Personal Privilege	Used when a member considers their rights or integrity or the rights or integrity of Council as a whole has been impugned, the member may, as a matter of personal privilege, rise at any time, with the consent of the presiding officer, for the purpose of drawing the attention of the Council to the matter.	Yes	No	No	No	No	None

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Recess	Used when a member wishes to take a short break. Can be raised when another motion is pending.	No	Yes	No	No	Only with respect to the length of the recess	Majority
Suspend the Rules	A motion that enables Council or a Committee to do something that cannot be done without violating the rules of the Procedural By-law	No	Yes	No	No	No	Unanimous Consent of all members present
Adjournment	Upon completion of the matters included on the agenda, the meeting shall be considered adjourned.	N/A	N/A	N/A	N/A	N/A	None