



Nigerian Society of Engineers

RULES OF ORDER FOR NSE MEETINGS.

REVIEWED SEPTEMBER, 2020

INTRODUCTION

The Nigerian Society of Engineers (NSE) was established on 6th February, 1958 in London and later inaugurated in Lagos on 20th August, 1960. Since then, its membership, Divisions and Branches have grown tremendously. Due to the rise in number of Divisions and Branches, the membership of Council has grown to the level that proper rules had to be made to guide the procedures of its meetings.

Council of NSE in recognition of this need set up a Council Procedures Committee in 2004 headed by Engr. Chief R.A. Alabi, FNSE, to bring up proposals on rules to guide the Society's meetings. A report was submitted by the Committee but not implemented.

Council on 13th January, 2008 revisited the need to have rules guiding its meetings and reconstituted the Council Procedures Committee to review the earlier report and make further recommendations. The composition of the Committee was as follows:

1. Engr. Dr. F.A. Shonubi, FNSE - Chairman
2. Engr. Otis Anyaeji, FNSE - Member
3. Engr. Felix Atume, FNSE - “

The Committee produced a working draft rules which was presented to Council for consideration. Council on 11th January, 2009 considered the Committee's proposals and approved it for use at its meeting and as a standard for the conduct of NSE meetings at all level. NSE Divisions, Branches, Boards and Committees were urged to use the rules as it concerns their activities.

Following the amendments to the Memorandum and Articles of Association at the Society's Annual General Meeting (AGM), which held on 5th December, 2019, Council at its meeting of 18th June, 2020, constituted a MemArt Implementation Committee to review the existing Rules of Order to be in tandem with the revised MemArt. The composition of the Committee was as follows:

1. Engr. C.A. Mbanefo, FNSE - Chairman
2. Engr. Zakari Ayitogo, FNSE - Member
3. Engr. Saliu Lawal, FNSE - “
4. Engr. Dr. Felicia Agubata, FNSE - “
5. Engr. Dr. Ramatu Abarshi, FNSE - “
6. Engr. Mahmud Abubakar, FNSE - “
7. Engr. Patrick Achuenu, MNSE - “
8. Barr. Thomas Oseghale Egbele - Secretary

The Committee presented its draft rules to Council for consideration at its meeting of 17th September, 2020, and Council after consideration, approved the rules for use at all level of NSE's meeting.

The application of the rules would serve as a training ground for members intending to participate in the national polity due to its similarity to what is practiced at the National and State Assemblies.

It is hoped that these rules would be adhered to at all Council meetings and NSE meetings at all levels.



Engr. Dr. Okopi Alex Momoh, FNSE
Executive Secretary

SECTION 1:	RULES OF ORDER
Rule 1	<p>Provisions of the Articles of Association. Calling of AGM (Article 22 (3)) (1) At least <i>thirty</i> days before the date fixed for each Annual General Meeting the Secretary to Council shall send a notice by post or electronic text to every Member of the Society at his last registered address in the Society’s database specifying the time, date and place fixed for the meeting and shall also publish the said notice in at least two nationally circulating newspapers.</p>
Rule 2	<p>Calling of Extra-Ordinary General Meeting (Article 23) (1) An Extra-Ordinary General Meeting may, at any time, be called by Council of its own accord OR shall be called by Council when it is requested to do so by not less than one thousand Corporate members provided that such Members either jointly or severally submit to the Secretary to Council their request in writing signed by all of them stating in full the objects for which the meeting is required to be called. (2) If the Council on being requested to call a meeting in accordance with Article 23 (1) fails to do so for more than 28 days, the requisitionists may themselves call the meeting in a manner similar to that in which meetings are called by the Council. (3) Notice for any Extra Ordinary General Meeting shall be given by the Secretary to Council in a similar manner to that given for Annual General Meeting. (4) Corporate members referred to in (1) above shall be Financial Members whose subscription must not be in arrears.</p>
Rule 3	<p>Calling of Council, Committee and Board Meetings (Article 29) (1) The Secretary to Council or Committee or Board as the case may be, shall at the request of the President or in his absence the Deputy President, or the Chairman, as the case may be, or at the request of not less than 50 per cent or half of the members of the Council or of the Committee or Board, call a meeting of the Council or of the Committee or Board and shall (unless otherwise unanimously agreed) give not less than fourteen clear days’ notice of such meeting to all members of the Council or of such Committee or Board specifying briefly in such notice the agenda of the meeting. (2) The Council and any Committee or Board meeting may adjourn at pleasure for such time and to such places as the members present may determine. (3) The Council shall conduct its meetings in accordance with the Articles of Association of the Society, and subject thereto in such manner as it may decide.</p>
Rule 4	<p>Quorum: (Article 24) (1) GENERAL MEETINGS (a) The quorum for an Annual or Extra Ordinary General Meeting shall be 1000 Corporate financial members of the Society and no business shall be transacted at any such meeting unless such quorum be present at the commencement of business. In the absence of a quorum one hour after the scheduled commencement of the meeting, it shall: (i) if an Annual General Meeting, stand adjourned until the same day 28 days later at the same time and place, and if at such adjourned meeting a quorum is not obtained, those members present shall form a quorum and may transact business. (ii) if an Extra-ordinary General Meeting, be dissolved and the matter (s) on the agenda considered rested. (2) COUNCIL MEETINGS (a) The quorum for a regular meeting of Council shall be 20 at the commencement of business. (b) For the purpose of Articles 11 (3) (d) and 20 (6) the quorum shall be 40. (c) In the absence of a quorum one hour after the scheduled commencement of a meeting, the meeting shall be re-scheduled. (d) For the purpose of Articles 11 (3) (d) and 20 (6) the subject may be re-scheduled twice after which a quorum of 20 shall apply.</p>
Rule 5	<p>Presiding Officer (Article 13 (1), (2) & (3)) (1) President The duties of the President shall include:</p>

	<ul style="list-style-type: none"> (i) Presiding at Annual General Meeting or Extraordinary and other General Meetings of the Society and Meetings of the National Executive Committee and Council; (ii) Directing the summoning of Meetings of the National Executive Committee and Council either on his own initiative or in accordance with the decision of the National Executive Committee or on the requisition of members in accordance with the provisions of the Articles of Association of the Society; (iii) Directing all other Officers of the Society in the performance of their duties; (iv) Providing direction and leadership to all Boards and Committees of the Society; (v) Presenting at the Annual General Conference/Meeting a Presidential address in writing to highlight the accomplishments, problems, prospects and future direction of the Society; (vi) Acting as the principal spokesman of the Society; (vii) The President may act on behalf of Council on urgent matters after due consultations and approval of the National Executive Committee in between Council meetings and shall seek Council's retroactive approval for such actions at the next Council meeting. (viii) Further to the duties set out in Article 13 (3) (a) (i) & (ii), the President shall propose other duties of the Vice Presidents to Council for approval. <p>(2) Deputy President The Deputy President shall:</p> <ul style="list-style-type: none"> (i) In the absence of the President preside at all meetings in which the President is empowered to preside by the provisions of this Memorandum and Articles of Association; (ii) Serve as Chairman of the Finance and Administration Board, and shall also coordinate the activities of the Committees under the Board; (iii) Perform all other duties as he/she may be directed by the President, National Executive Committee, Council or the Annual General Meeting or which the President is unable to perform owing to ill health, old age, absence from the country or any other reason. <p>(3) The Vice Presidents The Vice Presidents shall:</p> <ul style="list-style-type: none"> (i) Any of the Vice Presidents so elected by Council shall in the absence of the President or Deputy President preside at all meetings in which the President is empowered to preside by the provisions of this Memorandum and Articles of Association; (ii) Perform all other duties as may be directed by the President.
Rule 6	<p>Frequency of Meetings – General Meeting (Article 21 (1)) The first General Meeting shall be held at such time not being less than one month nor more than three months after the incorporation of the Society and thereafter an Annual General Meeting shall be held in each Calendar year at such time and place as may be determined by the Council. All other meetings shall be called Extra-Ordinary General Meetings. All Meetings shall be held at a place to be determined from time to time by the Council.</p>
Rule 7	<p>Frequency of Meetings - Annual General Meeting (Article 22 (1)) The Society shall hold its Annual General Meeting once in a year at any place in Nigeria the Council may prescribe. The purpose shall be to transact the business of the Society, the election of the Deputy President, the Vice Presidents and other elected members of the Executive Committee, the appointment of one or two Auditors and authorizing Council to fix their remuneration, and for receiving and adopting the accounts of the Society and the Auditor's report and the report of the Council on the past year's transactions and for discussing any matters incidental to the profession.</p>
Rule 8	<p>Frequency of Meetings- Council Meetings (Article 14 (5)) The Council shall meet at least once a quarter.</p>
Rule 9	<p>Frequency of Meetings- Boards and Committees. Boards and Committees shall arrange the frequency of their meetings as their assignments require.</p>
Rule 10	<p>MINUTES (Article 30) The Council shall cause correct minutes to be kept of all proceedings of the Council and of the Society and every Board or Committee of the Council or of the Society. The minutes shall be kept in suitable books which shall be open to inspection by members of the Society at all reasonable times.</p>
Rule 11	<p>Signing of Minutes and Resolutions of Council (Article 20 (3) & (4)).</p>

	<p>(3) Minutes of the proceedings of the Council and of the attendance of members shall be recorded in a book kept for the purpose and shall be signed by the Chairman and Secretary of the next succeeding meeting at which they shall be read and every such minute so recorded and signed shall in the absence of proof of error therein be considered a correct record.</p> <p>(4) All resolutions of Council shall be separately recorded in a book and kept in the office of the Executive Secretary and shall be available at Council meetings and to members during working hours.</p>
Rule 12	<p>Boards & Committee Minutes (Article 28 (4)) Boards and Committees shall conduct their business and keep minutes in a manner as nearly as possible similar to that prescribed in these articles for conduct of the Council.</p>
Rule 13	<p>Reports (Article 28 (5)) (4) The reports and recommendations of the Executive Committee, all other Committees and Boards of the Nigerian Society of Engineers shall be placed before the Council for its approval as it deems fit. The reports to Council should be structured along the broad headlines in Appendix 1.</p>
Rule 14	<p>Voting on Issues at General Meetings (Article 27 (1)) Every Corporate Member shall have one vote at every General Meeting at which he is present provided that his subscription is not in arrears. In the event of an equality of votes the Chairman shall have a casting vote in addition to his original vote.</p>
Rule 15	<p>Voting (Article 26) Every question shall be decided by a simple majority of the corporate members present personally or by proxy voting by show of hands except such matters as are required by the Act and these Articles to be decided in any other manner. In case of equality of votes the chairman shall have a casting vote in addition to his vote as a member.</p>
Rule 16	<p>Validity of Votes (Article 27 (2)) No objection shall be made to the validity of any vote except at the meeting or poll at which such vote is rendered and the Chairman of the meeting shall be the sole and absolute judge of validity of every vote tendered and vote not so disallowed shall be valid.</p>
Rule 17	<p>ADJOURNMENT (Articles 25 & 29(2)) (25) A General Meeting may be adjourned by the Chairman with the consent of the meeting, from time to time and place to place and no notice of such adjourned meeting shall be given and no business shall be conducted at such adjourned meeting other than business left unfinished at the meeting for which adjournment took place. 29(2) The Council and any Committee or Board meeting may adjourn at pleasure for such time and to such places as the members present may determine.</p>
Rule 18	<p>Point of Order Any provision of the Memorandum and Article of Association of The Nigerian Society of Engineers may be brought to the attention of Council as a point of order.</p>
SECTION 2:	
	ORGANISATION OF BUSINESS
Rule 19	<p>Article 35 (1) There shall be established a Business and Rules Committee which shall be responsible for preparing the agenda for Council meetings, with tenure of one year beginning in January of every year.</p>
Rule 20	<p>Article 35 (2) The Business and Rules Committee shall consist of 7 members of Council. The Chairman and 3 members shall be elected by Council, 2 members shall be appointed by the President from the Executive Committee, and the Executive Secretary who is Secretary to Council. The membership shall reflect the diversity of engineering disciplines.</p>
Rule 21	<p>Duties of the Business & Rules Committee (Article 35 (3))</p>

	<p>The duties of the Business and Rules Committee shall include:</p> <ul style="list-style-type: none"> (a) To receive proposals from the Executive Committee and other members of Council for any matter they wish to bring before Council. (b) To draw up the agenda for the next Council meeting. (c) To ensure that the Rules and Resolutions of Council and AGM are documented in the Society’s Register of Resolutions and report back to Council quarterly on compliance. (d) To perform such other duties as Council may assign to it from time to time.
Rule 22	Any Division, Board, Committee, Branch or member wishing to bring a matter before Council shall submit the memorandum at least two weeks before the Council meeting at which it is required to be discussed
Rule 23	The Committee shall meet not later than 10 days before the next Council meeting to finalise the agenda”
Rule 24	All Council papers shall be circulated electronically to Council members not later than 7 days before the Council meeting.
Rule 25	All Council members are required to have an email address to which Council papers shall be sent.
Rule 26	Papers and Reports sent to Council shall follow the format attached as Appendix 1.
Rule 27	Structure of high table - Presiding Officer, Deputy Presiding Officer and Secretary to Council shall be seated at high table during a Council meeting.
Rule 28	<ul style="list-style-type: none"> (1) Business shall commence at 11am prompt. (2) There shall be a Health, Safety and Environment (HSE) Briefing immediately the meeting is called to order
Rule 29	The duration of meeting shall not exceed 4 hours except on a motion to suspend the rule at that meeting.
SECTION 3	PROCEEDINGS
Rule 30	<p>The Presiding Officer’s duties are as follows:</p> <ul style="list-style-type: none"> a. To open the session at the required time by taking the chair and calling the meeting to order. b. To announce business before the Council in the order it must be acted on. c. To state and put to a vote all motions that are made regularly and those that arise during the meeting. d. To announce the result of vote on motions. e. To restrain members engaged in debate within the rules of order (when the disorder is so great that business can’t be transacted and the chair can’t enforce order, to adjourn the Council as a last resort). f. To protect the right of a speaker who has the floor. g. To enforce order and proper conduct on all occasions among the members. h. To decide all Questions of Order (subject to an Appeal to the assembly of any two members). i. To inform the Council about a point of order or practice when necessary or when called onto do so. j. To authenticate by his or her signature, when necessary, all of the acts, orders, and proceedings of the assembly. k. To represent and stand for the Council in general, declaring its will and always obeying its rules.
Rule 31	<p>Electing a Presiding Officer when necessary to call the meeting to order and commence the business of the day.</p> <p>In the absence of all the officers named in rule 5, the Secretary to the Council shall call the meeting to order for the purpose of electing a Presiding Officer “<i>pro tempore</i>”</p>
Rule 32	In the absence of the Secretary to Council, any member may call the meeting to order for the purpose of electing a Chairman pro tempore and a Secretary pro tempore for the meeting.
Rule 33	The “pro tempore” appointment terminates on the arrival of the regular Chair and/or Secretary or at the end of that meeting at which the appointment was made.

Rule 34	A record of attendance of every member at every meeting shall be kept and be in the minute of meeting. The original of such attendance should be preserved with the minutes.
Rule 35	Adoption of the Agenda The first business after the call to order shall be adoption of the agenda.
Rule 36	Obtaining the Right to Speak To bring a matter before the Council, the speaker should first obtain the floor by being recognised by the Chair, through raising of his/her hand. The Chair normally recognises a speaker by his name. if the Chair starts to speak before a person obtains the floor, hands already raised shall be lowered for the time being.
Rule 37	Once the floor is assigned to someone, neither the Chair nor any member shall interrupt him/her except: <ul style="list-style-type: none"> i. To enter in the minutes a motion to Reconsider. ii. To allow a question of order. iii. To recognise an objection to the consideration of a question. iv. To call for the orders of the day. v. To admit a question of privilege that requires immediate action. vi. To allow point of information.
Rule 38	A person who interrupts the speaker shall state his reason for doing so. For point of information, it shall be strictly recent facts on the matter relating to the point raised by the speaker not for comment.
Rule 39	Speaker shall only address the Chair.
Rule 40	Introducing Business To bring business before a meeting, a member shall make a communication or a motion. (A motion requests the assembly to take a decision on an issue; communication presents information or comment).
Rule 41	Motions and Amendments thereto shall be in writing and be seconded.
Rule 42	Motion for routine matters such as referring a report to a committee may not be required to be put in writing or seconded. The Chair shall proceed without a motion only if no one objects.
Rule 43	When a member has moved a motion and it has been seconded, the Chair shall restate the motion clearly to the Council for debate.
Rule 44	All instructions to Divisions, Boards, Committees and Branches shall be in writing.
Rule 45	The Presiding Officer may order the time limit for any issue under discussion.
Rule 46	Unless so ordered, a speaker shall not speak for more than 5 minutes on an issue.
Rule 47	On issues of multi-disciplinary nature, Council shall ensure that contribution from various disciplines are canvassed and considered in arriving at decision.
Rule 48	Debate on a motion is closed by the Chair putting the question to vote.
Rule 49	A motion calling for the Previous Question when carried by two-thirds majority shall cut off debate on the subject and bring the Council to a vote on the matter being discussed.
Rule 50	Motion for Previous Question shall state whether it relates to a motion to amend or commit or to the main motion itself.

Rule 51	When the pending motion is a motion to amend or to commit to a committee, the motion calling for Previous Question shall only apply to the motion to amend or commit.
Rule 52	Debate on an issue may be suspended by a motion carried by simple majority to “Lay a matter on the Table”.
Rule 53	For a tabled motion to be taken from the Table, there must be a majority vote in favour at a subsequent meeting.
Rule 54	In putting the question, the Chair would restate the motion to the Council.
Rule 55	When it is not allowed to amend or debate a motion, the Chair shall put the motion to a vote.
Rule 56	When a debate on a debateable matter has ended, the Chair shall put the question to a vote.
Rule 57	Before putting the question, the Chair shall ask if the Council is ready for a vote.
Rule 58	Voting shall be by voice vote/or show of hands, unless otherwise prescribed in the Articles of Association of NSE.
Rule 59	Every vote for or against a motion shall be so recorded in the minute of the meeting.
	A speaker shall not speak more than once on an issue except the person that moved the motion or presented the report without permission of the Chair.
Rule 61	Adjournments shall be moved and seconded to a date or sine die.
Rule 62	Recess may be taken for duration determined by the meeting and for a specified purpose.
Rule 63	A speaker shall confine him/herself to the matter before the Council and avoid personalities.
Rule 64	When the Chair rises to state a point of order, give information or say something else within the limits of the Chair’s authority, the person speaking must sit down until the Chair is heard first.
Rule 65	When a speaker is called to order, the speaker must sit down until the question of order is decided. If the members’ remarks are decided to be improper that person may not continue speaking if anyone objects unless permitted by the Council.
Rule 66	Disorderly words should be written down by the person who objects to them or by the Secretary of the Council and then read to the member. If the member denies having said them, the Council shall decide.
Rule 67	A meeting shall be entitled to order the removal of a member whose conduct breaches the rules of the Council. A majority vote to this effect shall be enforced by the Chair who may order the person escorted out of the meeting by the Sergeant-at-Arms or such other designated persons.
Rule 68	Dressing for Council, Board and Committee meetings shall be formal.
Rule 69	Any member of EXCO that is absent from EXCO or Council meeting for two consecutive times without valid reason should forfeit his/her seat on both (the Council & EXCO) and the Council should in accordance with Article of Association fill the vacant seat.
Rule 70	Any Division or Branch that is not represented at two consecutive meetings, Council should be notified in writing of such absence. If the Division or Branch is absent for the third consecutive Council meeting, the current holder of the office of Chairman should be replaced by Council.
Rule 71	Any co-opted member of Council that fails to attend two consecutive meetings of Council without valid reason ceases to be a member of Council and should be so informed.
Rule 72	Any nominated member of Council that is absent at two consecutive meetings of Council without valid reason should be notified through the nominating body.

	If after the notification, the absence continues at the next meeting of Council, the member shall cease to be on the Council and the nominating Body should be requested to nominate a replacement.										
SECTION 4	MOTIONS										
1.	<p><u>General Classifications</u></p> <p>a. Principal or Main Motion: This is a motion on any particular subject brought before Council for consideration. It cannot be made when another motion is before the Council. It does not have precedence over any motion – it yields to all secondary motions, incidental motions and privileged motions. It is out of order if it conflicts with the Memorandum and Articles of Association, bye-laws, standing orders or resolutions.</p> <p>b. Subsidiary or Secondary Motion: This is a motion applied to another motion as a means of disposing of the other motion for example a motion to have an Appeal, lay on the table. A subsidiary motion has precedence over a principal motion and has to be decided before the Council can act on the principal motion. It yields to privileged and incidental motions. Subsidiary motions are:</p> <ol style="list-style-type: none"> i. To lay a matter on the table ii. To order the Previous Question iii. To postpone something to a certain date iv. To commit or refer a matter to a committee v. To amend a motion vi. To postpone consideration indefinitely. <p>c. Incidental Motions: These motions arise out of or are prompted by other motions and therefore, take precedence over other motions but they yield to privileged motions and can be amended. The Incidental are:</p> <ol style="list-style-type: none"> i. To appeal or raise questions of order. ii. To object to the consideration of a question iii. To request the reading of papers iv. To withdraw a motion v. To suspend the rules <p>All incidental motions except an appeal are undebatable.</p> <p>d. Privileged motions: These are not related to pending motion but take precedence over all motions. They cannot be debated unless they pertain to the rights of the Council or its members. They cannot be used to interrupt business. The privileged motions are:</p> <ol style="list-style-type: none"> i. To fix the time to which to adjourn. ii. To adjourn iii. To raise question of privilege iv. To call for orders of the day 										
2.	<p><u>Classification by Objectives</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;">Objective</th> <th style="text-align: left;">Motion to accomplish the objective</th> </tr> </thead> <tbody> <tr> <td>a. To modify or amend</td> <td>i. To amend ii. To commit or refer</td> </tr> <tr> <td>b. To defect action</td> <td>i. To postpone ii. To lay on the table</td> </tr> <tr> <td>c. To suppress debate</td> <td>i. To call for the previous question. ii. To limit debate or close debate.</td> </tr> <tr> <td>d. To suppress the question</td> <td>i. To object to consideration of a question. ii. To postpone indefinitely iii. To lay on the table.</td> </tr> </tbody> </table>	Objective	Motion to accomplish the objective	a. To modify or amend	i. To amend ii. To commit or refer	b. To defect action	i. To postpone ii. To lay on the table	c. To suppress debate	i. To call for the previous question. ii. To limit debate or close debate.	d. To suppress the question	i. To object to consideration of a question. ii. To postpone indefinitely iii. To lay on the table.
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	<p>e. To consider a question</p> <p>f. To apply Orders and Rules</p> <p>g. To handle</p> <p>h. To close a meeting</p> <p>i. To consider the second time</p> <p>i. To call for orders of the day</p> <p>ii. To make special order</p> <p>iii. To suspend the rules</p> <p>iv. To raise questions of order</p> <p>v. To appeal</p> <p>i. To request reading of miscellaneous matters papers.</p> <p>ii. To withdraw a motion.</p> <p>iii. To raise questions of privilege.</p> <p>i. To fix the time to which to adjourn.</p> <p>ii. To adjourn.</p>
3.	<p><u>Motions that are undebatable</u></p> <p>Motions</p> <p>a. To adjourn</p> <p>b. To fix the time to which to adjourn (undebatable if made when another question is before the Council)</p> <p>c. To appeal, relating to indecorum etc</p> <p>d. To call to order</p> <p>e. To close debate, motion to</p> <p>f. To extend the limits of debate, motion to</p> <p>g. For leave to continue speaking after indecorum</p> <p>h. To lay on the table</p> <p>i. To lay on the table</p> <p>j. To object to consideration of a question</p> <p>k. To call for orders of the day</p> <p>l. To postpone to a certain time (allows only limited debate on the propriety of postponement)</p> <p>m. To postpone indefinitely</p> <p>n. To order previous question</p> <p>o. Relating to priority of business</p> <p>p. On question of privilege</p> <p>q. On reading papers</p> <p>r. To reconsider a debatable question</p> <p>s. To reconsider an undebatable question</p> <p>t. To refer (same as commit)</p> <p>u. To rescind</p> <p>v. To rise (in committee: adjourn)</p> <p>w. To make a special order</p> <p>x. To suspend the rules</p> <p>y. To take from the table</p> <p>z. To take up a question out of its proper order</p> <p>aa. For withdrawal of motion</p>
4.	<p><u>Motions Opening Main Question to Debate</u></p> <p>a. Commit or refer</p> <p>b. Reconsider a debatable question</p>

	c. Rescind
5.	<p><u>Motions that cannot be Amended</u></p> <ul style="list-style-type: none"> a. Adjourn b. Amend an amendment c. Appeal, relation to indecorum d. Appeal, all other cases e. Call to order f. Leave to continue speaking after indecorum g. Lay on the table h. Objection to consideration of a question i. Orders of the day, motion for the j. Postpone indefinitely k. Previous question l. Privilege question of m. Reading papers n. Reconsider an undebatable question o. Rise (in committee: adjourn) p. Suspend the rules q. Take from the table r. Take up a question out of its proper order s. Withdrawal of a motion
6.	<p><u>Motions that cannot be Reconsidered</u></p> <ul style="list-style-type: none"> a. Adjourn b. Lay on the table (An affirmative vote on this motion cannot be reconsidered) c. Postpone indefinitely d. Reconsider a debatable question e. Reconsider an undebatable question f. Rise (in committee: adjourn) g. Suspend the rules h. Take from the table (An affirmative vote on this motion cannot be reconsidered)
7.	<p><u>Motions that require two-third Majority</u></p> <ul style="list-style-type: none"> a. Amend the rules b. Close debates, motion to c. Extend the limits of debate, motion to d. Objection to consideration of a question e. Previous question f. Special order, make a g. Suspend the rules h. Take up a question out of its proper order
8.	<p><u>Motions that do not Require to be Seconded</u></p> <ul style="list-style-type: none"> a. Call to order b. Objection to consideration of a question

	<ul style="list-style-type: none"> c. Orders of the day, motion for the d. Privilege, question of
9.	<p><u>Motions that are in Order when Another has the Floor</u></p> <ul style="list-style-type: none"> a. Appeal, relating to indecorum etc b. Appeal, all other cases c. Call to order d. Objection to consideration of a question e. Orders of the day, motion for the f. Privilege, question of g. Reconsider a debatable question } can be moved and entered on the record when h. Reconsider an undebatable question } another person has the floor but can't interrupt business then before the Council: must be made on the day or the day after the original vote was taken and by the one who voted with the prevailing side.
10.	<p><u>Precedence of Motions</u></p> <p>The list shows the rank of motions. Any motion can be made while a lower rank motion is pending.</p> <ul style="list-style-type: none"> a. Undebatable Motions <ul style="list-style-type: none"> a. To fix time to which to Adjourn (when another question is before the Council) ii. To Adjourn (when unqualified) iii. To call for the orders of the day iv. To lay on the table v. To call for previous question (requires two-thirds vote) b. Debatable Motions <ul style="list-style-type: none"> i. To postpone to a certain time ii. To commit or refer iii. To Amend iv. To postpone indefinitely
APPENDIX 1	<p><u>REPORTS TO COUNCIL</u></p> <p>Divisions and Branch reports to Council should be structured along the following or similar broad headlines.</p> <ul style="list-style-type: none"> (a) <u>GENERAL INFORMATION</u> <ul style="list-style-type: none"> • Period of Report • Type of Report (b) <u>Professional Development Activities</u> <ul style="list-style-type: none"> • Period Covered • Details of Development (c) <u>Membership Affairs</u> <ul style="list-style-type: none"> • Present Strength • New Members • Payment of Subscriptions • Upgrade/Transfer • Obituaries • Welfare of Members (d) <u>Public Affairs</u> <ul style="list-style-type: none"> • Business Luncheons/Visits/Dinners

	<ul style="list-style-type: none"> • Collaboration with Government, Organised Private Sector, Academic Community, International Relations, and the larger Society. <p>(e) <u>Financial Management</u></p> <ul style="list-style-type: none"> • Summary of Income & Expenditure • Balance Sheet • Cash Flow • Audited Account • Special Projects (Provide Details) • Secretary and the Chairman to Sign
<p>APPENDIX 2</p>	<p>Guidelines for Business and Rule Committee</p> <p>Structure of Agenda</p> <p>Time must be allotted for every item on the agenda, which must be analysed along the following or similar subheadings:</p> <ul style="list-style-type: none"> • Serial number (S/N) Folio • Type; whether for information (INFO) • Decision (Dec) or Discussion (Disc). <p>The individual or officer to take the action must be indicated either by name or officer. Length of time (say 15 mins.) or indeed actual time (say 10.15 – 10.30) must also be indicated. The agenda should be sent with the notice of the meeting. A standard format of agenda is shown below for guidance only.</p> <ol style="list-style-type: none"> a. Call to order b. Adoption of Agenda c. Reading, correction, and approval of previous minutes d. Reading of correspondence e. Reports <ol style="list-style-type: none"> i. From EXCO ii. From Division iii. From Standing Committees iv. From Special Committees v. From Branches f. Unfinished Business (Matters Arising) g. New Business h. Appointment of committees i. Announcements j. Adjournment