STF COUNCIL PROCEDURES

QUICK REFERENCE GUIDE

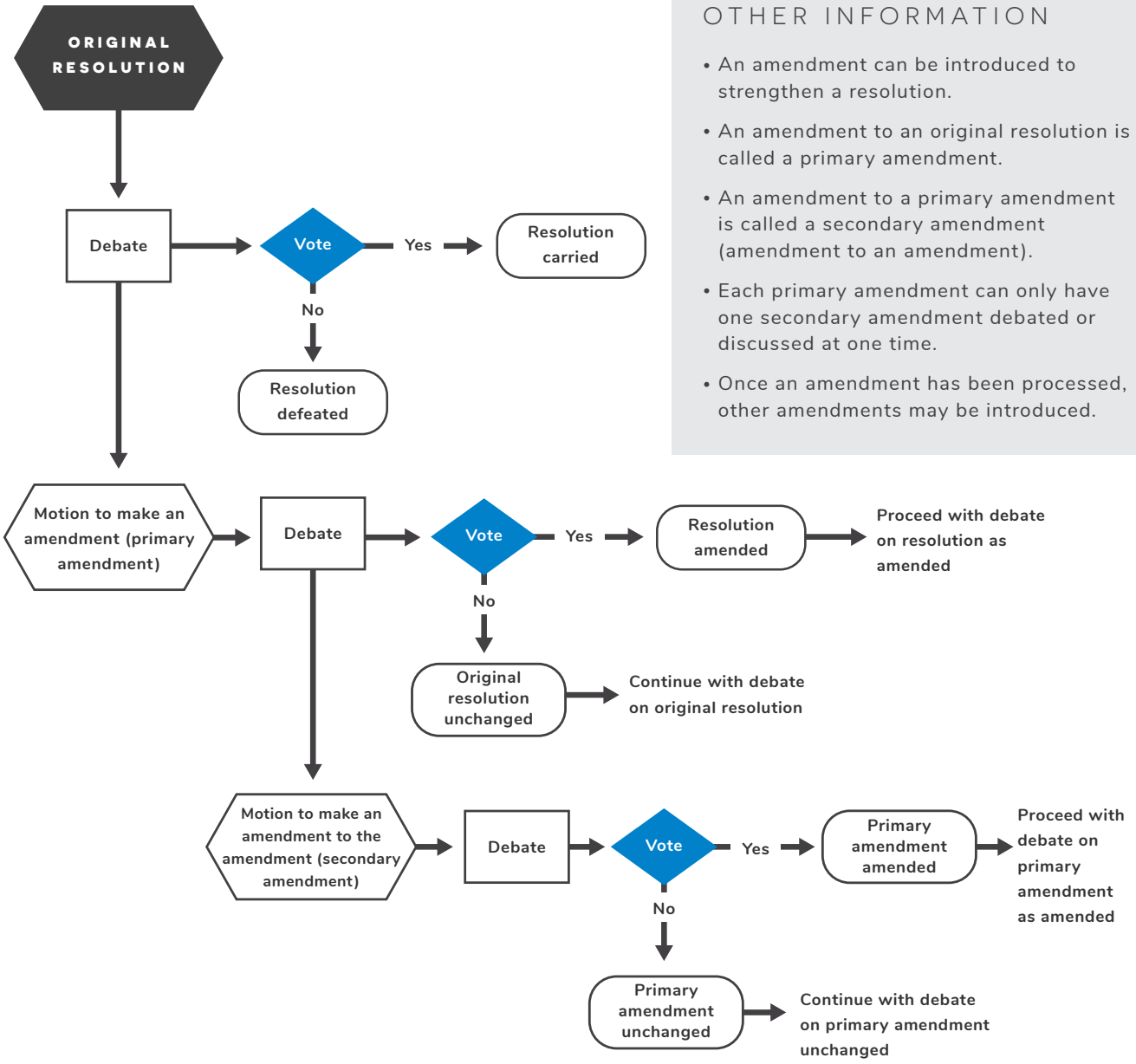
ACTION	PROCEDURE	OTHER INFORMATION
Speak to a Resolution	Councillor gets in the queue to debate a resolution.	• Mover of the resolution is invited to speak first. • Other councillors in the queue invited to speak. • State name and local association. • Be concise and speak only to the resolution. • Councillor who opens the debate will be invited to close.
Ask a Question	Councillor gets in the queue and asks a question on the topic being debated.	• Chair answers or refers question to the appropriate individual.
Motion to Make an Amendment (primary amendment)	Councillor gets in the queue and introduces an amendment.	• Councillor provides written or verbal wording of amendment. • Chair asks for seconder (another councillor calls out "I second"). • Debate and vote on proposed amendment only (majority). • If accepted, then proceed with debate on the resolution as amended. • If not accepted, then continue with debate on the original resolution.
Motion to Make an Amendment to an Amendment (secondary amendment)	Councillor gets in the queue and introduces an amendment to the amendment.	• Councillor provides written or verbal wording of amendment to the amendment. • Chair asks for seconder (another councillor calls out "I second"). • Debate and vote on proposed amendment to the amendment only (majority). • If accepted, then proceed with debate on the primary amendment as amended. • If not accepted, then continue with debate on the primary amendment unchanged.
Motion to Refer	Councillor gets in the queue and makes a motion to refer.	• Chair asks for seconder (another councillor calls out "I second"). • Debate on motion to refer only. • Vote on motion to refer (majority).
Motion to Table	Councillor gets in the queue and makes a motion to table.	• Chair asks for seconder (another councillor calls out "I second"). • No debate. • Vote on motion to table (majority).
Call for Question	Councillor calls "Question" to indicate Council is ready for the vote.	• Chair makes a judgment on whether debate is completed. • Councillor who opened the debate is invited to close. • A formal motion can be made to end debate (requires seconder and vote with two-thirds majority to pass).
Point of Information	Councillor calls "Point of Information" to ask a question about a procedure at hand.	• Chair asks councillor to state the question. • Chair answers or refers inquiry to the appropriate individual.
Point of Order	Councillor calls "Point of Order" to suggest there is a procedural issue.	• Chair asks councillor to state procedural issue. • Chair makes a ruling on the matter.

Challenge the Chair	Councillor calls "I Challenge the Chair."	• Chair asks councillor to clarify reason for challenge.
		• Councillor identifies the matter at issue.
		• Chair asks for seconder (another councillor calls out "I second").
		• No debate.
		• Vote to sustain chair:
		  • A vote in favour supports chair's decision.
		  • A vote against does not support chair's decision.

STF-001031 / 20220823

SASKATCHEWAN TEACHERS' FEDERATION

AMENDMENT PROCESS



OTHER INFORMATION

- An amendment can be introduced to strengthen a resolution.
- An amendment to an original resolution is called a primary amendment.
- An amendment to a primary amendment is called a secondary amendment (amendment to an amendment).
- Each primary amendment can only have one secondary amendment debated or discussed at one time.
- Once an amendment has been processed, other amendments may be introduced.

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July 20, 2021