

Substantive Motion: A motion that enables a meeting to act on a proposal, policy or opinion.

Once a substantive motion has been moved and seconded, the Chair will ask if the meeting would like to discuss the motion. During discussion, the motion can be:

Amended¹ – provide alternate wording for part of a motion.
I move that the motion be amended by inserting/removing/substituting....

Withdrawn – allows for a motion to be withdrawn, with unanimous consent of the meeting.
I move that the motion be withdrawn.

Postponed to later in the same meeting²-allows for a motion to be set aside temporarily and taken up later in the same meeting.
I move that consideration of [state motion/issue] be postponed temporarily. [2/3 Majority Approval Required]

Deferred to another stated time – enables discussion of an issue to be put off until a more convenient time (i.e. if additional information is needed, or complex amendments need to be drafted)
I move that consideration of [state motion/issue] be postponed to [state time/future meeting].

Divided – allows for a complex motion to be split into parts, with each part being discussed/voted upon separately.
I move that the motion be divided into parts, as follows:

Referred to a committee – enables a motion to be discussed in detail by a smaller group, and be brought back to the meeting.
I move that [insert matter under consideration] be referred to the [state name of committee].

Postponed Indefinitely-allows a matter to be fully discussed, with no decision being made.
I move that further consideration of [state motion/issue] be postponed indefinitely.

¹ Once the amendment has been moved and seconded, the meeting will vote on the amendment. If the amendment carries, the meeting will then vote on the original, amended motion.

² If a motion to resume consideration is not moved later during the meeting, the motion dies.

Regulatory Motions: These motions govern the overall operation of a meeting. They can be moved at any time, whereas procedural motions or amendments can only be moved in order to modify a **substantive motion**. Examples of regulatory motions include:

Approving the Circulated Agenda

This motion is moved at the beginning of each meeting, to ensure members agree with the items listed for consideration. Request to amend the circulated agenda by adding new items may be put forward when this regulatory motion is under consideration, but the Chair must rule on whether the new items are minor, and can be considered under Other Business, or substantive, for which proper notice would generally be required (see below). If a matter is considered to be minor/routine, it can be discussed under Other Business.

Requesting to Add a Substantive Item to the Circulated Agenda

Approval to add an urgent, substantive item to the circulated agenda requires a 2/3 majority vote, as this may infringe upon the rights of members who were unable to attend the meeting.

To Resume Consideration of a Temporarily Postponed Motion

If a motion had been made earlier in the meeting, to *temporarily postpone* consideration of a matter. Once a motion to resume consideration of a postponed motion has been moved and seconded, it is put to a vote, without debate. If it is approved, the debate on the substantive motion which was postponed resumes at the point at which it was previously suspended.

Additional Information

- Once a motion is moved and seconded, it belongs to the meeting, and the mover and seconder have no ownership over it. Moving or seconding a motion does not necessarily mean you are in favour of it; it simply puts the motion on the floor so that it can be discussed.
- Kerr & King sets out four types of motions:
 - Substantive (Eg/ approving minutes, approving course proposals);
 - Procedural (Eg/ postponing, referring to a committee);
 - Regulatory (Eg/ approving the agenda, motion to adjourn);
 - Amendments and sub-amendments (an amendment modifies the main motion under consideration; a sub-amendment proposes to modify an amendment).
- There can only be one motion (of any given type) under consideration at a time.