

New Code for Rules of Order

of the Association for Solidarity among Student Unions



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Chapter 1: Scope

Article 1 – Application in Congress

The proceedings of ASSÉ's Congress and of its Extraordinary Congress are governed by the rules of order defined herein. The Bylaws take precedence over these Rules of Order.

Article 2 – Application in other Bodies

These Rules of Order also govern the proceedings of all of ASSÉ's other bodies, except in cases of incompatibility.

Article 3 – Application for Member Associations

These Rules of Order do not affect the functioning and procedures of affiliated organizations, nor the way in which they elect their delegates and executives, but they govern their proceedings during meetings of ASSÉ's decision-making bodies. Member associations may adopt these Rules of Order (see Chapter 9: Modifications to the Rules of Order).

Chapter 2: Congress

Article 4 – Sitting and Session

A sitting of the Congress represents the period of time from the call to order to the adjournment of a meeting.

A session of the Congress represents the period of time from the call to order to the final adjournment.

Article 5 – Call to Order

The call to order must be moved and seconded by member delegations. The delegation that moves the call to order will take on presiding functions until the Presidium is elected. When the Congress is called to order, it must be verified that the quorum mandated by ASSÉ's Bylaws has been met.

Article 6 – Loss of Quorum

If a delegate believes that quorum is not met, whether at the beginning or during a sitting, he or she must bring the matter to the attention of the Chair. The latter must immediately determine if quorum is met. If quorum is not met, the Chair must adjourn the sitting. The Minutes Taker must then record the time of adjournment and the names of those present. The proceedings of the Congress are valid until the time where the absence of quorum was determined. Between the determination of the absence of quorum and the final adjournment of the Congress, the only admissible motions are those aiming to determine the time and place of the resumption of the session or of the next Congress.

Article 7 – Observers and Non-Member Delegations

Sessions of the Congress are public. However, a session may be held in behind closed doors upon adopting a privileged motion to this effect.

When the decision to proceed in a closed door session has been made, the Chair asks visitors and non-member delegations to leave the room.

Article 8 – Minutes of the Congress

The minutes of the Congress record regular, privileged, dilatory and special motions, votes, dissent, and Chair decisions. The minutes do not report on speeches or remarks made by delegates. They include reports adopted by Congress. The minutes of Congress are deemed valid without being adopted from the time the Minutes Taker submits them to ASSÉ's Head Office, until the next Congress. To remain valid, they must be adopted during said Congress.

Chapter 3: Motions

Article 9 – General Considerations

Congress is asked to decide on a question by voting on a motion. The vote for or against reveals the resolution: the decision made by Congress.

Article 10 – Order of Priority

Motions have an order of priority which is clearly described in Appendix A: Summary Table of the Rules of Order. Motions that have priority are considered first. A delegation may not submit a motion with lower priority than the one currently under consideration. The Chair must deem such motions inadmissible and invite the delegation to reiterate its motion at the appropriate time.

Article 11 – Regular Motions

A motion is regular when it is moved and seconded (when seconding is necessary), when it has been read by the Minutes Taker, and when the Chair has deemed that it did not contravene any rules of order.

When many motions are submitted in writing to the Presidium, they are considered in the order in which delegates propose them during their speaking turn.

Article 12 – Inadmissible Motions

A motion that is out of order or a motion that is not seconded is not recorded in the minutes of the proceedings.

Article 13 – Revision

When the Congress has a regular motion, an amendment or a sub-amendment before it, the latter may not be modified without making use of the procedure for amendments or sub-amendments, unless it is a matter of modifying a faulty grammatical construction in the motion, amendment or sub-amendment. In this case, the Chair asks, “Is there a consensus to replace [the original motion] by [the modified motion].” The modification may only be made with the unanimous consent of the member delegations present. If there is a consensus, the Minutes Taker then corrects the motion in the minutes. This procedure may not be used to modify the meaning of a motion, amendment or sub-amendment in any way, even if there seems to be a consensus.

Article 14 – Types of Motions

The Congress has at its disposal the following types of motions:

- a) Regular motions;
- b) Dilatory motions;

- c) Incidental motions;
- d) Privileged motions;
- e) Special motions.

A) Regular Motions

Article 15 – General Considerations

Regular motions are those normally put before the Congress in accordance with the agenda when no other motions are under consideration. They are main motions which may be subjected to amendments and sub-amendments. They raise either vital or routine matters. Regular motions must be seconded, are subject to debate, and are passed with a simple majority vote.

Article 15.1

Each duly seconded motion may be presented for a limited period of time (without a privileged motion defining it, the Presidium considers it to be 1 minute 30 seconds) by the delegation proposing it. This presentation is not a regular intervention. Its strict aim is to clarify the specifics of the motion for the Congress such that those speaking subsequently are not ruled out of order. For this reason, it is not counted in the speaking turns.

Article 16 – Main Motions

Main motions state the question about which Congress is asked to make a decision.

Article 17 – Amendments

Amendments must refer to the question raised in the main motion. The amendment must not introduce a new question and must not go against the meaning of the motion. The amendment must consist solely of adding, deleting, or replacing certain words.

Article 18 – Sub-Amendments

Sub-amendments must only refer to the terms of the amendments. They must not introduce a new question and must not go against the meaning of the amendment. The sub-amendments must consist solely of adding, deleting, or replacing certain words in the amendments.

Article 19 – Supplemental Criteria for Amendments and Sub-Amendments

Amendments and sub-amendments must be worded so that, if adopted, the Congress's decision remains intelligible.

Article 20 – Order of Priority of Regular Motions

The Chair first puts the sub-amendments to a vote, then the amendments, and lastly the main motions, regardless of whether the vote is for or against the sub-amendments or the amendments.

Article 21 – Exceptions and Specifications for Regular Motions

There are a number of exceptions to this general rule:

a) Regular main motions may give rise to more than one amendment and more than one sub-amendment. There may not, however, be more than one amendment and one sub-amendment at a time before the Congress.

b) In some cases, the adoption of an amendment may make the vote on the main motion unnecessary, and the adoption of a sub-amendment may make the vote on the amendment unnecessary. In these cases, the Chair states before the vote on the amendment or sub-amendment that it disposes of the main motion and/or of the amendment, subject to a challenge of its decision.

c) If a text contains alternative motions or recommendations, they are submitted to the Congress one after the other, and Congress makes its decision.

d) A motion may be seconded unanimously.

B) Dilatory Motions

Article 22 – General Considerations

The effect of a dilatory motion is to avoid or prevent discussion of a question on its merits, or to end debate abruptly.

The main dilatory motion is the motion to call the question. The rules applying to this motion are set forth in Chapter 6: Calling the Question. Except for calling the question and suspending an agenda item, dilatory motions may only be submitted with regard to regular motions.

Dilatory motions are distinct motions that may not be amended and must be seconded, unless otherwise specified. With the exception of calling the question and withdrawing a motion, each delegation may intervene once per dilatory motion.

The dilatory motions are:

- a) To call the question;
- b) To table a question;
- c) To set aside;
- d) To refer the decision to another decision-making body;
- e) To withdraw a motion;
- f) To suspend an agenda item.

Article 23 – Setting Aside and Tabling

The effect of setting aside a question is to resume the motion when the resumption of the question that has been set aside has been adopted; the motion remains set aside if the resumption is not adopted. A motion that has been tabled is resumed when the resumption is voted on. If no resumption is voted on,

debate on the tabled motion is automatically resumed before moving on to the next agenda item.

Article 24 – Withdrawing a Motion

Regular motions may be withdrawn if a delegation moves to withdraw. These motions do not need to be seconded and are disposed of without debate or interventions. The withdrawal must be unanimous, and the Chair will abstain from following the procedure for putting a question to a vote. If a delegation is opposed to unanimous adoption, the Chair will consider the motion defeated.

Article 25 – Suspending an Agenda Item

Motions to suspend an agenda item may or may not include the time when the item will be resumed. If no motion to resume the item is proposed during the meeting and if the motion to suspend did not include a time to resume the item, the latter will be automatically resumed before the beginning of the Varia item.

C) Incidental Motions

Article 26 – General Considerations

The effect of incidental motions is to interrupt debate on the main motion or the agenda item, either to allow a Committee to examine the question under consideration in more detail, or simply to have a relevant document produced and read. Incidental motions must be seconded, may not be amended, and may be debated unless otherwise specified.

They may:

- a) Refer the question to one of ASSÉ's standing committees;
- b) Create a special committee to report on the question within a time limit set in the motion. This motion may be amended (in this case, the procedure on ad hoc committees should be followed);
- c) Request time for drafting. This motion may not be debated.
- d) Request time for reading. This motion may not be debated.

D) Privileged Motions

Article 27 – General Considerations

Privileged motions are motions to which the Congress gives priority because of the urgency of the questions raised. They have priority over all other motions, and there is an order of priority among privileged motions. They are distinct motions.

They are not subject to amendment, require the majority of votes, to be seconded, and are subject to debate, unless otherwise specified.

They may be put to the Congress directly or may arise from a question of privilege allowed by the Chair. No privileged motion may be proposed, however, when a vote is called.

The privileged motions are, in order of priority from least to greatest:

- a) To split;
- b) To examine a text section by section;
- c) To hold a closed door session;
- d) Immediate reconsideration;
- e) Later reconsideration;
- f) To resume debate on a suspended agenda item;
- g) To resume debate on a motion that was set aside;
- h) To resume debate on a motion that was tabled;
- i) Undetermined plenary;
- j) Determined plenary or Q&A period;
- k) Following a question of privilege;
- l) To suspend a rule of order;
- m) Individual caucus;
- n) To adjourn.

Article 28 - Adjournment

Motions to adjourn pure and simple are not subject to debate. The only amendments and interventions possible when a motion to adjourn is on the table are motions to amend in order to determine the time and place of the resumption of the session or of the next Congress, or to determine the time of the adjournment.

Article 29 – Resumption of Questions that Were Set Aside and of Suspended and Tabled Items

Privileged motions aimed at resuming a debate on a question that was set aside or at resuming an agenda item that was suspended are submitted preferably at the beginning of a sitting, immediately after it is called to order.

Motions to resume a question that was set aside, a suspended agenda item, or a tabled question do not open debate about the questions that were set aside, tabled, or suspended.

Speaking rights are limited to one intervention for motions to resume.

Article 30 – Closed door proceedings

There are two ways to hold closed door sessions: first, observers and/or non-member delegations may be expelled, with the exception of the Presidium, if the latter is ensured by observers; second, proceeding in camera may exclude motions that were carried from the minutes of the meeting. The delegation proposing the motion must indicate which form of closed proceedings it desires, and it may suggest both. The decision to proceed in a closed door session, however, is recorded in the minutes. Debates may be held in a closed door session on a specific agenda item or for the entirety of a sitting or session.

Article 31 – Reconsideration

There are two ways to reconsider a motion. If the motion under reconsideration was carried in the session in which it is under reconsideration, it is an immediate reconsideration. If the motion under reconsideration is reconsidered in another session, it is a later reconsideration. Even if there are two types of reconsideration, there may not be more than one reconsideration of a given motion.

Article 32 – Immediate Reconsideration

In order to reconsider a motion immediately, the motion to reconsider must be submitted by a delegation on the winning side. If the vote was by secret ballot, any delegation may propose the immediate reconsideration. Immediate reconsideration is subject to debate and requires a two-thirds (2/3) majority. Debate must be limited to the reconsideration. After the motion to reconsider immediately is adopted, the motion returns to its state before it was carried and it remains regular, even in the absence of the delegations that had proposed and seconded the reconsidered motion.

Article 33 – Later Reconsideration

Privileged motions to reconsider a vote must be announced by notice of motion. The Congress first votes on the reconsideration itself before taking another vote on the question it had disposed of previously. Any delegation may request a later reconsideration. Delegations have the right to intervene once on the reconsideration before voting.

After the motion to reconsider later is carried, the motion returns to its state before it was carried and it remains regular, even in the absence of the delegations that had proposed and seconded the reconsidered motion.

Article 34 – Suspension of a Rule of Order

This motion is subject to debate and requires a two-thirds (2/3) majority. A given rule may not be suspended twice for the same ends, even if the second request to suspend is made at a later session. It is, however, possible to suspend the same rule twice for different ends. The Congress may nevertheless suspend rules of order twice for the same ends with unanimous consent.

Article 35 – Examining a Text Section by Section

When a text or report containing a number of sections comes before the Congress, it has the right to dispose of it as a whole or to examine it section by section before deciding on it.

If it is agreed to proceed in such a manner, the Chair asks “Adopted?” after the mention of each section, and if there is no objection, the section is adopted.

If there are objections, the rules of order apply and the procedure for motions is followed.

At the end of the examination of the text, a general motion may be proposed to adopt the report with the changes made during the discussion.

A motion to examine a text section by section must first be carried without debate before proceeding in this manner.

Article 36 – Splitting a Complex Motion

When a complex main motion is put before the Congress, a privileged motion may be proposed to split it and consider each of the questions it contains separately. This motion is not subject to debate. If the motion to split is carried, each section of the former motion becomes a main motion in its own right. New motions are treated in the order in which they appear in the former complex motion. It is the responsibility of the delegation proposing the split to specify where the complex motion will be split.

E) Special Motions

Article 37 – General Considerations

Special motions are not grouped with the other types. Those with references are described in other chapters of these Rules of Order. They are not in order of priority, since they emerge from specific circumstances that the Congress might encounter.

They are:

- a) Notices of motion
- b) Amendments to the agenda once it has been adopted (see Article 71)
- c) Motions of congratulations, censure, or thanks
- d) Challenges to presidential decisions (see Article 58)
- e) Forming an ad hoc committee
- f) Procedures for voting (see Articles 54 and 55)
- g) Recounts and immediate resumption of a vote (see Articles 50 and 51)
- h) Dissent (see Article 53)
- i) Revision (see Article 13)
- j) Sanctions (see Articles 59 and 61 to 66)

Article 38 – Notices of Motion

Notices of motion signal that the Congress will have to consider a motion. They are required for later reconsiderations, for modifications to the Bylaws and for modifications to the Rules of Order. They may nevertheless be made with regard to any motion.

Article 39 – Submission of Notices of Motion

The submission of notices of motion does not require seconding and is adopted without a vote if it takes place during the meeting of a decision-making body, in the item “Submission of notices of motion.” Submission may also be made by sending the Executive the motion so that it can be included in preparatory document for the Congress. In this case, it must conform to the Bylaws (Appendix D).

Article 40 – Treatment of Notices of Motion

Notices of motion must be raised by the delegation that submitted them in order to be treated. The treatment of notices of motion does not require seconding. They are amendable. They are adopted by a simple majority vote. Notices of motion may be made in the item “Treatment of notices of motion,” but they may also be made in any agenda item provided they are relevant. It is left to the discretion of the delegation that submitted the notice of motion.

Article 41 – Motions of Congratulations, Censure, or Thanks

Motions of congratulations, censure, or thanks are treated as regular motions. These motions may only be submitted when no other motion is under consideration.

Article 42 – Creating an Ad Hoc Committee

The number of members of an ad hoc committee is set by the body creating the committee. The members must be nominated and must agree to sit on the committee. A person who is absent must submit his or her candidacy in writing. If the number of candidates exceeds the number of committee members, members are elected by ballot with a plurality of votes. The committee may also appoint collaborators if the need arises.

If no candidacy is received:

In the case of a Council, the person who proposes the creation of a committee may not refuse to be nominated to be a member of the committee; otherwise the motion is ruled inadmissible.

In the case of the Congress, the delegation that proposes the creation of an ad hoc committee must ensure that at least one member of its association is nominated to the committee; otherwise the motion is ruled inadmissible.

Article 43 – Accountability of an Ad Hoc Committee

Each ad hoc committee must report to the decision-making body that creates it as well as to the Executive. This report is submitted at least twice a year, in the fall and in the winter.

Chapter 4: Voting (Putting a Question to a Vote)

Article 44 – Voting Rights

Voting rights are defined in ASSÉ's Bylaws in Chapter 2: Members.

Article 45 – Moment of the Vote and Unanimity

The vote occurs at the end of debates, only if a delegation requests it. After a motion is reread, the Chair asks: "Is there a delegation opposed to unanimously adopting this motion, amendment, or sub-amendment?" If no one is opposed, the motion is adopted unanimously; otherwise, the motion is put to a vote as per the procedure described in Article 48: Voting Procedure.

Article 46 – Admissibility of Motions

When a motion is put to a vote, no other motion is admissible, except if it proposes a manner of voting, requests caucusing time, or if it raises a question of privilege.

Article 47 – Rereading Motions before a Vote

Before the motion is put to a vote, it must be read again.

Article 48 – Voting Procedure

As a general rule, voting is by a show of hands. The Chair says, "All those in favour of the motion, raise your card," and then pauses. It then adds, "All those opposed, do the same," and finally, "those abstaining?" Depending on the results, it declares the motion "carried" or "defeated."

Article 49 – Setting Aside

Any vote resulting in a tie or which records more abstentions than votes "for" or "against" has the automatic effect of setting aside the motion. The question may be resumed immediately, at another point during the proceedings, or postponed until a later sitting or session. Only regular motions are subject to being automatically set aside.

Article 50 – Immediate Resumption of Voting

In order to be reconsidered immediately, the vote must have ended in being set aside automatically. A delegation may then request the immediate resumption of voting, without debate. Voting is resumed as soon as the request for resumption is seconded. The immediate resumption of voting may only be requested once per vote. Delegations may vote differently.

Article 51 – Recount and Requests to Count

After a vote is held, any delegation may request a recount or a count of the vote if it believes there was

an irregularity while voting was taking place. In this case, the recount or counting is automatic. It may only be requested once per vote. Delegations must vote at the moment of recount or of counting in the same manner as during the first vote. If the vote was by secret ballot, it is a matter of recounting or of counting ballots and not of repeating the vote.

Article 52 – Abstentions

On all motions requiring a simple majority vote, relative majority is sufficient. Relative majority means that there are more votes “for” than votes “against,” even if the votes “for” do not amount to 50% plus 1 (50% +1) of votes. On motions requiring a two-thirds (2/3) majority, the two-thirds (2/3) signifies two-thirds (2/3) of votes “for” and “against,” rather than two-thirds (2/3) of votes “for,” votes “against” and abstentions. In other words, in no case may abstentions be counted as votes “against.”

Article 53 – Dissent

Any delegation that wishes to record its dissent from a decision of the Congress must do so immediately after the vote is held. The Minutes Taker records the dissent on the minutes of the Congress.

Article 54 – Roll-Call Votes

In a roll-call vote, the Secretary of the Congress calls on each delegation. Each is required to vote with the words “for,” “against,” or “abstention.” The Minutes Taker records the vote and reports it to the Chair, which announces the result. The details of a roll-call vote are recorded in the minutes of the Congress. The roll-call vote requires seconding and a simple majority by a show of hands; it is not subject to debate.

Article 55 – Voting by Secret Ballot

Before voting by another method begins, any delegation may require that the vote be conducted by secret ballot. Voting by secret ballot requires seconding and a simple majority by a show of hands; it is not subject to debate. Voting by secret ballot may not be requested for incidental, dilatory, or privileged motions.

Chapter 5: The Chair, Delegates, and Mood Watcher

The Chair

Article 56 – General Considerations

The Chair conducts proceedings impartially. It ensures that order and decorum are maintained. It receives motions, evaluates their admissibility, puts them to a vote, and announces the results of voting. It ensures that Bylaws are observed and rules on any matter pertaining to the application of the rules of order. In the event of a serious disruption, the Chair may adjourn the sitting or suspend it for a specified period of time. It may also withdraw speaking rights from a person who persists in straying from the topic under discussion; in this case the Chair says “out of order” and moves on to the next person on the list of speakers. It decrees caucuses. It follows the agenda.

Article 57 – Duties of the Chair

The Chair may and must make a motion to sanction, without needing to be seconded, when a delegate or observer does not abide by a point of order or a question of privilege.

The Chair may and must ask if a delegation wishes to make a motion to sanction if a person asked to withdraw offensive speech refuses to do so.

Article 58 – Appealing the Chair’s Decisions

When the Chair’s decision is challenged, in the cases provided for, the matter is put to a majority vote. Delegations have the right to speak only once on this motion. In the event of a tie vote, the decision is maintained. An appeal to the Chair which is approved by the majority of the Congress is not a suspension of a rule of order. On this motion, the Minutes Taker will record the motion to challenge the presidential decision and the presidential decision.

Delegates

Article 59 – General Considerations and Caucus

During sittings, conversing aloud is prohibited. However, any delegation may request that the Chair grant a short period of time for consultation. The Chair then decrees a caucus. The caucus ends when the delegation requesting it no longer needs it. A delegation may then ask for a new caucus.

Article 60 – Speaking Rights

No delegate may speak without first asking the Chair for permission and obtaining it. The Chair grants speaking rights in the following manner:

- a) Delegations who have not yet spoken, followed by delegations who have already spoken once, followed by delegations who have already spoken more than once. These three categories are called “speaking orders”. The speaking rights are given to individuals in a delegation.

- b) Within the “speaking orders,” speaking rights are first granted to member delegations, then to Councils and Committees, then to non-member delegations and observers. These four categories are known as “speaking categories.”

Local mobilization committees, if they are duly mandated, have speaking rights equal to those of non-member delegations. In an exceptional manner, the Women’s Committee and the Coordinating Council have speaking rights equal to those of member associations on the motions they propose.

- c) Then, the Chair grants speaking rights in the order in which they were requested, alternating between men and women within speaking categories.

Article 61 – Interventions by Delegates

When a delegate has the floor, he or she must address the Chair. He or she must remain on the topic of the question under consideration, avoid repetition, and refrain from insults, challenges, threats, personal comments, sexist or racist language and any crude language. The Chair orders a delegate to withdraw any remarks that violate the rules of discussion. It is forbidden to interrupt except to raise a point of order.

Article 62 – Interruption of Speaking Rights

When a point of order is raised, the person who is speaking is silent. He or she only continues speaking after the Chair has ruled.

Mood Watcher

Article 63 – Role and Duties of the Mood Watcher

The Mood Watcher (in French, “le gardien ou la gardienne du senti”) during a Congress seeks to avert relations of domination that may arise during the meeting. This person is elected at the same time as the rest of the Presidium, since he or she is an integral part of it. To ensure that he or she can carry out his or her duties, and when he or she determines it to be in the interest of the Congress, the Mood Watcher has priority to speak, to tackle relations of domination or feelings of unease arising during the meeting.

In order that these feelings may be managed efficiently, delegations may see the Mood Watcher at any time to communicate unease arising from unpleasant attitudes manifested by a delegation or from terms being used. The Mood Watcher must also ensure that both masculine and feminine genders are used by the various delegations when they speak.

Lastly, the role of Mood Watcher is a mechanism with which ASSÉ equipped itself in order to foster healthy debates within the Congress so as to ensure a healthy, living democracy. This position arises from feminist demands aimed at deconstructing relations of domination emerging from sexism, racism, and homophobia.

Chapter 6: Calling the Question

Article 63 – General Considerations

Calling the question presumes that the Congress is sufficiently informed on a matter and is ready to decide on it without any further debate. In no case should a previous question be put in order to gag a minority.

Article 64 – Rule of Five Interventions

The previous question may only be put if five interventions on the question have been made.

Article 65 – Procedure for Calling the Question

To make sure that the Congress is ready to vote, a delegate uses his or her right to speak in order to simply say “Previous question.”

The Chair then asks the delegation to specify whether it permits those who have registered to speak, in the first turn or in the first and second turns, to speak. The delegate must also specify if calling the question applies to the entire motion or only to the amendment or sub-amendment.

From this moment on, the debate is ended and no other motion may be entertained.

The Chair requests a second.

The Minutes Taker writes out the motion as follows: “That the question (or the sub-amendment or the amendment, as the case may be) be put to a vote immediately.”

Voting occurs by a show of hands.

Article 66 – Abstention

There may be no abstentions when the question is called.

Article 67 – Adoption

Calling the question is decided with a two-thirds (2/3) majority.

Article 68 – Reiterating the Calling of the Question

Calling the question may be done as many times as necessary on a matter, but there must be five interventions between iterations.

A delegation may only move or second calling the question once on a given question.

Article 69 – Consequence of Carrying Calling the Question

If the calling of the question is carried, the Chair must immediately, without discussion, put to a vote the sub-amendment, the amendment, or the main motion.

Article 70 – Ineptitude of the Delegation Moving or Seconding a Motion

Any delegation that did not move or second the motion subject to call the question may resort to this procedure.

Chapter 7: Questions of Privilege and Sanctions

Article 71 – Questions of Privilege and General Considerations

A question of privilege may be raised when there is a violation of the rights or breach of the prerogatives of the decision-making body or of delegates. A question of privilege may also be raised with regard to any important matter that must be discussed urgently.

Article 72 – When to Raise a Question of Privilege

A delegate may raise a question of privilege at any time except during a speech.

Any delegate who wishes to raise a question of privilege on a subject that is not on the agenda of the Congress must submit it to the Chair.

Article 73 – How to Raise a Question of Privilege

In raising a question of privilege, the delegate briefly explains what it is about. The Chair decides to allow or refuse the question of privilege.

It is always possible to appeal the Chair's decision.

A question of privilege that is allowed may give rise to a privileged motion.

Points of Order

Article 74 – General Considerations

During a debate, a delegate may at any time raise a point of order in order to protest against personal comments, challenges, insults, crude language, sexist or racist comments, or to demand that a speaker withdraw hurtful remarks.

A point of order may also be raised to ask that order and decorum be maintained or to demand that a speaker stick to the topic under debate or that the Chair abide by the Rules of Order.

Article 75 – Procedure for a Point of Order

As soon as a point of order has been raised, the person who has been speaking is silenced. The person raising the point of order explains it briefly. The Chair listens and then rules on it. If the point of order is allowed, the speaker concerned must take it into account, as must all other interested parties.

It is always possible to appeal the Chair's decision.

Article 76 – Right to Speak on a Point of Order

Each member delegation has the right to speak once on a given point of order before the Chair rules on it.

Article 77 – One Point of Order at a Time

Only one point of order may be raised at a time. A point of order may not be raised on a point of order.

Sanctions

Article 78 – General Considerations

Sanctions may be imposed if members, observers, or the Presidium fail to exhibit the expected behaviour (see, among others, Appendix E of the Bylaws).

Article 79 – Adoption of Sanctions

Motions to sanction may not be amended, and delegations may only speak one time on motions to sanction. Sanctions require a simple majority when they are directed at observers and a two-thirds (2/3) majority for delegates.

Article 80 - Motions to Sanction by the Chair

The Chair may and must make a motion to sanction, without needing to be seconded, when a delegate or observer does not abide by a point of order or a question of privilege.

Article 81 – One Sanction at a Time

Only one motion to sanction may be proposed at a time. A motion to sanction may not be proposed while a motion to sanction is under consideration, especially not a motion to dismiss the Presidium.

Article 82 – Scale of Sanctions

Sanctions are, in increasing order:

- Reprimand
- Removal of the right to speak on the agenda item
- Removal of the right to speak for the duration of the meeting
- Expulsion while the agenda item is under consideration and removal of the right to speak for the duration of the meeting
- Expulsion

Article 83 – Sanctions against the Presidium

The Chair or the Minutes Taker may be dismissed from their positions. The motion must be seconded in order for this to occur. Delegations may only intervene once before the majority vote is called. If the vote for removal targets only the Chair, the Minutes Taker assumes the Chair during the vote, and vice-versa. If both are called into question, a Vice-Chair must first be elected. Its sole mandate is to deal

with the removal of the Presidium and its possible re-election. If the Presidium is dismissed, it may not be moved that the Vice-Chair become the Chair or the Minutes Taker.

Chapter 8: Agenda

Article 84 – General Considerations

The agenda is made up of different items, some of which are standing agenda items. Standing agenda items may not be omitted and their order may not be changed. In the event that a standing agenda item has nevertheless been omitted, it will be added following a simple reminder from a delegation or the Presidium.

Article 85 – Order of Standing Agenda Items

The standing agenda items are, in order:

- a) Call to order of the meeting
- b) Election of the Presidium
- c) Reading and adoption of the agenda
- d) Reading and adoption of the minutes
- e) Submission of notices of motion
- f) Varia
- g) Final adjournment of the meeting

Article 86 – Non-Standing Agenda Items

The other items on the agenda ask the Congress to consider various questions. They will be placed between the items “Reading and adoption of the minutes” and “Submission of notices of motion.”

Article 87 – Treatment of Notices of Motion

Notices of motion may be treated during the item “Submission of notices of motion,” in which case the item will be called “Submission and treatment of notices of motion.” Notices of motion may be treated in another agenda item provided they are relevant to it.

Article 88 – Modifications to the Agenda Once It Has Been Adopted

It is possible to move to modify the agenda during a meeting. This motion may not be proposed when another motion is under consideration. A motion to amend an agenda that was adopted must be seconded and must be adopted with a two-thirds (2/3) majority. Persons should, however, abstain from following the procedures relative to reconsiderations (see Article 25 – Suspension of an Agenda Item).

Article 89 – Varia

The only motions admissible in Varia are:

- Motions arising from a question of privilege;
- To determine the time and place of the resumption of the session or of the next Congress;

- To determine the time of the adjournment;
- For an adjournment, pure and simple;
- Motions of congratulations, censure, or thanks proposed in the Varia item become, respectively, “sunshine,” “unhappy,” and “big hug” motions.

Chapter 9: Modifications to the Code for Rules of Order

Article 90 – Modifications to the Code for Rules of Order

These Rules of Order may be modified by a notice of motion with a simple majority vote.

Article 91 – Revision

Any of ASSÉ's decision-making bodies may be mandated to revise these Rules of Order. The revision only affects the numbering of articles, references to other articles, updates resulting from a modification to the Bylaws, coordination of articles in the Rules of Order required by the modification of other articles, and issues of grammar and syntax.

The revised Rules of Order must be adopted by Congress or by the Coordinating Council.

Article 92 – Adoption of the Rules of Order by another Organization than ASSÉ

Any organization seeking to defend collective rights may adopt these Rules of Order. Users of these Rules of Order may read terms not or not quite adapted to their reality as they wish. For example, "delegation" could be read as "member."

Appendix A: Summary Table of the Rules of Order

Motion	Seconded	Carried	Debated	Notes	Articles or Chapters	Amendment
In order of priority, from least to greatest						
Regular, Article 15						
Main	Yes	Majority	Yes	-	16	Yes
Amendment	Yes	Majority	Yes	-	17 and 19	Yes
Sub-amendment	Yes	Majority	Yes	-	18 and 19	No
Dilatory, Article 22						
Calling the question	Yes	2/3	No	1	Chapter 6	No
To table	Yes	Majority	-	2	23	No
To set aside	Yes	Majority	-	2 and 4	23 and 49	No
To refer the question to another decision-making body	Yes	Majority	-	2	22	No
To withdraw a motion	No	Unanimity	No	1	24	No
Suspending an agenda item	Yes	Majority	-	2	25	No
Incidental, Article 26						
To refer the question to a standing committee	Yes	Majority	Yes	-	-	No
To create an ad hoc committee that will report on a question	Yes	Majority	Yes	-	-	Yes
To request a drafting period	Yes	Majority	No	-	-	No
To request a reading period	Yes	Majority	No	-	-	No
Privileged, Article 27						
To split	Yes	Majority	No	-	36	No
To examine text section by section	Yes	Majority	No	-	35	No
To proceed in closed door session	Yes	Majority	Yes	-	30	No
Immediate reconsideration	Yes	2/3	Yes	-	31 and 32	No
Later reconsideration	Non	Majority	-	2 and 3	31 and 33	No
To resume a suspended agenda item	Yes	Majority	-	2 and 4	25 and 29	No
To resume a motion that was set aside	Yes	Majority	-	2	29	No
To resume a tabled motion	Yes	Majority	-	2 and 4	23 and 29	No
Undetermined plenary	Yes	Majority	Yes	-	-	No
Determined plenary	Yes	Majority	Yes	-	-	No
Following a question of privilege	No	Majority	Yes	5	73	No
To suspend a rule of order	Yes	2/3	Yes	-	34	No
Individual caucus	Yes	Majority	Yes	-	-	No

Motion	Seconded	Carried	Debated	Notes	Articles or Chapters	Amendment
Privileged, Article 27 (continued)						
To adjourn	Yes	Majority	No	6	28	-
<i>Motions excluded from the order of priority</i>						
Special, Article 37						
Submission of notices of motion	No	Automatic	No	7	38 and 39	No
Treatment of notices of motion	No	Majority	Yes	7	38 and 39	No
Amendment of the adopted agenda	Yes	2/3	Yes	7	88	No
Motions of congratulations, censure, and thanks	Yes	Majority	Yes	7	41 and 89	Yes
Appealing the chair's decision	Yes	Majority	-	2	58	No
Creation of an ad hoc committee	Yes	Majority	Yes	-	42 and 43	Yes
Roll-call vote	Yes	Majority	No	-	54	No
Vote by secret ballot	Yes	Majority	No	-	55	No
Recount and counting	No	Automatic	No	-	51	No
Immediate resumption of the vote	Yes	Automatic	No	-	50	No
Dissent	No	Automatic	No	-	53	No
Revision	No	Unanimity	No	-	13	No
Sanctions	Yes	Majority or 2/3	-	2	78 to 83	No
Caucus	No	Automatic	No	-	59	No

Notes

- 1- No motion may be received while this one is under consideration.
- 2- Delegations wishing to do so may only intervene once on this motion.
- 3- Requires a notice of motion.
- 4- May be automatic; see the articles related to it.
- 5- May only be proposed by the Chair.
- 6- Is subject to amendment only to determine the time and place of resumption or of the next meeting, or to determine the time of adjournment. Amendments are subject to debate, but not the motion to adjourn pure and simple.
- 7- May only be proposed when no other motion is under consideration.