



# Okanagan College Education Council

## Meeting Protocols

November 2024

Effective Education Council meetings<sup>1</sup> are essential for the Education Council to achieve its goals and fulfil its responsibilities. Three elements are key to effective meetings:

- **Rules** are set to govern how the work of the Education Council is conducted.
- **Procedures** are used to provide the structure for how the work of the Education Council flows.
- **Meeting Etiquette** is followed by Council M

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**Procedure****Notes****Responsibility**

- Include appropriate material needed for the Education



Types of Motions :

| Motion to | Means   |
|-----------|---|
| Adjourn   | A motion to <b>adjourn</b> a meeting may be made at any time. It must be seconded and is not debatable, therefore it must be voted upon immediately and requires a simple majority vote in the affirmative to pass.   |
| Amend     | A motion to <b>amend a motion</b> on the floor of the Council may be moved at any time. If seconded, the motion to amend may be debated and may be passed by a simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion (in amended form if such amendments were carried) is put to a vote in its entirety. |
| Table     | A motion to <b>"table"</b> an item must be seconded, is not debatable and may be passed by a simple majority. It should be employed only when the Council wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.   |

Postpone

A motion to **postpone consideration of a motion** on the floor of the Council may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by a simple majority, no further discussion of the original motion is allowed; if the motion to postpone is defeated, debate on the initial motion may continue.