



Basic Parliamentary Procedure to Help You Participate in Meetings

- Do you need more explanation of what is being discussed?
Call out **point of information** to the chair and ask them your question.
Example: *“Point of Information. Which committee are you referring to?”*
- Do you want to make a motion or amend an existing motion?
Put up your hand and when acknowledged by the chair say **point or order** and say either *“I move that...”* or *“I would like to amend the motion to read ...”*
- Are you having difficulty hearing the speaker, difficulty reading the screen, find it too warm or cold in the room, or anything related to the comfort and safety of the meeting?
Call out **point of privilege** to the chair and ask for the issue to be corrected.
Example: *“Point of privilege. Can the member speak louder, we are having trouble hearing?”*
- Do you think that the motion needs to be taken back and discussed by a committee or the executive before being voted on by the membership?
Put up your hand and when acknowledged by the chair say *“I move that the motion be referred to (executive, committee, etc.) to be brought back to the membership at (whichever future meeting you choose).”*

If you are interested in learning more about the parliamentary procedure we use at Union Meetings, visit cupe.ca/parliamentary-procedure.