

Guideline for Drafting Motions

In an effort to help Council and committee members better understand what is being asked of them, please consider the following when drafting motions to be brought forward, either at the committee level or to Council or the Executive Committee.

Motions should be "stand alone". In other words, if you removed the motion from the background information, whether in a briefing note or preamble (whereas) to the motion, would it make sense to anyone else. With this thought in mind:

1. Does the motion deal with two or more discrete issues? In that case, each motion should be presented separately.

For example - the motions brought forward at the 2009 meeting with respect to election matters as set out in the Regulations. Although the four motions deal with election matters, they are mutually exclusive of the other. The motions were:

Motion #1

That [names to be inserted at the meeting] be appointed as the two additional members to the Central Election and Search Committee for the 2009 elections, in accordance with Regulation 941/90, s.12(1)(d).

Motion #2

That [name to be inserted at the meeting], be appointed as Chair of the Central Election and Search Committee for the 2009 elections, in accordance with Regulation 941/90, s.12(2).

Motion #3

That the following Regional Election and Search Committees for the 2009 elections be appointed, in accordance with Regulation 941/90, s.13(1):

- a) Western Regional Election and Search Committee;*
- b) West Central Regional Election and Search Committee;*
- c) East Central Regional Election and Search Committee;*
- d) Eastern Regional Election and Search Committee;*
- e) Northern Regional Election and Search Committee.*

Motion #4

That the election publicity procedures for the 2009 Council elections, as presented to the meeting at agenda Appendix C-449-20(a), be approved.

Each of the above motions is independent of each other, i.e. while all relate to election matters, none is dependent on any of the other motions in order to complete the matters that required attention. In this case, each motion would be moved, seconded and voted on separately.

2. Does the motion deal with a single issue? In that case, the motions should be presented as one motion with sub-paragraphs to identify each issue within the context of the main issue.

For example - the motions brought forward at the June 2008 Council meeting with respect to an enforceable code of ethics. Again, there were four motions.

1. *That Council direct the CEO/Registrar to develop and execute a consultation plan with respect to the new proposed draft changes to Regulation 941 regarding the definition of professional misconduct and Code of Ethics. Consultation will be with the complains and discipline committees, members, authors of the recommended professional practice examination texts, professional practice examination examiners, ethics educators, and administrators (staff and PEO volunteers) of the professional practice examination.*
2. *That Council direct the CEO/Registrar to undertake a legal review of the new proposed draft changes to Regulation 941 regarding the definition of professional misconduct and Code of Ethics.*
3. *That, upon completion of the consultation and legal review, the CEO/Registrar present the findings of these reviews to Council for consideration at its September 2008 meeting and possible additional direction and/or input before preparing a final draft.*
4. *That the CEO/Registrar along with non-staff members prepare a final draft of changes to Regulation 941 to be approved by Council prior to submitting those changes to the Attorney General for Regulation amendment. The timeline is for the final draft to be presented to Council at its November 2008 meeting.*

In the above case, each of the separate motions is dependent on the motion before it and, therefore, should be dealt with as a single motion. In other words, the final draft of the changes to the Regulation regarding a definition of professional misconduct and code of ethics (4) would not be presented in November 2008 if the consultation plan (1) and legal review (2) and report on both these (3) did not take place beforehand.

As drafted, it would appear that the motions would require a separate mover, seconder and vote. In fact, they were dealt with as one motion.

That's not to say, however, that any of the paragraphs could not be amended, provided such amendment was germane to the issue at hand and did not materially affect the intent of all four motions.

Using the above guideline, the above motion would have been presented as follows:

That:

- a. ***Council direct the CEO/Registrar to develop and execute a consultation plan with respect to the new proposed draft changes to Regulation 941 regarding the definition of professional misconduct and Code of Ethics. Consultation will be with the complains and discipline committees, members, authors of the recommended professional practice examination texts, professional practice examination examiners, ethics educators, and administrators (staff and PEO volunteers) of the professional practice examination.;***

- b. Council direct the CEO/Registrar to undertake a legal review of the new proposed draft changes to Regulation 941 regarding the definition of professional misconduct and Code of Ethics;**
- c. upon completion of the consultation and legal review, the CEO/Registrar present the findings of these reviews to Council for consideration at its September 2008 meeting and possible additional direction and/or input before preparing a final draft; and**
- d. the CEO/Registrar along with non-staff members prepare a final draft of changes to Regulation 941 to be approved by Council prior to submitting those changes to the Attorney General for Regulation amendment. The timeline is for the final draft to be presented to Council at its November 2008 meeting.**