

As well, United Way Canada's *Board Development Resource Manual* provides a template for proposing a motion as per the following chart:

Explanation of Motions Template

| Type of Motion | Purpose of Motion | Requires Secunder | Requires Discussion | Can be Amended | Vote Required |
|---|--|-------------------|---------------------|----------------|---------------|
| To table | To clear floor for more urgent business/set aside | Yes | No | No | Majority |
| To amend | To improve motion | Yes | Yes | Yes | Majority |
| To refer to | To allow more careful committee consideration | Yes | Yes | Yes | Majority |
| To limit or extend discussion to certain time | To provide more or less time for discussion | Yes | No | No | 2/3 |
| To call for the vote | To end discussion immediately and vote | Yes | No | No | 2/3 |
| To raise a question or privilege | To bring up an urgent matter due to undesirable conditions | No | No | No | Majority |
| To recess | To secure a rest | Yes | Yes | Yes | Majority |
| To adjourn | To end the meeting | Yes | No | Yes | Majority |
| To rise to a point of order | To enforce rules or call attention to rule violation | No | No | No | Majority |
| To appeal ruling made by Chair | To determine attitude of assembly on ruling made by Chair | Yes | Yes | No | Majority |
| To suspend rules temporarily | To allow special action not possible within the rules | Yes | No | No | 2/3 |
| To withdraw motion | To prevent vote or inclusion in minutes | No | No | No | Majority |
| To object to consideration of a motion | To prevent wasting time on an unimportant decision | No | No | No | 2/3 |
| To rescind | To repeal motion discussion | Yes | Yes | Yes | Majority |
| To ratify | To approve previous action taken | Yes | Yes | Yes | 2/3 |