

OSSTF District 12 Toronto Rules of Order 2020-2021

Procedures

1. Each person shall be recognized by, and address, the Chair in the order determined by these procedures and when they have been identified with the appropriate colour indicator they wish to speak on.
2. The Procedures in preparing the Agenda must be followed.
3. The Chair shall begin the meeting at the time scheduled for Call to Order.
4. The meeting will continue until Adjournment.
5. Virtual District meeting Representatives must change their screen name to be <first name, last name, Bargaining Unit>. Failure to do so will result in removal from the meeting.
6. Virtual Observers must change their screen name to be <OBS: first name, last name>. Failure to do so will result in removal from the meeting.

Procedures for Debate

7. There shall be 4 coloured indicators used during debate:
 - a. **WHITE**: speaking in favour of the motion (90 second time limit)
 - b. **BLUE**: speaking against the motion (90 second time limit)
 - c. **YELLOW**: used for other actions including calling for an amendment to the motion on the floor, call the question, questions to the Chair or to the mover through the Chair, motions to refer, postpone, limit or extend limits of debate (60 second time limit). Answers to the questions are not timed. This colour shall be used for Subsidiary Motions (i.e. amendments), and specific Incidental Motions (i.e. Division of a Question).

Members may only ask one question each time they are recognized by the chair on YELLOW. There shall be a sixty second time limit for questions (no preamble).
 - d. **RED**: used for Privileged Motions and other Incidental Motions may only be made through the use of this colour (STOPPAGE) and may interrupt debate upon recognition by the Chair.
8. The mover of the resolution shall be heard first using a WHITE colour indicator, and may also choose to close debate.
9. Members shall alternate between WHITE (pro), BLUE (con), and YELLOW colour indicators.

10. Once a Member has identified the colour indicator they wish to speak on they will be placed into sequence. Changing colours may change the order of speakers.
11. When speaking, Members shall first state their name, Bargaining Unit, and the colour indicator they are speaking on.
12. If there are Members waiting to speak and at least four debaters have been heard, the Chair shall judge the debate as exhausted whenever the remaining Members on the speakers' list are all WHITE or all BLUE.
13. Amendments must be submitted to Steering in writing using the appropriate form prior to debate of the amendment.

Authority for Procedures

14. Past Practice shall be the authority for all procedures not addressed by the above procedures.
15. The Provincial OSSTF Rules of Order shall be the authority for all procedures not addressed by the above procedures.
16. Robert's Rules of Order Newly Revised (current version) shall be the authority for all procedures not addressed by the above procedures.

Summary: Use of the cards

(this is not an exhaustive list)

Colour Indicator	When to use	Time to speak
White	Speak in favour of a motion	90 seconds
Blue	Speak against a motion	90 seconds
Yellow	Ask a question	60 seconds
Red	Point of Order	90 seconds