

ANNEX C  
TRENTON OFFICERS' MESS BYLAWS  
5 MAY 2022

CONDUCT OF MESS MEETINGS

1. General - Mess meetings are held so that members can fully discuss, in a democratic manner, matters relating to the operation of the Mess and arrive at decisions based upon the will of the majority of the members.
2. Attendance - All available Ordinary members shall attend Mess meeting.
3. Order of Business - The normal order of business for General Mess Meetings shall be:
  - a. call to order;
  - b. ratification of minutes of the last meeting;
  - c. presentation of financial statement;
  - d. reports from committees;
  - e. business arising from the minutes of the previous meeting;
  - f. new business from the agenda;
  - g. urgent business from the floor;
  - h. PMC's comments; and
  - i. adjournment.
4. Prior Notice of Motion - If a subject of major importance, or a proposal which requires study, is to be introduced as new business, prior notice of same must be given to enable the committee to prepare relevant information and for members to formulate opinions and prepare any questions they might wish to ask. Accordingly, such proposals shall be made in writing and submitted to the Secretary at least fourteen (14) days prior to the meeting. The secretary in turn shall forward the proposal to all members and include same as an item in the meeting agenda.
5. Notification of Meetings - Notification of General Mess Meetings shall be emailed to all members at least fourteen (14) days in advance of the meeting.
6. Agenda - The Mess meeting agenda shall be prepared by the Secretary in consultation with the PMC and posted in the Mess promulgated at least seven (7) calendar days prior to the Mess meeting.

7. Making a Motion - A motion is a proposal that the Mess take action or that it express as holding a certain opinion. A motion may be made by any member of the Mess except the PMC. To make a motion a member first obtains recognition from the PMC by standing and waiting until he is acknowledged. If two or more members rise at approximately the same time, the PMC decides who is to be recognized first. Prior to making a motion, the member should have formulated the correct wording of the proposal he wishes to bring to the attention of the meeting. After being recognized or obtaining the floor, the member is to identify himself and say "I move that..." or "I move to..." For the sake of absolute accuracy, a motion should be put in writing, read by the one who proposes it, and handed to the Secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear the PMC will repeat the motion, inquiring from the proposer if the wording is correct.
8. Seconding a Motion - A motion must be seconded before it may be considered. If a motion is not seconded, no notice whatever need be taken of it by the PMC but for the sake of fairness to all, the PMC may say, "If no seconding is forthcoming, the motion cannot be considered", before proceeding with other business. Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one member other than the proposer. It is customary for the proposer to rise, but it is not necessary for the seconder to do so; however, the seconder must identify himself.
9. Legality of a Motion - No motion is in order if it conflicts with the avowed object or purpose of the Mess or concerns a subject over which the Mess has no jurisdiction. When a motion has been made, the PMC will determine whether it is in order for presentation for discussion by the meeting. This the PMC may do before, or after, it is seconded. If the PMC considers a motion in order, it will be repeated to the meeting and there will be an invitation for discussion thereon. If the PMC considers a motion not in order, the PMC will rule the motion out of order and advise the members the reason for so doing.
10. Debating a Motion - Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted upon. When moved, seconded, and reiterated by the PMC, a motion cannot be withdrawn or ignored, unless the original mover asks for permission to do so from the meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.
11. Voting - Unless stated otherwise in the Constitution or Bylaws, all motions are decided by a majority vote of the ordinary members present. This is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning of majority, equal votes defeat a motion. Members cannot be compelled to vote on a motion. The PMC may exercise his own vote as a member but as a general rule he will refrain from doing so. Except for his vote as an ordinary member, the PMC does not have an extra or deciding vote in the event of a tie.
12. Types of Motions - Motions are of two kinds, Main and Secondary:

- a. Main Motions - A main motion is one which introduces a subject to the meeting. It is debatable and amendable; that is to say, the opinions of those present may be expressed in regard to it, not only by their votes, but also by their words. It is quite proper for any member in favour of a motion to present all the arguments he can think of which seem to make the action advisable and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the PMC must remain absolutely impartial.
  - b. Secondary Motion - In most instances, a main motion will be proposed, seconded, discussed, and voted upon without any further complications; but this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted upon; or other circumstances may occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary (subsidiary) motions and may take the form of:
    - (1) an amendment to the original motion, or an amendment to an amendment;
    - (2) a motion to;
      - (a) defer the subject of the original motion temporarily or indefinitely;
      - (b) refer the subject of the original motion for further study; and
      - (c) limit time for debate of a motion. Such motions must be considered and voted upon before action can be taken on the main motion. Approval of an amendment to a motion automatically defeats the original motion without further vote.
13. Nominations - Nominations are made from the floor. No seconder is required. Nominations may be closed by a motion from the floor, but such a motion is not in order until a reasonable time has elapsed. Normally, the PMC will, after inquiring whether there are any further nominations, declare the nominations closed.
14. Adjournment The closing of the meeting will be by resolution invited only by the PMC. The PMC has the power to adjourn a meeting for a specific period of time or to close the meeting peremptorily under special circumstances.