

# **Senate Meetings**

## **Rules and Procedures**

# Cape Breton University

## 1. SENATE MEETINGS RULES and PROCEDURES PREFACE

The following rules and procedures are based on a number of fundamental principles, including the following:

- a) The right of the majority to decide.
- b) The right of a minority to be heard, it being agreed that this right requires not only special protection but also practical limitations.
- c) The right of absentees to be protected from significant deviation from agreed procedures and announced proceedings.
- d) The right of interested parties to be informed.

The rules are a means, not an end; and the Chair, with the support of Senate, should not permit them to be used to create a nuisance or unnecessarily delay proceedings.

Substantive motions should be handled with considerable formality, but whenever possible the Chair should try to deal with procedures by general agreement.

## 2. DEFINITION OF "PUBLISH"

Unless otherwise limited by the context, "publish", as used herein, means:

Dispatch by mail (campus or electronic) in sufficient time (five calendar days) to be received, in the normal course of events by:

- a) all members of the relevant body;
- b) the University Library;
- c) such other interested parties and news media as may be specified from time to time by the Senate or the Executive Committee of Senate.

## 3. MEETINGS

### i. Regular Meetings

Senate shall generally meet once each month during the months September through June in accordance with the schedule approved by the Executive Committee of Senate and published prior to the beginning of each academic year (September 1 - August 31).

Notwithstanding this schedule, the Executive Committee of Senate, shall have the authority to cancel a meeting of Senate if it determines that the number and nature of the agenda items make it practicable to defer consideration, and provided that notice of such

cancellation is given to members of Senate at least five (5) days prior to the date Senate is scheduled to meet.

## **ii. Special Meetings**

From time to time there may be special meetings of Senate to deal with matters specified in the notice thereof. Special meetings shall be called by the Chair of Senate either on the direction of Senate, or on his/her own motion, or on the advice of the Executive Committee, or on the written request of any 14 members of Senate, or on written request from at least 28 members of the teaching faculty (defined as members of CBUFA and NSGEU whose responsibilities, in large part, include teaching).

## **4. NOTICES OF MEETINGS**

### **i. Regular Meetings**

The publication of the schedule of regular meetings shall be deemed to be due notice of all such meetings.

### **ii. Special Meetings**

Notices of special meetings shall be published no later than 48 hours in advance of the designated time of such meetings.

## **5. OPEN SESSIONS**

Normally all meetings of Senate shall be open to members of the University community, the general public, and representatives of the news media, subject to the limitations of space and orderly conduct.

Non-members who may wish to observe at a specific meeting shall apply to the office of the Secretary of Senate any time between the time of publication of the agenda and twenty-four hours before the time of the meeting. Representatives of the news media are requested to give as much notice as possible should they wish to observe at a meeting.

## **6. CLOSED (IN CAMERA) SESSIONS**

Occasionally the Senate may hold meetings or portions of meetings from which all non-members except those specifically invited may be excluded.

Closed sessions shall be held only for the purpose of discussing confidential business <sup>i.</sup>

## **7. USE OF AUDIO/VISUAL RECORDING EQUIPMENT AT SENATE**

Senate meetings are open, except for confidential matters to be considered in closed session, and members of the media and others are welcome to attend as visitors and may record those portions of the meeting that are of interest to them.

The use of video cameras and still photography are restricted to bona fide members of the media. Others who may wish to record Senate proceedings are limited to the use of audio recordings.

Guidelines for the use of recording devices at Senate meetings:

- a) Members of the media who wish to make audio or video recordings or use still photography during any portion of Senate meetings shall contact the Public Relations Officer not later than 10:00 a.m. on the day that Senate is scheduled to meet;
- b) The Public Relations Officer shall inform the Secretary of Senate of any such request so as to permit the Secretary to inform members of Senate at the beginning of the meeting;
- c) The Public Relations Officer shall be responsible for advising the members of the media on the placement of cameras and recording equipment so as to cause the least amount of disruption to the meeting;
- d) Senators and members of the University community who wish to make audio recordings at a Senate meeting shall inform the Secretary of Senate not later than 10:00 a.m. on the day that Senate is scheduled to meet. The Secretary shall advise anyone wishing to make such recordings on the placement of equipment if special arrangements are required; and
- e) Anyone wishing to record a specific agenda item shall be informed of the approximate time when this item will be open for discussion. The order of business normally shall not be altered unless Senate so agrees.

## **8. AGENDA**

### **i. Regular Meetings**

Subject to rules governing "Order of Business", the Agenda of each regular meeting shall be determined by the Executive Committee and published at least five calendar days in advance of each meeting, together, normally, with all relevant documents.

### **ii. Special Meetings**

The Agenda of special meetings shall be determined by the Executive Committee and shall normally be published with the notice of the meeting together with relevant documents.

### **iii. Matters of Urgency**

Matters arising after the publication of the Agenda of a given meeting may not be brought before that meeting unless in the opinion of the Chair they are of sufficient urgency and importance to require one of the following special procedures:

- a) If time permits, a special notice of the matter shall be published.
- b) If time does not permit a special notice, then, the matter may be added to the Agenda with the consent of at least two-thirds of the members present and voting.

- c) The Chair shall then propose where such matters shall appear on the Agenda.

#### **iv. Closed Sessions**

- a) When drawing up the Agenda for any meeting of Senate, the Executive Committee shall make a preliminary adjudication as to whether an item of business is, *prima facie*, of a confidential nature.
- b) All items so designated shall appear last on the Agenda unless otherwise provided for in the published Agenda.
- c) If the Executive Committee has made a preliminary adjudication as to the confidentiality of any item of business, the published agenda shall be labeled "Confidential" and pages upon which relevant materials appear shall be labeled "Confidential" and distributed at the closed session at which the business is discussed. All confidential material so distributed shall be returned to the secretary before exiting the closed session for disposal.

### **9. QUORUM**

No meeting of Senate may be officially called to order unless a quorum is present.

The quorum of any Senate meeting shall be twenty-five. Non-voting senators not included in determining the quorum.

If a quorum is not present when fifteen minutes have elapsed after the scheduled time of the meeting, the names of those present shall be recorded and the meeting of Senate shall stand adjourned until a time to be fixed by the Executive Committee.

After a meeting of Senate has been properly called to order, the meeting shall be deemed to be properly constituted until such time as a member of Senate other than the Chair calls attention to the loss of a quorum or until the meeting has been adjourned.

### **10. ORDER OF BUSINESS**

The order of business at regular meetings of Senate shall normally be as follows, and shall be changed only if authorized by the Executive Committee in its publication of the Agenda, by resolution of the Senate at the start of the meeting, or by unanimous consent of those present at the time a change is proposed, provided that such change does not affect the rights of members who are not present.

#### **i. Roll Call and declaration of Quorum**

The roll of members shall be called by the Secretary and a declaration of whether quorum is achieved shall be announced.

#### **ii. Acknowledgment of Territory**

The Chair or designate will acknowledge with an appropriate statement that Cape Breton University is situated on the ancestral, unceded territory of the Mi'kmaq people.

### **iii. Consent Agenda**

As a way of expediting Senate business, the Executive may place into a "Consent Agenda" items that are not likely to generate discussion. If any senator wishes to address any item on the Senate agenda, the item will be transferred from the Consent Agenda to one of the committee reports.

### **iv. Matters to be Considered in Closed Session** <sup>ii,iii</sup>

- a) By resolution of the Senate, the Senate will move into closed session to consider any items deemed confidential by the Executive in drafting the agenda.
- b) If in the opinion of a senator other items on the Senate agenda are properly confidential because of individual privacy, litigation, or other items that may be appropriately confidential for a public body, the senator may propose as a motion at this time, or as the item on the agenda arises, to have it considered in closed session.
- c) If the Chair considers that it is not possible to debate the propriety of moving into closed session without revealing those matters which Senate might ultimately consider to be confidential, the Chair may require that the balance of the debate on the motion be conducted in closed session.
- d) If a motion to go into closed session is defeated, then such motion may be rescinded only by a vote of two-thirds of those members of Senate present (and voting), provided, however, that a motion to rescind shall be entertained only at the time when the relevant item is before the meeting.
- e) If the motion to go into closed session has been carried, then such motion may be reversed by a majority of those members of Senate present and voting, provided, however, that the motion to rescind shall be entertained only when the relevant item is before the meeting.
- f) Publication. After Senate has finally decided a matter which has been discussed in a closed session, a decision shall be made as to whether, when, and how the decision taken by Senate shall be made public.

### **v. Matters Forwarded For Information** <sup>iv</sup>

- 1. Correspondence received and of interest to Senate.
- 2. Other items of which Senate is to be informed:
  - a) On motion of a member, supported by at least nine other members, any matter contained in this section of the Agenda may be transferred to "Additional Business".
  - b) Debate on such motions shall be confined to the propriety of transferring the items and shall not be more than five minutes in length.
  - c) When such a matter has been transferred and is before Senate under "Additional Business", only procedural motions shall be in order and substantive motions may be received only as notices of motion.

## **vi. Special Presentations**

Members of the University who wish to make presentations to Senate shall contact the Secretary, in writing, as soon as possible but in any case, no later than 10:00 a.m. of the day prior to the Executive Committee meeting. From submissions received, the Secretary will prepare a list of speakers with time limits for each speaker as part of the agenda. The recommended docket of presentations, their time allotments and position in the agenda shall be considered and either approved or amended by the Executive Committee. All requests to address Senate shall be requests, in writing, to address the full membership, but the Executive Committee or the Senate may, at its discretion, direct that the presentation be made to a committee of Senate. Potential speakers shall be apprised of the Executive Committee's disposition of the docket of presentations following the Executive Committee's meeting. Senate has the authority to review and amend the Executive Committee's decision by an ordinary motion at that time.

## **vii. Report(s) of the President and Vice President (Academic) <sup>v</sup>**

- a) These reports may concern any matter considered by the President to be of interest to Senate and may, at the discretion of the President, include reports from any other University officials.
- b) Senate may discuss matters arising out of the report, provided that the time devoted to this item shall not exceed thirty (30) minutes unless Senate, by a majority of members present and voting, extends the time.
- c) Only procedural motions shall be in order and substantive motions may be received only as 'notices of motion'.
- d) Following the report and any discussion arising therefrom, a motion to receive the report is in order.

## **viii. Question Period <sup>vi</sup>**

- a) Unless extended with support of a majority of the members present and voting, the time devoted to this item shall not exceed fifteen minutes.
- b) Questions shall normally be submitted in writing to the Secretary not later than 10:00 a.m. on the day preceding the meeting of the Executive Committee to set the agenda. The Executive Committee shall assign a respondent(s) for the meeting of the full Senate...
- c) If there is not sufficient time to prepare an adequate response for the ensuing meeting of Senate, the Chair shall so inform Senate and indicate when the response may be expected.
- d) If, in the opinion of the Chair or any other member of Senate, a question does not seem to warrant the time or expense required to prepare an answer, a motion of objection to the question may be put. Such motion shall not require a seconder, shall be debatable only to the extent of a brief statement of objection from the mover and a brief response from the questioner, and shall require support of at least two-thirds of the members present and voting.
- e) Only members of Senate shall have the right to submit questions.

- f) The Executive may, on its own initiative, place a question on the Senate agenda and assign a respondent.

**ix. Approval of Minutes of Previous Meeting(s)**

**x. Business Arising From the Minutes**

This may include some motions for which notice was given at a previous meeting, unfinished business from the previous meeting(s) and/or matters requiring follow-up action.

**xi. Report of the Executive Committee <sup>vii</sup>**

**x. Reports of Other Committees of Senate <sup>viii</sup>**

**xii. Additional Business <sup>ix</sup>**

- a) Matters transferred from 'For Information'.

**xiii. Adjournment**

**11. DURATION OF MEETING**

Normally a meeting of Senate shall dispose of the business set forth in the Agenda in a single session.

When three hours have elapsed after a meeting has been called to order, and a quorum is present, the members present shall decide whether to continue or to take a recess or to adjourn. If the decision is to adjourn, the Executive Committee shall determine whether it is necessary to call a special meeting to complete the business.

When three hours have elapsed after a meeting has been called to order, if a quorum is not present, the official meeting shall be adjourned and the Executive Committee shall determine whether it is necessary to call a special meeting to complete the business.

**12. INTRODUCTION OF BUSINESS**

Business may be put before the meeting by the Chair referring to an item on the Agenda or calling upon a member for a report or "recognizing" (i.e. naming) a member who wishes to make a motion or to speak to a motion.

- a) A member who wishes to be recognized shall raise his/her hand and, if necessary, call "Mr./Madam Chair".
- b) Except as set forth immediately below in item 3., a member may not proceed to address the meeting until recognized by the Chair. (The naming of members is particularly important for the tape recording).
- c) In the following cases, members may speak without first being recognized by the Chair:
  - i. Questions of Order, Privilege or Appeal
  - ii. Parliamentary Inquiries



- iii. Objection to Consideration of a Motion
- iv. Motion to Reconsider
- v. Request for Count of Votes

### **13. REPORTS**

#### **i. Form**

Normally reports shall be in the form prescribed by Senate. The Executive Committee may refuse to accept a report not in proper form. See section later in this document titled Form of Reports to Senate.

#### **ii. Procedures for Handling Reports**

- a) Unless otherwise specifically indicated in its terms of reference, or unless this requirement is waived by the Executive Committee, each Committee of Senate shall, in the first instance, submit its report to the Executive Committee through the recording secretary.
- b) Each report shall be submitted in writing and, at the will of either the Committee concerned or the Executive Committee, it may be supported by the presence of one or more members of the Committee to answer questions.
- c) Committee reports shall normally be submitted to Senate by the Chair of the reporting Committee.
- d) The first speaker to the motion shall normally be the Chair of the reporting Committee.
- e) Chair of Senate Committees - A Chair of a Senate Committee, in presenting the Committee's report to Senate, shall, on behalf of the Committee, move the adoption of any recommendations contained therein and such motion shall not require seconding.
- f) Oral Reports. The reporting member of a Committee may supplement a written report by an oral statement, provided that no substantive motions may be made with respect to the oral portion. Procedural motions and notice of motions shall, however, be in order.

#### **iii. Reports to Senate from other than Senate Committees**

- a) Reports, other than reports from Senate Committees or from individuals, shall be submitted to the Executive Committee in the same format as are Senate Committee reports.
- b) The Executive Committee shall decide on an ad hoc basis how each report should be presented to Senate.
- c) Whenever possible, reports shall be presented to Senate by the Chair of the Committee or by the individual who has prepared the report.

## **14. MOTIONS**

- i. Normally, all motions concerning substantive matters shall be published with the agenda.
- ii. The Chair may order that amendments to such motions be submitted in writing.
- iii. Seconding.
  - a) Recommendations of committees and other motions published with the Agenda need not necessarily be "seconded" unless there is a reasonable doubt that no more than one member of Senate supports them.
  - b) All other motions require seconding except the following:
    - i. request for permission to withdraw a motion;
    - ii. points of order, privilege or parliamentary inquiry;
    - iii. objections to consideration.

It is not necessary that a seconder be "recognized" either at the meeting or in the minutes.

### **iv. Order of Precedence of Motions**

When any one of the following motions is immediately pending, those listed above it are in order, and those below are out of order:

- a) question of privilege
- b) point of order or parliamentary inquiry
- c) fixture of time of the next meeting
- d) to adjourn or recess
- e) appeal
- f) suspend a rule
- g) withdraw (or review) a motion
- h) call for count of vote or motion to ballot
- i) objection to consideration
- j) postpone to certain day
- k) refer
- l) amend
- m) postpone indefinitely
- n) main motion (reconsider and rescind).

## **15. AMENDMENTS**

A motion may be amended by adding, deleting, or substituting specific words, phrases, or paragraphs even to the extent of substituting an entirely different motion provided it relates to the subject matter of the original motion.

#### **i. Without Formal Motion**

Motions may be amended without formal motion, provided that no member objects; otherwise a formal motion, duly seconded, is necessary.

#### **ii. Amending an Amendment**

Motions to amend an amendment are allowed, but may not themselves be amended.

#### **iii. Successive Amendments**

An amendment to a main motion must be disposed of before further discussion or voting is permitted on the main motion to which it relates. This also applies to amendments to amendments. After amendments have been disposed of, the main motion may be further amended any number of times, so long as each successive amendment is different from those already considered.

#### **iv. Relationship of an Amendment to a Main Motion**

If, after an amendment to a main motion or to an amendment has been passed, the main motion or amendment to which it relates is defeated, then all related amendments are likewise taken to have been defeated.

#### **v. Motions Which May Not Be Amended**

- a) adjourn
- b) amend an amendment
- c) appeal a ruling by the Chair
- d) close nominations
- e) close debate
- f) objection to consideration
- g) reconsider
- h) suspend a rule
- i) ask leave to withdraw a motion
- j) postpone indefinitely.

#### **vi. Negating the Motion**

Any proposed amendment which would merely have the effect of negating the motion, i.e. if the same effect could be achieved by defeating the motion, is out of order.

#### **vii. Independent Question Not Permitted**

An amendment cannot introduce an independent question; but an amendment can be hostile to, or even defeat, the spirit of the original motion and still be germane (Robert's Rules).

#### **viii. Amendment Proposing to Substitute Another Motion**

When a motion is made to amend by substituting another motion, the procedure shall be as follows:

- a) the original motion is opened for debate and amendment;

- b) the proposed substitute motion is opened for debate and amendment;
- c) when both motions have been perfected they are read, the original motion first;
- d) the question is put whether the substitution should take place;
- e) if the motion to substitute is adopted, there can be no further amendments but further debate is permissible. The question on the substitute motion is put;
- f) if the motion to substitute is lost, debate continues on the original motion, as amended.

There can be further amendments.

## **16. STATING THE QUESTION**

All motions must be stated clearly by the Chair or Secretary before debate thereon may commence unless there is unanimous consent for the Chair to dispense with a full reading.

## **17. DIVIDING THE QUESTION**

A motion may be altered by dividing it into two or more specified parts. Such division is not in order unless each part, as divided, can stand by itself irrespective of the other part or parts.

### **i. Motion to Divide**

If a motion to divide is adopted, each part of the main motion (or amendment) becomes a separate motion in itself.

### **ii. Consideration by Paragraph or Ad Seriatim**

A report or long motion consisting of a series of resolutions, paragraphs, articles or sections may be considered by opening the different parts to debate and amendment separately, without a division of the question.

## **18. DEBATE**

### **i. Duration of Debate**

No more than forty-five minutes of any one meeting of Senate shall be devoted to discussion of any one Agenda item unless a majority of the members present and voting adopt a resolution to extend the debate.

### **ii. Undebatable Motions**

The following motions shall not be debated:

- a) adjourn
- b) consideration by paragraph
- c) limit, extend or close debate

- d) call for count of votes
- e) fix time for next meeting
- f) close nominations
- g) objection to consideration
- h) suspend a rule
- i) withdraw a motion.

## **19. VOTING**

### **i. Majority Votes**

Except as stated immediately below, a motion shall require the support of a majority of members present and voting.

### **ii. Two-thirds Majority**

Two-thirds support by those present and voting shall be required to pass the following motions:

- a) objection to consideration
- b) close debate
- c) suspend a rule
- d) limit debate
- e) rescind when proper notice has not been given
- f) close nominations.

### **iii. Unanimous Consent**

On non-contentious issues, the Chair may dispense with taking a vote, provided no member objects.

### **iv. Method of Voting**

Voting shall normally be by oral response of Aaye@ representing Afor@ the question and Anay@ representing Aagainst@ the question. Abstentions are signaled by a show of hands. Where a vote count is deemed necessary, a show of hands is required. However, in elections or on motions to censure individuals, committees or groups, a secret ballot shall be used.

### **v. Other Methods of Voting**

Motions to provide for other methods of voting require the consent of a majority of the members present and voting.

### **vi. Chair and Tie Vote**

As a member of Senate, the Chair has a right to one vote on all motions presented to Senate, such vote to be counted at the same time as all other votes. A tie vote shall be regarded as defeating the motion. The Chair may cast one vote to break a tie, if at the time the question was called the Chair did not vote.

## **20. ADJOURNMENT**

### **i. A motion to adjourn, once adopted, terminates a meeting**

Such a motion may not interrupt a speaker or a vote, but does take precedence over other pending business. It may be reintroduced at any time, as long as other business has intervened.

### **ii. Adjournment to a Fixed Time**

This may be amended. Amendments to such a motion are debatable.

### **iii. Adjournment as an agenda item**

Where adjournment is indicated as an agenda item, no motion to adjourn is required to end the meeting when that point in the agenda is reached. The Chair simply states that There being no further business to consider, we are now adjourned.

### **iv. Recess**

A motion to recess may be amended, and the amendment may be debated. It does not terminate the meeting, and the business is resumed at the point where it was broken off before the recess.

## **21. INFORMAL CONSIDERATION OF BUSINESS**

### **i. Committee of the Whole**

A motion to go into Committee of the Whole interrupts the business to which it is applied. Such a motion shall state clearly the business for consideration by the Committee.

The only motions in order shall be the following:

- a) to amend
- b) to adopt
- c) to "rise and report" (as it cannot adjourn)
- d) to appeal a ruling from the Chair.

At the end of deliberation by the Committee of the Whole, the Chair of the Senate shall resume the chair and the Chair of the Committee of the Whole shall then report any conclusions, recommendations or summaries arrived at, for formal ratification by Senate.

### **ii. As if in Committee of the Whole**

Similar to Committee of the Whole, except that the Chair of Senate shall not relinquish the chair; at the end of the informal discussion the Chair shall make certain that the conclusions are formally presented for disposition by Senate.

## **22. RECORDS OF PROCEEDINGS**

### **i. Official Record**

The official record of meetings of Senate shall be the Minutes taken by the Secretary and approved by Senate.

### **ii. Minutes**

The Secretary shall record the Minutes in a succinct narrative style including, at a minimum, any recommendations, motions, amendments and the vote thereon.

### **ii. Publication**

All minutes shall be published as soon as possible following the meetings. Publication may be in the form of web site documentation/text

### **iv. Electronic Records**

Electronic recordings shall be made of all meetings of Senate (except confidential sessions). These shall be accessible to all interested parties. These recordings will be archived.

### **v. Index**

A comprehensive index of minutes of Senate and of the Senate Executive Committee shall be maintained in the Office of the President and made available for reference.

### **vi. Decisions of Senate**

The Secretary shall ensure that decisions of Senate requiring implementation by persons who are not members of Senate are communicated, within a reasonable time, to those persons and/or to the University community. The Secretary shall ensure that there is an up-to-date compendium of all in-effect Senate policy decisions, regulations and guidelines.

## **23. ELECTIONS**

To the Board of Governors:

- a) Elections shall be held as a vacancy arises or as a term of office is set to expire,
- b) A motion to close nominations shall be entertained only if the number of nominations is at least equal to twice the number of vacancies to be filled, or if, prior to obtaining such number, no one objects to the putting of the motion, which shall require two-thirds majority for adoption.
- c) Before the vote is taken, each nominee, if present, shall stand to be identified and the nominee's University association (i.e. school, department, etc.) shall be announced. If the person nominated is not present, the nominator must state that the person nominated has consented to the nomination.
- d) Only before the close of nominations or after the first ballot shall any person have the right to withdraw.

- e) All voting shall be by secret ballot and restricted to faculty members on Senate, as per the requirement to fill faculty seats on the Board of Governors. To cast a vote for a particular candidate, Senators shall print clearly the name of such candidate on the ballot provided. Following the announcement of the results, the ballots shall be destroyed by the Returning Officer unless otherwise ordered by the Senate.
- f) If a tie results from any one of the elections which prohibits the unique determination of the appropriate terms of office, the question shall be resolved by another election involving only the candidates who have so tied. And a subsequent tie will be resolved by drawing the lots.
- g) Those elected shall take office immediately.
- h) The Secretary of Senate shall be the Returning Officer for all elections.

For the Chair, Vice Chair, and Secretary of Senate

- a) Such elections will normally take place at the final Senate meeting of the expiring term or the first Senate meeting of the new term.
- b) The Vice President (Academic) or designate who is not a candidate for Chair shall preside over the election of Chair, which candidates must be senators. A newly elected Chair shall then normally preside over the elections for Vice Chair and Secretary.
- c) Where there is more than one candidate for a position, voting shall be by secret ballot and, if desired by Senate, candidates may address the Senate.

## **24. AUTHORITY**

Matters not dealt with in these rules shall be resolved in accordance with procedures set forth in the current edition of Robert's Rules of Order. Matters not provided for in Robert's Rules shall be resolved with reference to the current edition of Bourinot's Rules of Order or, if more appropriate to the circumstances with reference to Robert Marleau and Camille Montpetit, House of Commons Procedure and Practice.

## **25. AMENDMENT OF THESE RULES AND PROCEDURES**

Rules and Procedures Governing Meetings of Senate may be amended by a two-thirds majority vote of those present and voting at a duly constituted meeting of Senate, provided that notice of the proposed amendment has been given two weeks prior to the day of the vote and that a quorum is present at the time the vote is taken. The rules and procedures and amendments thereto may take the form of "manuals" or "narrative guidelines" and shall be consistent with Senate bylaws.

## **26. SUSPENSION OF RULES**

- i. "Suspension" shall mean the temporary setting aside of a rule for a specifically declared purpose at a specific meeting of Senate.



- ii. Rules intended to protect the rights of members not present may not be suspended, even with the unanimous consent of those present.
- iii. Other rules may be suspended with support of at least two-thirds of the members present and voting.

## **27. MOTIONS FOR SPECIFIC PURPOSES**

The sections below list the most frequent motions according to their objects and describe the procedures followed in using them. Neither a motion "To Table" nor a motion for the "Previous Question" is in order at meetings of Senate.

### **i. To Prevent or Postpone Action**

The following motions are designed to prevent or postpone action on a motion.

- a) **To Object to Consideration:** If passed, the question to which it applies may not be raised again until the next meeting. It requires no second, cannot be debated or amended, and requires a two-thirds vote. It may be moved at any time (even interrupting a speaker) before the motion objected to is formally before Senate for debate; i.e. before it has been "stated".
- b) **To Withdraw a Motion:** Before a motion is formally open to debate, it may be withdrawn at will by its original mover. After that time, it may be withdrawn only with the consent of Senate. If a single member objects to withdrawal, then a formal motion to withdraw must be moved, seconded, and voted upon without debate with majority voting. If withdrawn, the motion may not be made again until another meeting.
- c) **To Postpone to a Fixed Time:** This interrupts consideration of the business to which it relates. It can be amended only by changing the time specified and is debatable only with respect to the propriety of the postponement, it requires a simple majority for passage.
- d) **To Postpone Indefinitely:** This motion interrupts consideration of business; may not be amended, and is debatable only with respect to the propriety of the postponement. It requires a simple majority for passage.
- e) **To Commit or Recommit:** If the motion is adopted, the subject under consideration is referred to committee or committees. When the committee named is the same as that which reported the original question to the meeting, the motion is to recommit. It may be debated and amended, and requires a simple majority.

### **ii. To Change a Decision**

- a) **To Reconsider a Question:** A motion to reconsider a resolution may be made at the same or any subsequent meeting. This motion can be applied either to negative or positive action taken previously on a main motion or amendment. It must be moved and seconded by members who did not vote on the losing side in the first instance (i.e. who either voted affirmatively or abstained).

The mover may not interrupt a vote, but may interrupt another speaker. If made when it interrupts the discussion of other business, the motion to reconsider is held until the

business interrupted is disposed of. It may be debated, but cannot be amended. It requires a simple majority.

If passed, it invalidates previous action on a question, that question becoming the next item of business. If rejected, a motion to reconsider cannot again be entertained.

- b) To Rescind a Resolution: At any meeting after that at which a motion was adopted, a member may move to rescind it. If the motion to rescind is adopted, the previous action is cancelled. The motion to rescind is debatable and amendable. It requires a simple majority if notice has been given; if not, it requires support of either two-thirds of those present and voting, or a majority of the total membership of Senate, whichever is the greater number.

### **iii. Motion to Maintain Rule**

- a) Point of Order: The Chair may interrupt any speaker on any business at any time to call a member to order, or to rule a motion out of order. Similarly, a member may interrupt a speaker or business by rising to a point of order, which is decided upon by the Chair. There shall be no second, or debate, except that the Chair may, at the Chair's discretion, submit the question to the meeting and permit a brief debate thereon.
- b) Appeal from Decision of the Chair: Such an appeal must be immediately after the disputed ruling. It must be seconded. It can be debated, but not amended. It requires a majority vote. If there is a tie-vote, the challenge shall be considered defeated.
- c) Parliamentary Questions and Matters of Privilege: Any member may interrupt a speaker or any business in order to request information regarding proper procedure or with respect to facts under discussion. The Chair immediately rules as to whether the question or request is a proper interruption and acts accordingly. There is the usual right of appeal from the Chair's ruling.

## **28. FORM OF REPORTS TO SENATE**

All committee reports to Senate must include an indication of the terms of reference of the committee and a clear statement of its recommendations (if any). In addition, when applicable, reports should include information concerning areas considered, opinions gathered, tests performed and analysis of data, together with a brief summary and explanation of the background of any motions put forward.

Reports of ad hoc committees shall also include a list of the members of the committee.

### **The General Format.**

#### **i. Preamble**

Standing Committees shall indicate the number and nature of meetings and indicate the page number in the Senate Handbook on which the committee's terms of reference may be found. Ad Hoc Committees, when reporting, shall indicate the date upon which their terms of reference were approved by Senate. If a report is final, it should contain a motion that the committee be disbanded.

## **ii. Observations**

Answers to questions, reports on procedures, statements about progress of business not yet ready for resolution, and where applicable, reports should include areas considered, tests performed, and analysis of data.

## **iii. Recommendations - Specific Motions for Action**

These may be accompanied by explanatory observations, but the motions should stand out prominently. Statistics and other supporting material, if any, might be provided in appendices. The report must be signed by the Chair, and in the case of ad hoc committees, the names of the other members should appear at the end of the report.

It is most important that recommendations, if any, be stated as clearly, precisely, and obviously as possible. They should be framed in the motions, beginning with "It is MOVED that..." or "It is RECOMMENDED that...".

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## Endnotes

- <sup>i</sup> See ORDER OF BUSINESS, Matters to be Considered in Closed Session below.
- <sup>ii</sup> Required to be at the beginning because it affects how the agenda is to be treated.
- <sup>iii</sup> Examples of confidential items will include vetting of lists of potential graduands where names are recorded; any matter where personnel are named and sensitivity and discretion are in order; any academic matter whereby open discussion may place the university at a competitive disadvantage.
- <sup>iv</sup> If we don't do this up front we may not get to it before adjourning. Informational items usually have a timeliness to them and therefore dispensing with them early on in the proceedings is necessary.
- <sup>v</sup> Like Matters for Information, the report usually will have a timeliness associated with it and therefore should be early on in the agenda.
- <sup>vi</sup> There is no other forum provided for senators to ask questions academic or senate related questions that are not related to business at hand. AOther Business@ is for other business and not for specific questions that may need to be answered.
- <sup>vii</sup> Shall refer to any new business.
- <sup>viii</sup> Shall refer to any new business.
- <sup>ix</sup> This is business not accounted for in the agenda items above, hence additional. Note: All business is considered new, as old business has been disposed of an at earlier meeting.