

SENATE MEETING RULES

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SENATE MEETING RULES

PREFACE

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

1. The right of the majority to decide;
2. The right of a minority to be heard, it being agreed that this right requires not only special protection but also practical limitations;
3. The right of absentees to be protected from significant deviation from agreed procedures and announced proceedings;
4. The right of interested parties to be informed.

Many years of practice in democratic institutions throughout the world have demonstrated the usefulness of such rules and procedures in maintaining these principles and providing for efficiency of debate and decision.

It should always be remembered, however, that 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.

DEFINITION OF “PUBLISH”

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

1. Dispatch by email to all members of the relevant body; and
2. Publication on the University Governance web page.

MEETINGS

1. Regular Meetings

Senate shall meet monthly between October and June in accordance with the schedule prepared by the University Secretary and published at least one (1) month before the

beginning of each academic year. Notwithstanding this schedule, the Executive Committee of Senate, which shall continue to meet monthly, shall have the authority to cancel a meeting of Senate if it determines that the amount 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 seven (7) days prior to the date Senate is scheduled to meet.

2. 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 twelve (12) members of Senate.

3. Summer Months - Urgent Matters

If, in the view of the Chair of Senate, the University Secretary, or the Executive Committee, any matter arises in July, August or September that is urgent and requires immediate consideration, a special meeting of Senate shall be called for that purpose.

NOTICES OF MEETINGS

1. Regular Meetings

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

2. Special Meetings

Notices of special meetings shall be published no later than forty-eight (48) hours in advance of the designated time of such meetings.

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.

1. At least fifteen (15) places in the Senate Chamber shall be available for non-members, of which three (3) shall be held specifically for representatives of the news media.

2. Non-members, including representatives of the news media, may reserve places at a specific meeting by applying to the office of the University Secretary any time between the time of publication of the agenda and two (2) hours before the time of the meeting.
3. The Executive Committee may authorize the University Secretary to make long-term reservations, provided that the number of such long-term reservations does not exceed fifty (50%) percent of the minimum number of places available to non-members of Senate.

CLOSED 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.

USE OF AUDIO/VISUAL RECORDING EQUIPMENT AT SENATE

1. 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.
2. 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.
3. 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 Executive Director of Public Affairs not later than 10:00 a.m. on the day that Senate is scheduled to meet;
 - (b) The Executive Director of Public Affairs shall inform the University Secretary of any such request so as to permit the University Secretary to inform members of Senate at the beginning of the meeting;
 - (c) The Executive Director of Public Affairs 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 University Secretary

not later than 10:00 a.m. on the day that Senate is scheduled to meet. The University 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.

AGENDA

1. 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 (5) days in advance of each meeting, together, normally, with all relevant documents.

2. 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.

3. 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, notwithstanding the rules governing “Order of Business”, the matter may be added to the Agenda with the consent of at least two-thirds (2/3) of the members present and voting;
- (c) The Chair shall then propose where such matters shall appear on the Agenda.

4. Closed Sessions

- (a) When drawing up the Agenda for any meeting of Senate, the Executive Committee shall make a preliminary adjudication as to whether or not 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 labelled “Confidential” and pages upon which relevant materials appear shall be labelled “Confidential” and either mailed to members of Senate only or distributed at the closed session at which the business is discussed. Whenever possible, such information will also be made available for inspection by members of Senate in the Office of the University Secretary on the day preceding the meeting of Senate.

QUORUM

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

1. The quorum of any Senate meeting held during the months of October to May, inclusive, shall be forty (40). During the months of June, July, August and September, it shall be twenty-five (25). Assessors are not included in determining the quorum.
2. If a quorum is not present when fifteen (15) 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.
3. 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 (see also “Duration of Meeting”).

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 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.

1. **Matters to be Considered in Closed Session**
 - (a) Reports of the Senate Committee on Honorary Degrees shall be considered in closed session.
 - (b) For all other matters, at the beginning of a meeting of Senate, if there are items listed as “Confidential” on the Agenda, the Speaker of the Executive

Committee shall make the following motion with respect to each item placed under “Confidential Business”:

“I move that item No. (blank) on the Agenda be discussed in closed session.”

- (c) Debate on each motion shall be limited strictly to the propriety of moving into closed session when the item is reached later in the Agenda.
- (d) 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.
- (e) If a motion to go into closed session is defeated, then such motion may be rescinded only by a vote of two-thirds (2/3) 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.
- (f) 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.
- (g) **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.

2. **Matters for Concurrence Without Debate**

- (a) The Executive Committee may from time to time place on the Agenda certain items which it recommends that Senate adopt without debate.
- (b) On motion of a member, supported by at least nine (9) other members, any item listed in this section of the Agenda may be transferred to “Additional Business”.
- (c) Debate on such motions shall be confined to the propriety of transferring the items and shall not exceed two (2) minutes in length.

3. **Matters Forwarded for Information**

- (a) On motion of a member, supported by at least nine (9) 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 (5) 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.

4. Report of the President

- (a) The report of the President 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 of the President, provided that the time devoted to this item shall not exceed thirty (30) minutes unless Senate, by a two-thirds (2/3) majority vote, extends the time.
- (c) Only procedural motions shall be in order and substantive motions may be received only as notices of motion.

5. Question Period

- (a) Unless extended with support of at least two-thirds (2/3) of the members present and voting, the time devoted to this item shall not exceed fifteen (15) minutes.
- (b) Questions shall normally be submitted in writing to the Secretary not later than 10:00 a.m. on the Monday preceding the meeting.
- (c) The Chair shall determine whether or not such questions concern matters within the jurisdiction of Senate, and if the Chair considers them to be within the jurisdiction shall either answer them or arrange for them to be answered by some other appropriate person.
- (d) 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.
- (e) 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 (2/3) of the members present and voting.

- (f) If time permits, questions may also be put from the floor. The relevance of such questions shall be determined by the Chair.
- (g) Supplementary questions shall be permitted only for the purpose of clarification. The Chair may accept an oral question as a notice of question to be answered at a later date. Objection to an oral question may be raised by the Chair or any other member of Senate.
- (h) Only members and Assessors of Senate shall have the right to submit questions.

6. **Adoption of Minutes of Previous Meeting(s)**

7. **Business Arising from the Minutes**

This may include some motions for which notice was given at a previous meeting.

8. **Report of the Executive Committee and Report of the Senate Planning and Priorities Committee**

9. **Reports of Other Committees of Senate and Faculty/School Councils**

10. **Additional Business**

- (a) Motions for which notice was given at a previous meeting and which were not dealt with under “Business Arising from the Minutes”.
- (b) Matters transferred from “Concurrence Without Debate”.
- (c) Matters transferred from “For Information”.
- (d) Matters submitted to the Executive Committee after the previous meeting but in sufficient time to be included on the Agenda.
- (e) Notice of motions to be presented at a later meeting.

11. **Confidential Business**

If not dealt with earlier in the meeting.

12. **Adjournment**

DURATION OF MEETING

1. Normally a meeting of Senate shall dispose of the business set forth in the Agenda in a single session, including a fifteen (15) minute coffee break approximately two (2) hours after the meeting has been called to order.
2. When four (4) 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 or not it is necessary to call a special meeting to complete the business.
3. When four (4) 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 or not it is necessary to call a special meeting to complete the business.

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.

1. A member who wishes to be recognized shall raise his/her hand or rise in his/her place and, if necessary, call “Mister/Madam Chair”.
2. Except as set forth in #3 below, a member may not proceed to address the meeting until recognized by the Chair. (The naming of members is particularly important for the recording of the meeting by the Secretary.)
3. In the following cases, members may speak without first being recognized by the Chair:
 - (a) Questions of Order, Privilege or Appeal
 - (b) Parliamentary Inquiries
 - (c) Objection to Consideration of a Motion
 - (d) Motion to Reconsider
 - (e) Request for Count of Votes

REPORTS

1. Form

Normally reports shall be in the form prescribed by Senate (see "Form of Reports to Senate"). The Executive Committee may refuse to accept a report not in proper form.

2. Procedures for Handling Reports

- (a) Unless otherwise specifically indicated in its terms of reference, each Committee of Senate shall, in the first instance, submit its report to the Executive Committee.
- (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) Should the Executive Committee not approve of some or all of the recommendations of a report, it shall seek informal approval of the reporting Committee Chair for making alterations which, if approved, shall be incorporated in the report.
- (d) If the informally proposed changes are not agreeable to the Committee Chair, then the Executive Committee shall have the right to refer the report formally to the reporting Committee for reconsideration.
- (e) This process of reconsideration may be repeated but, at any time after one such reconsideration, the reporting Committee shall have the right to submit its report directly to Senate (at which time the Executive Committee or members thereof have the right to propose amendments and/or recommital).
- (f) Committee reports shall be submitted to Senate by the Chair, or deputy, or the reporting Committee and shall not require seconding.
- (g) The first speaker to the motion shall be the Chair, or deputy, of the reporting Committee. Normally, the second speaker shall be a representative of the Executive Committee, if the Executive Committee has comments on the report.
- (h) Chairs of Senate Committees - Not Members of Senate. A Chair of a Senate Committee, who is not a member of Senate, in presenting the Committee's report to Senate, shall, on behalf of the Committee, move the adoption of any recommendations contained therein.

- (i) 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.

3. **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 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.

MOTIONS

1. Normally, all motions concerning substantive matters shall be published with the Agenda.
2. The Chair may order that amendments to such motions be submitted in writing.
3. 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 (1) 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.
 - (c) It is not necessary that a seconder be “recognized” either at the meeting or in the minutes.
4. 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) fixture of time of the next meeting
- (b) to adjourn or recess
- (c) question of privilege
- (d) point of order or parliamentary inquiry
- (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)

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.

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

2. Amending an Amendment

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

3. **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.

4. **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.

5. **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
6. 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.
7. An amendment cannot introduce an independent question; but an amendment can be hostile to, or event defeat, the spirit of the original motion and still be germane (*Robert's* p.113).

8. 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.

STATING THE QUESTION

All motions must be stated clearly by the Chair or Secretary before debate thereon may commence.

DIVIDING THE QUESTION

A motion may be altered by dividing it into two (2) 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.

1. Motion to Divide

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

2. Consideration by Paragraph or 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.

DEBATE

1. Duration of Debate

No more than forty-five (45) minutes of any one meeting of Senate shall be devoted to discussion of any one Agenda item unless at least two-thirds (2/3) of the members present and voting adopt a resolution to extend the debate.

2. 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

VOTING

1. Majority Votes

Except as stated in #2 below, a motion shall require the support of a majority of members present and voting.

2. Two-Thirds Majority

Two-thirds (2/3) 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) extend length of time of debate
- (f) rescind when proper notice has not been given
- (g) close nominations

3. Unanimous Consent

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

4. Method of Voting

Voting shall normally be by show of hands. However, in elections or on motions to censure individuals, committees or groups, a secret ballot shall be used.

5. Other Methods of Voting

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

6. Chair and Tie Vote

As a member of Senate, the Chair has a right to one (1) 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 (1) vote to break a tie, if at the time the question was called the Chair did not vote.

ADJOURNMENT

1. 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.

2. Adjournment to a Fixed Time

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

3. 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.

INFORMAL CONSIDERATION OF BUSINESS

1. 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.

If the motion is passed, the Chair shall immediately call another member to the chair and shall sit as a member of the Committee.

The only motions in order shall be the following:

- to amend
- to adopt
- to "rise and report" (as it cannot adjourn)
- 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.

2. 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.

RECORDS OF PROCEEDINGS

1. Official Record

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

2. Minutes

The Secretary shall record the Minutes including, at a minimum, a summary of the discussions, any recommendations, motions, amendments and the vote thereon.

When a substantive motion or amendment thereto is ruled out of order, such motion should not be recorded in the minutes unless so directed by Senate.

3. Publication

All minutes shall be published as soon as possible following the meetings.

4. 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 may be erased after the approval of the minutes of the meeting by Senate.

5. Records

A comprehensive record of minutes and agendas of Senate and of the Senate Executive Committee shall be maintained in the Office of the University Secretary and made available for reference.

ELECTIONS

To the Board of Governors and the Senate Executive Committee:

1. Elections shall normally be held at the May meeting of Senate.

2. The University Secretary shall issue a call for nominations for any vacancies to all eligible members of Senate. The call for nominations should be made such that a two-week nomination period occurs prior to the publication of the Senate agenda. The call for nominations shall state the University's commitment to diversity in all forms.

3. Any eligible member of Senate may make a nomination or self-nominate. Nominees shall submit a 150-word (maximum) introduction, outlining their background and what they would want to contribute if elected.

4. Information on the nominees, and the introductions provided shall be published in the Senate Agenda.

5. At the Senate meeting at which the election is held, one final call for nominations shall be put forward by the Chair. Following this call for nominations, a motion to close nominations shall be entertained.
6. Before the vote is taken, each nominee, if present, shall stand to be identified and the nominee's University association (i.e., faculty, school, department etc.) shall be announced.
7. Only before the close of nominations or after the first ballot shall any person have the right to withdraw.
8. All voting shall be by secret ballot. 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.
9. 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.
10. Those elected shall take office on June 1.
11. The University Secretary shall be the Returning Officer for all elections.

AUTHORITY

Matters not dealt with in these rules shall be resolved in accordance with procedures set forth in the current editions of *Robert's Rules of Order* and *Bourinot's Rules of Order*, provided that if there is conflict between these two authorities, Bourinot shall rule. Matters not provided for in either authority shall be resolved by reference to the procedures of Parliament.

AMENDMENT OF THESE RULES AND PROCEDURES

Rules and procedures governing meetings of Senate may be amended by a majority vote of those present and voting at a duly constituted meeting of Senate, provided that notice of the proposed amendment has been given and that a quorum is present at the time the vote is taken.

SUSPENSION OF RULES

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

2. Rules intended to protect the rights of members not present may not be suspended, even with the unanimous consent of those present.
3. Other rules may be suspended with support of at least two-thirds (2/3) of the members present and voting.

SMOKING DURING SENATE MEETINGS

All forms of smoking during Senate meetings in the Senate Chamber are prohibited.

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.

1. 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 (2/3) vote. It may be moved at any time (even interrupting a speaker) before the motion objected to is formally before the house 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. 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.

2. **Motions to Hasten or Expedite** (all requiring two-thirds majority)

- (a) To Close Debate: If adopted, such a motion has the effect of causing an immediate vote on the question to which it applies. Unless otherwise specified, it applies to the principal motion and all related amendments. Such a motion may not be debated or amended. It requires a two-thirds (2/3) majority for passage.
- (b) To Suspend a Rule: This motion applies to a specific question under consideration, and the rule or rules suspended are in force again as soon as the question under consideration is disposed of. The motion interrupts consideration of the business to which it applies. It cannot be debated or amended. It requires a two-thirds (2/3) vote for passage.
- (c) To Limit Debate: This motion has the effect of fixing a time at which debate on a subject shall be terminated. It is not debatable, but it can be amended as to time. The amendment may be debated. A motion to limit debate requires a two-thirds (2/3) vote for passage.

2. **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 (2/3) of those present and voting, or a majority of the total membership of Senate, whichever is the greater number.

3. **Motion to Maintain Rules**

- (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, when stated, is decided upon by the Chair immediately. 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.

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:

1. **Preamble**

Standing Committees shall indicate the number and nature of meetings and indicate where 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.

2. 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.

3. 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 ...”

Recommendations should also include the effective date for implementation of the recommendation, if known.