

Schedule C to the By-Laws

RULES OF ORDER OF THE COUNCIL AND ITS COMMITTEES

General Procedure

1. The Council will ordinarily meet informally and allow discussion of a topic without a motion needing to be made first.
2. The Council may decide matters by consensus and may indicate preferences by a straw vote or other informal method but, motions will usually be made if,
 - (a) a decision will commit the College to an action or a public position, or
 - (b) the chair or the Council is of the opinion that the nature of the matter or of the discussion warrants a motion.
3. A motion may be made after a discussion on the topic. If a motion is made, the rules pertaining to motions shall apply.

Motions

4. All motions shall be in writing, seconded and given to the chair before being considered except that, if a motion has been printed and distributed to the Council before being made, it does not need to be given to the chair before being considered.
5. When a motion that has not been printed and distributed to the Council is given to the chair, he or she shall then read it aloud, and any Council member may require it to be read at any time, but not so as to interrupt a Council member while speaking.
6. When the motion contains distinct propositions, any Council member may require the vote upon each proposition to be taken separately.
7. No Council member shall vote upon any motion in which he or she has a direct monetary or other conflict of interest, and the chair shall disallow the vote of any Council member on any motion in which the chair believes the Council member has a direct monetary or other conflict of interest.

Amendments and other subordinate motions

8. A substantive motion in writing that has been moved, seconded and given to the chair may be amended by a motion to amend. The chair shall rule a motion to amend out of order if it is irrelevant to the main motion or defeats the basic effect of the main motion.
9. When a motion has been moved, seconded and given to the chair, no other motion may be made except a motion to amend the motion, to refer the motion to a committee, to postpone the motion, either indefinitely or to a specific meeting, to call the question, to adjourn the debate or to adjourn the meeting.
10. When a motion to refer a motion to a committee has been made, it shall be decided before any amendment is decided and, if it is passed, no further debate or discussion is permitted.

11. A motion to amend the main motion shall be disposed of before the main motion is decided and, where there is more than one motion to amend, they shall be decided in the reverse order to which they were made.

Preserving Order

12. The chair shall call upon Council members to speak as nearly as feasible in the order in which they indicate a wish to speak.

13. The chair shall preserve order and decorum, and shall rule on any question of order or procedure. However, a Council member who believes the chair's ruling is wrong may appeal the ruling to the Council.

14. During a meeting, electronic devices shall only be used to conduct Council business. For example, personal cell phones shall be turned off, no texting shall occur and e-mails and internet searches shall be confined to those necessary for the business of the meeting.

15. Unless an electronic meeting is open to the public, Council members shall protect the confidentiality of the meeting including not disclosing access details to others, not using a speakerphone if others are able to hear and participating in any confidentiality declarations requested by the chair.

16. Whenever the chair is of the opinion that a motion offered to the Council is contrary to these rules or the by-laws, he or she shall immediately inform the Council of his or her opinion, rule the motion out of order and explain why.

17. If a Council member believes that another Council member has behaved improperly or that the Council has broken the by-laws or these rules, the Council member may state a point of order. The chair shall promptly rule on the point of order, which is subject to an appeal to the Council. (There is no "point of personal privilege" or "point of privilege" in a body such as the Council).

18. The chair may limit the number of times a Council member may speak, limit the length of speeches and impose other restrictions reasonably necessary to finish the agenda of a meeting.

19. The chair, with the approval of the Council, may direct the removal of any person, including a Council member, from the meeting if the person is disrupting the meeting or is otherwise acting so improperly as to make removal necessary for conducting an orderly meeting.

20. The chair may appoint a parliamentarian to advise him or her and may direct the parliamentarian to provide advice to the Council about the by-laws and rules of the Council or provide the Council with other parliamentary advice.

21. Council may appoint an independent person who is not a member of the Council to chair the Council meeting.

|

Matters Not Covered by These Rules

21. When a circumstance arises in a formal session that is not provided for by these rules or by other rules of the Council, the chair shall make a ruling, which is subject to an appeal to the Council without debate. The chair and the Council shall be guided by the principles set out in *Roberts Rules of Order*.

22. These Rules of Order apply with necessary modification to meetings of committees of the Council. For example, committee meetings are closed to the public and observers are not permitted.