



# Society for Students with a Disability

## Rules of Order

### Limitations

- 1) Nothing in this policy should override or contradict the Constitution or Bylaws of the SSD or UVSS.

### Voting and Speaking Right

- 2) Anyone granted participation or speaking rights by SSD governing documents may speak at meetings. The meeting Chair may grant additional speaking rights.
- 3) Each person with voting rights holds one vote.
- 4) Voters may submit a verifiable written proxy (e.g. email) to declare how they wish to vote or that they are standing for election. Their vote will be counted in their absence.

### Agendas and Meeting Minutes

- 5) The Operations Director prepares agendas, with support from staff, including all properly submitted items. General-meeting agendas are approved by Council beforehand; Council-meeting agendas are approved at the meeting's start.
- 6) Minutes must be approved at the next meeting of the same group. If significant edits are needed, they may be tabled until revised.
- 7) The meeting Chair may adjourn without a motion when the agenda is complete or a stated adjournment time is reached.

### Decisions at a Meeting

- 8) A decision at a meeting shall be made by voting. Unless a larger majority is required, a motion passes with more votes in favour than opposed.

- 9) The Chair shall not vote unless the vote is tied or would pass by only one vote. This does not apply to elections.
- 10) A motion shall be voted on when: (a) no one wishes to speak more on a debatable motion; (b) a motion to limit debate requires a vote to be held at the current moment; or (c) a motion that is not debatable has been seconded.
- 11) When conducting a vote on a motion, the Chair will include any submitted proxies and shall request one of the following options:
  - a. A vote by show of hands. The Chair will ask for all those in favour of the motion, then for all those opposed, and then for any abstentions. For each request, the Chair will give a few seconds for those with the right to a vote to raise their hands. Should the result of the vote be unclear, the Chair will repeat this process and count each hand raised for each step.
  - b. A vote by secret ballot. The Chair will distribute one ballot per vote which will not contain any identifying questions. A recess shall be held while the Chair and one other Council or staff member count the ballots and determine the outcome of the vote.
  - c. A vote without objection. The Chair will ask for any objections to unanimously passing the motion. Should anyone indicate their objection, the Chair will hold a vote by show of hands.

## Motions and Amendments

- 12) All decisions require a motion with a clear “Be It Resolved That...” (BIRT) statement. Motions require a mover with speaking rights and a seconder with voting rights.
- 13) Main motions address SSD business and take effect at the meeting’s close unless otherwise stated.
- 14) Secondary Motions address meeting procedure and may be moved by anyone with speaking rights when they have the floor:
  - a. A motion to recess is used to take a short break. It must indicate either a period of time or a set of conditions which, when complete, will cause the meeting to resume.
  - b. A motion to adjourn is used to end the meeting either immediately or at a specific time. When the group next meets they will start a new meeting with a new agenda.
  - c. A motion to table a main motion is used to stop discussion of the main motion that is currently being considered either indefinitely or until a later time.
  - d. A motion to divide the question is used to split a motion into two or more parts, as decided by the mover of the motion.

- e. A motion to limit debate is used to limit the amount of debate on the current motion. This may include limiting the time per speaker, the total time, or an end to the debate. This type of motion is not debatable.
  - f. A motion to move in camera is used to keep sensitive discussions confidential. If passed, anyone who does not have the right to vote and is not specifically requested to stay in the meeting shall exit the meeting room and an in camera session shall begin. No decisions may be made in camera, except the decision to return to the regular meeting. All information discussed is considered confidential.
  - g. A motion to modify the rules is used to allow the meeting to ignore, or change, particular rules to conduct business in a specific way. A motion to do this should clearly outline which rules are ignored, made, or changed, and when these changes end.
  - h. A motion to remove the meeting Chair is used to remove the Chair for the duration of the meeting. Once seconded, the meeting Chair must pass the authority of Chair to a Council or staff member until the motion has been voted upon.
- 15) Unless otherwise specified, a motion is debatable. This means that individuals with speaking rights shall be allowed to debate the motion, before it is voted on, following the process in paragraphs 19 and 20.
- 16) An amendment is a motion that may adjust a motion's wording without reversing its intent or changing its purpose. They may be moved by any speaker unless another amendment is already under discussion.

## Discussion items

- 17) Discussion items are used to discuss a particular issue or event with a wide focus. A mover and a second is required for each discussion item. Once the discussion ends, the Chair shall ask for main motions, and seconds, relating to the discussion.
- 18) Once all motions have been presented, the Chair shall determine an appropriate order to debate and vote on each motion. If a motion is passed, the Chair may table the remaining motions from the discussion item without requiring a vote.

## Points of Procedure

- 19) Any individual with speaking rights may interrupt at any point and claim a Point of Procedure. The Chair shall immediately acknowledge the individual and allow them to make one of the following points. Afterwards, the speaker who was interrupted may continue.

- a. A Point of Order. Should an individual believe that the meeting has stopped following these Rules of Order, the Constitution of the SSD, or any other guiding rules, a Point of Order should be made to bring it to the meeting Chair's attention. The meeting Chair shall rule on the matter.
- b. A Point of Privilege. Should an individual be unable to fully participate in a meeting for any reason a Point of Privilege should be made. The Chair shall attempt to correct the issue.
- c. A challenge to the meeting Chair. The challenger is allowed to present their reasons for their challenge, at which point a second is required to continue the challenge. The meeting Chair is then allowed to respond to the challenge and then a vote is held. If the vote passes with a majority voting in favour of the challenge, the Chair is overruled.

## Taking and Holding the Floor

- 20) During debate, speakers notify the Chair to be placed on the list. Separate lists are kept for amendments or secondary motions.
- 21) Speakers are called in order. The meeting Chair must join the list and wait their turn to speak.
- 22) At the start of a debate on a motion or discussion item, the Chair shall allow the mover to speak first on the item.
- 23) When an individual has the floor, they shall follow these rules:
  - a. Their points must be directly relevant to the motion or item being considered in the meeting.
  - b. They must refrain from personally attacking another individual or group.
  - c. They must keep their remarks to an appropriate length.
- 24) The meeting Chair may stop a speaker who abuses their time and then return the floor to the speaker or the next person waiting.

## Quorum

- 25) The Chair must ensure quorum is met (including remote participants). Without quorum, discussion may proceed, but no decisions may be made; minutes should still be taken and approved later.
- 26) If quorum is lost, the meeting recesses while the Chair attempts to reestablish it. If unsuccessful, discussions proceed.

