

## Rules of Order CAUT Council & Executive

### 1

#### General Rules of Order

The conduct of meetings of the CAUT Council and Executive Committee shall be governed by *Robert's Rules of Order*, 10<sup>th</sup> edition (RONR, 10<sup>th</sup> ed.), except as specifically regulated by the provisions of the CAUT letters patent and By-laws and these Rules of Order. A copy of Robert's Rules will be available at all meetings.

### 2

#### Presiding Officers

Meetings of Council shall be chaired by the Speaker<sup>1</sup> elected by and from the members of the Council except the Speaker may not concurrently be a member of the Executive Committee. Meetings of the Executive Committee shall be chaired by the President.

### 3

#### Quorum

- a) The quorum for meetings of the Council and Executive Committee is a majority of the voting members;
- b) Once a quorum has been established the assembled body may continue to enact business until the time of adjournment except as provided in (c) below;
- c) Any member of Council may at any time request the Speaker to determine if a quorum is present. The Speaker shall make such a determination and, if a quorum is not present, business shall be suspended until such time as a quorum is established;
- d) The Executive Committee shall not enact business without a quorum present.

### 4

#### Order of Business

An agenda shall be prepared by the Executive Director or his/her delegate in consultation with the President for each meeting, and shall be approved as the first order of business. Once the agenda is approved, any changes in order or of substance should be approved by the assembled body.

### 5

#### Suspend the Rules

A rule of order for the conduct of business may be suspended by a motion carried by a two-thirds majority of votes cast which includes a statement of the specific purpose of the motion, and provided that the proposal is not in conflict with the By-laws, but may not be suspended during consideration of motions or regulations governing CAUT By-laws, finances, budget or fees. A motion to suspend a rule of order shall not be debatable or amendable. When the item being debated under the suspended rule of order has been completed the rule of order shall return to full force and effect.

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1. When the Rules of Order are being used by the Executive Committee rather than Council, substitute "Person Chairing" for "Speaker".

## 6

### Motions

- a) All matters before the Council or Executive Committee shall be decided by a majority of votes cast, except as provided in the By-laws and Robert's Rules of Order. As specified by the CAUT General By-law, a two-thirds majority of votes cast at a Council meeting is required for:
  - i) amendment of letters patent;
  - ii) admission to membership of CAUT of faculty associations and of provincial associations, on recommendation of the Executive Committee;
  - iii) termination of membership of organizational members (faculty associations and provincial associations), on recommendation of the Executive Committee.
- b) As specified by the CAUT General By-law, Amendments to the General By-law shall require a two-thirds majority of both a weighted vote and an unweighted vote.
- c) Abstentions shall not be regarded as votes cast, and shall not be recorded; except that any member of the Executive Committee or voting member of Council may request that an individual abstention be recorded.
- d) A motion duly put and seconded shall be read to the assembly by the Speaker, whereupon it will be recorded in the minutes. It may then be adopted, amended, or rejected.
- e) Only two amendments (technically, one primary amendment and one secondary amendment) can be proposed to a question; when the secondary amendment is disposed of, a further secondary amendment can be entertained by the Speaker before voting on the amendment. Once a primary amendment is disposed of, a further primary amendment or amendments can be entertained by the Speaker.
- f) The Speaker shall determine the order of speakers, subject to the following exceptions:
  - i) a point of privilege must take first precedence over further discussion or motions;
  - ii) a point of order takes precedence over all other business (other than a question of privilege).
- g) While the Speaker will normally recognize speakers in the order of their requests from the floor, where debate has already been lengthy or threatens to displace other business, the Speaker may at his or her discretion rule that each speaker be limited to a specified time limit, and further, that no member association or other member may speak more than once to the question before the meeting, with the following exceptions:
  - i) a former speaker may explain a substantive point that has been misquoted or misunderstood;
  - ii) a reply may be allowed to the mover of a main motion (but not to the mover of an amendment or a member calling for the previous question);
  - iii) a member may answer questions put to him or her through the Speaker, unless the Speaker rules the question to be irrelevant or out of order.

h) The following motions are non-debatable and must be put to the vote as soon as they are seconded:

- i) to move the previous question;
- ii) to limit or extend debate.

Approval of these motions requires a two-thirds majority of votes cast.

- iii) to adjourn;
- iv) to recess;
- v) to lay on the table;
- vi) to take from the table;

Approval of these motions requires a majority of votes cast.

Debate shall continue if a motion to move the previous question is defeated.

- i) A motion to postpone indefinitely is debatable but not amendable. Its approval requires a two-thirds majority of votes cast. If such a motion is carried, all amendments are similarly postponed indefinitely.
- j) A motion to refer to a committee (or "to commit") is debatable and amendable but only with respect to the reference or committal, not the main subject at issue.
- k) If a motion or any argument produced during debate on a motion is not understood by reason of language, audibility, etc., it shall be the responsibility of individual members to ask that the matter be repeated or summarized or translated.
- l) A motion to postpone to a certain time or a certain point on the agenda, whether to a time or point in the same meeting or to a subsequent meeting, may be debated and amended in respect to time. If a motion to postpone is carried, the question cannot be taken up again before the certain time or point except on a two-thirds majority vote).
- m) The Speaker may at his or her discretion seek the opinion of the assembly on a question of ruling or procedure. A ruling or decision on a question of order or procedure made by the Speaker may be appealed by any voting member; the Speaker will then ask the assembly, "Shall the ruling of the Speaker be sustained?" and a simple majority vote shall determine the question.
- n) A motion to reconsider, or to reintroduce a matter already debated or voted upon, may not be entertained until at least the conclusion of the main agenda section to which the matter belongs. Such a motion requires a majority of votes cast.
- o) A motion to move a Council or a portion of a Council or a meeting (or portion of a meeting) of the Executive "in camera" -- also known as executive session -- is in order when a speaker has the floor. The motion requires a seconder, is debatable, and may be carried, in the case of Council, by ordinary resolution using the Weighted Voting Procedure, and in the case of a meeting of the Executive, by an ordinary resolution. If passed, the Council or the meeting of the Executive, as applicable, will immediately move in camera. In the case of a Council, the delegates and alternate delegates of Members entitled to vote at the Council are permitted to be present at the in camera session. In the case of a meeting of the Executive, members of the Executive shall be allowed to attend the in camera session unless there is a conflict of interest with respect to the matter being discussed. Other persons may be invited to be present at all or a portion of the in camera session, at the invitation of, as applicable, the Council or the Executive, where their presence may assist in the deliberations of the applicable

meeting. Otherwise, no other persons may remain in the meeting room during an in camera session. The Rules of Order remain in place during an in camera session. A duly-seconded motion to rise from an in camera session is in order and, in the case of a Council, if passed by ordinary resolution using the Weighted Voting Procedure, ends the in camera session of the Council, and, in the case of a meeting of the Executive, if passed by ordinary resolution, ends the in camera session of the Executive.

## **7**

### **Election of Officers**

Election of officers shall be by majority vote. When an election is conducted in which there are more than two candidates, and in which no candidate receives a majority of votes cast in the first ballot, the lowest ranking candidate, and any candidate receiving fewer than 10% of the votes, shall be dropped from the ballot for the subsequent vote. This procedure shall continue until one candidate receives a majority of votes cast.

## **8**

### **Requests for Recounts in Elections**

The Speaker shall rule on a request for a recount, made either orally or in writing. If a recount is to occur, those requesting it, as well as other candidates, may appoint scrutineers to supervise the recounting.

## **9**

### **Tied Votes**

In case of a tie vote at Council, the Speaker shall not vote and the motion or amendment shall be deemed to have failed. At the Executive Committee, all members shall have the right to vote, and in the case of a tie vote the motion or amendment shall be deemed to have failed.

## **10**

### **Recorded Votes**

Where the roll of Council is called to determine the outcome of a vote, the record of that roll call vote shall be published in the minutes of that meeting.

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revised by Council May 1993, November 1994, May 1996,  
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