

## **Schedule Regarding Council Meetings (The Standing Orders)**

### **1. Definitions**

- 1.1. The definitions in section 2 of the CA Constitution are applicable to this Schedule, unless a contrary definition appears here, or a contrary intention is evident.
- 1.2. "*Standing Orders*" shall refer to the rules for conduct of Council Meetings set out in this schedule.
- 1.3. "*procedural*" shall mean procedural motion.
- 1.4. "*councillor*" shall mean a person who is a member of Council, as defined by the Constitution.
- 1.5. "*voting councillor*" shall mean a person who is entitled to a vote at Council Meetings, as defined by the Constitution.
- 1.6. "*visitor*" shall mean a person present at a Meeting who is not a councillor.

### **2. Objectives**

- 2.1. To define the rules for the conduct of Council Meetings and ensure such meetings are conducted in an orderly and fair manner.

### **3. Application**

- 3.1. These Standing Orders apply to all Council Meetings, except where the Standing Orders are suspended pursuant to the Standing Orders.

### **4. The Chair**

- 4.1. The President shall chair Council Meetings, and is responsible for the proper conduct of the meeting and adherence to these Standing Orders.
- 4.2. Where the Chair is absent or engaged in debate the order of succession to the chair shall be as follows: Vice-President, Treasurer, Women's Officer.
- 4.3. When the Chair is speaking, he or she may only be interrupted by a point of order or a procedural.

### **5. The Secretary**

- 5.1. The Secretary shall keep minutes of the Meeting.
- 5.2. Should the Secretary be absent, the Chair shall appoint another member of the Executive to act as Secretary for that Meeting.
- 5.3. Neither the Secretary nor a person acting as Secretary may chair the Meeting.

### **6. The Agenda**

- 6.1. The Agenda for the meeting shall be determined by the Executive, and shall be sent to Council not less than four days prior to the Meeting. The Agenda shall be sent to Council in the same way as notice of a Meeting is sent to council.
- 6.2. The Agenda may be amended by a procedural.

### **7. Starting the Meeting**

- 7.1. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of the Meeting.
- 7.2. If quorum is not present within thirty (30) minutes of the time set out in the notice of the Meeting, the meeting shall lapse.

### **8. Quorum**

- 8.1. It shall be the responsibility of the Chair and the Secretary to ensure that quorum is present.
- 8.2. Should the Chair or Secretary determine that quorum is not present, the Chair shall immediately adjourn the Meeting. If quorum is not achieved within thirty (30) minutes of the Meeting being adjourned, the Meeting shall lapse.
9. **Informal meeting without quorum**
  - 9.1. In the absence of quorum at a duly constituted Meeting, an informal meeting may take place. Any resolutions of an informal meeting shall have no effect unless ratified by a subsequent quorate Meeting.
10. **Naming and Expulsion**
  - 10.1. The Chair may name any person for behaviour disruptive to the conduct of business. A person named three (3) times shall be expelled from the remainder of the Meeting.
  - 10.2. The Chair may withdraw a naming if they are satisfied that the person named will not disrupt the meeting again.
11. **Debate**
  - 11.1. The Chair shall keep a speaking list where more than one (1) person wishes to speak to an item of business.
  - 11.2. A person wishing to speak will indicate that he or she wishes to speak by raising his or her hand.
  - 11.3. The Chair will add persons to the speaking list in the order that they raise their hands to be added to the speaking list.
  - 11.4. A person may not be added to the speaking list if they are already on the speaking list.
  - 11.5. Where debate concerning one particular item of business has continued for more than twenty (20) minutes, the speaker may call for all those wishing to speak to add themselves to the speaking list. The Chair may then cut the speaking list, and no other person may be added to it.
  - 11.6. Discussion shall be relevant to the matter before the meeting.
12. **Discussion in committee**
  - 12.1. The Meeting may resolve by procedural to move into committee.
  - 12.2. While the Meeting is in committee, only informal discussion of the issue before the Meeting will be allowed.
  - 12.3. No motions or amendments may be put while the Meeting is in committee, except a procedural that the Meeting move out of committee.
  - 12.4. No minutes shall be kept of discussion held in committee, except to record the time the Meeting moved into committee and the time the Meeting moved out of committee.
13. **Motions**
  - 13.1. All substantive motions must be in writing, and be presented to the Chair by the mover of the motion.
  - 13.2. Motions and amendments must be moved and seconded to be considered. The mover of a substantive motion may, however, speak for one minute before a seconder is required.
  - 13.3. The President must rule out of order any motion or amendment which is trivial, frivolous, ambiguous, internally contradictory, or which has no

effect on the status quo. Such a motion may be reworded by the mover and resubmitted to the President.

#### **14. Amendments**

- 14.1. Amendments must relate to the motion before the Meeting.
- 14.2. An amendment which is a direct negative of the motion before the Meeting is out of order, and shall be ruled as such by the Chair
- 14.3. Amendments must be considered in the order they are received by the Chair.
- 14.4. Where an amendment is before the Chair he or she will only allow discussion relevant to that particular amendment.
- 14.5. Amendments must be dealt with by the Meeting when moved. An amendment to a motion, however, shall not be considered by Board until the mover of that motion has exercised his or her right to introduce it.
- 14.6. A motion may be amended either by simple resolution, or by the mover with the consent of the seconder.
- 14.7. An amended motion will be treated as the original motion.

#### **15. Motions debated concurrently**

- 15.1. Two motions shall be debated concurrently in any of the following situations:
  - 15.1.1. A motion is moved that is contrary in meaning, intent or effect to the motion currently before the Meeting.
  - 15.1.2. The Chair rules that two motions shall be debated concurrently.
  - 15.1.3. The Meeting resolves by simple majority that two motions shall be debated concurrently.
- 15.2. The movers and seconders may speak to their motions in the order that the motions were put.
- 15.3. The Chair must put the motions debated concurrently to the vote in the order that the motions were put.
- 15.4. Where the first motion is carried, and the second motion is contrary in meaning, intent or effect to the first motion, the second motion shall not be put to the vote.

#### **16. Procedural motions**

- 16.1. Procedural motions are motions dealing with the conduct of the meeting itself.
- 16.2. Procedurals do not require a seconder and all procedurals, other than a procedural that the Chair's ruling be dissented from, must be put to the vote without any debate.
- 16.3. No voting councillor may abstain from voting on a procedural.
- 16.4. A person may only move a procedural to put the motion or a procedural that the speaker no longer be heard if they have not spoken to the motion currently before the Meeting, or all councillors have spoken to the motion.

#### **17. Points of order**

- 17.1. Where a councillor feels that a breach of the Standing Orders, or relevant section of the Constitution, has occurred, they may put a Point of order.
- 17.2. Any councillor may put a point of order by standing and saying "Point of order". He or she must then briefly describe their Point of order.

- 17.3. When a Point of order is put, the speaker shall stop speaking, and debate will cease while the point of order is described.
  - 17.4. A Point of order that does not deal specifically with breach of the Standing orders or relevant section of the Constitution is out of order. A person who uses a Point of order to debate a motion or contradict a statement of fact is out of order and shall be named by the Chair.
  - 17.5. Once a Point of order has been put, there shall be no debate and the chair shall rule on the Point of order.
- 18. Interpretation**
- 18.1. Interpretation of the Standing Orders is the responsibility and purview of the Chair, provided the Meeting may dissent from the Chair.
- 19. Dissenting from the Chair**
- 19.1. On all matters where the Chair has ruled, a councillor may move a procedural that the Chair's ruling be dissented from. Once such a procedural is put, the councillor who puts the procedural may speak to it for thirty (30) seconds, after which the Chair may speak for thirty (30) seconds. Council must then vote on the motion "That the Meeting dissents from the Chair's ruling."
  - 19.2. Should a motion dissenting from the Chair's ruling be carried, the ruling of the Chair shall be overturned, and the meeting shall continue.
- 20. Minutes**
- 20.1. Minutes must be taken and kept for all Council Meetings, including attendance, apologies, any motions (including procedurals) that were put and whether they were carried or lost, copies of reports, and the times the meeting began and ended.
- 21. Visitors**
- 21.1. Visitors may speak at Meetings, but may not move or second motions or amendments, move procedurals or put points of order.
- 22. Closing the Meeting**
- 22.1. A meeting shall be declared closed if any of the following occur:
    - 22.1.1. The meeting lapses due to lack of quorum, in accordance with the Standing Orders.
    - 22.1.2. A procedural that the meeting be closed is carried.
    - 22.1.3. The agenda is exhausted.
    - 22.1.4. Four (4) hours have passed since the meeting was declared open.
    - 22.1.5. The time reaches 10:00pm.
  - 22.2. Once a meeting has been declared closed, it may not be re-opened.

## Appendix: Examples of Procedural Motion

- A procedural that the motion be put. If a procedural of this form is carried, debate ceases and the motion is put to the vote.
- A procedural that the speaker no longer be heard. If a procedural of this form is carried, the speaker shall be silent and the debate shall continue as though that speaker had finished.
- A procedural that the Meeting move into committee. If a procedural of this form is carried, the Meeting moves into committee.
- A procedural that the Meeting move out of committee. If a procedural of this form is carried, the Meeting moves out of committee.
- A procedural that the agenda be amended. If a procedural of this form is carried, the agenda shall be altered in the way specified.
- A procedural that the Standing Orders be suspended. If a procedural of this form is carried, the Standing Orders are suspended. This is usually used to allow a guest speaker to speak to the Meeting.
- A procedural that the Standing Orders be resumed. If a procedural of this form is carried, the Standing Orders are resumed.
- A procedural that the Meeting be adjourned. If a procedural of this form is carried, the Meeting shall be adjourned for the amount of time specified.
- A procedural that the Meeting be closed. If a procedural of this form is carried, the Meeting shall be closed.
- A procedural that the Chair's ruling be dissented from. See the section regarding dissenting from the Chair.