



CLARIFICATION OF RULES FOR ACADEMIC GOVERNANCE

Academic Governance has adopted Robert's Rules of Order for all meeting as stated in the *Bylaws for Academic Governance*. However, some points can be confusing so we have tried to clarify them below.

Motions:

- Before a subject is open for debate:
 1. A motion is made.
 2. The motion is seconded.
 3. The motion is stated by the presiding chair.
- Suggestions of alterations are permissible before the motion is stated by the chair.
- Brief informal remarks may be made before the motion is stated by the chair, but these are never allowed to go into debate on the merits of the motion.
- The member offering the motion can modify or even withdraw it entirely before it has been stated by the chair; after stated, they can do neither without consent of the body by a majority vote.
- When a mover modifies their motion before it has been stated by chair, the member who seconded can withdraw their second.

Debate:

- The chair opens debate after stating the motion.
- After the chair has stated the motion, it is in the possession of the body for debate and consideration.

Pertinent discussion guidelines:

- Voting members are eligible to speak, make motions and vote. On each debatable motion, each member will be entitled to speak up to two times, each time for no longer than ten minutes.
 - To speak a second time on the same issue, a member must wait until those who wish to speak on it for the first time have done so.
 - In order to speak a third time, the member goes to the microphone and requests to speak from the chair. This requires permission from the assembly. If granted permission to speak a third time on the issue, the time allotted is three minutes.
- A member of the body may ask permission of the chair to grant voice to a non-council member for a one ten-minute time period. The chair requests consent from the body and if there is an objection a majority vote is needed.



- Only the person who has the floor may speak. Any interjections, except by the chair, or a member directing a point of order or a point of information¹ to the chair, are out of order.
- A member who wishes to speak will wait to be acknowledged by the chair and open by stating their name.
- Debate must be germane to the motion that is on the floor, as determined by the chair. Members may raise a point of order regarding pertinence.
- In the interests of maintaining clarity and efficiency, the chair may require that a motion or an amendment be submitted in writing before it is considered².

A member may rise to ask a question, by raising a point of information directed to the chair. The amount of time spent by the chair answering the question or referring it to someone else to answer, is part of the questioner's ten minute time allotment.

- If someone asks a question about a report, it can be answered by the reporting member or any other members of the committee making the report.
- If someone is speaking and another member wants to ask a question about something they are saying and they consent to answer the question, the time comes out of the speaker's ten minutes. The speaker can decline to answer.

Attendance and voting:

- Except as limited or prohibited in the *Bylaws*, a designee may serve in the stead of a member of a governance body who is absent from a meeting. Such designees must have the same eligibility and constituency as the replaced member, and shall have the same rights and privileges as the member replaced. The attendance record of a member who provides a designee shall be unaffected (*Bylaws for Academic Governance*, section 1.4.2.)

¹ A point of order raises a question as to whether the rules are being followed correctly, and is used to correct an error in procedure, clarify rules, or object to actions. A point of information is made for clarification or additional information about the business at hand, used to obtain information that is relevant to the current discussion or motion.

² Motions should be submitted in writing for electronic or hybrid meetings.