

# Academic Senate Standing Orders

## 1. Scheduling of Meetings

- 1.1 Academic Senate will determine, normally in the second half of each year, a schedule of its meetings for the following year.
- 1.2 The minutes of each meeting will include the date of the next meeting.

## 2. Agenda

- 2.1 Members wishing to have an issue considered by Academic Senate and placed on the agenda will provide the Executive Officer with written notice at least ten working days prior to the meeting.

The Chair, in consultation with the Executive Officer, will arrange for the issue to be evaluated, will determine when the issue will be placed on the Academic Senate agenda and will inform the member accordingly.

- 2.2 Agenda papers will be dispatched at least seven calendar days prior to the meeting.
- 2.3 Additional information about an item already on the agenda may be circulated as supplementary papers or be tabled at the meeting, so long as three days notice has been given to the Executive Officer of the nature of the item.
- 2.4 Late items may only be added to the agenda with the Chair's consent and must be forwarded to the Executive Officer at least three working days before the meeting.
- 2.5 At the commencement of each meeting, the Chair will call for the starring of agenda items.

Any member present may star an agenda item. Any such starred item will be open for debate in the meeting. When the Chair is satisfied that all members have had a reasonable opportunity to star items, the Chair will move that all draft resolutions relating to unstarred items on the agenda be adopted accordingly.

- 2.6 The order of business on the agenda may be altered by the agreement of a majority of members present.

## 3. Conduct of Business

- 3.1 The Chair is responsible for the orderly and efficient conduct of the business of the meeting. The Chair's ruling on points of order will be final.
- 3.2 In the absence of the Chair or Deputy Chair, members will elect a temporary Chair from those members present.
- 3.3 At any meeting of Academic Senate, the quorum will be 30 members.
- 3.4 Only those members serving in ex officio positions may appoint another officer, who is acting in that role, to attend and vote in their place.

- 3.5 Members are not permitted to participate by telephone in Academic Senate meetings.
- 3.6 Members cannot assign their voting rights to another person as a proxy.
- 3.7 When an item of business is of a confidential nature, the meeting may move into confidential committee to discuss it.
- 3.8 If the meeting wishes to resolve upon a matter which was discussed in confidential committee, it should first resolve to resume from committee and then resolve upon the matter. The minutes may record the discussion in committee in a confidential minute and, if the matter remains confidential, the resolution may also be recorded in a confidential minute, which is made available to Academic Senate members only.
- 3.9 A meeting may agree to adjourn to an agreed later date. An adjourned meeting will consider only the uncompleted business of the original meeting, unless a majority of members agrees to consider another item or items.
- 3.10 The meeting may remove items from the agenda, or defer their discussion until the next scheduled meeting.

#### **4. Rules of Debate**

- 4.1 The Chair exercises considerable discretion in the conduct of the meeting. The meeting is not required to follow strict rules of debate unless the meeting so resolves or the Chair so rules.
- 4.2 The Chair will call speakers in the order which their intention to speak was acknowledged by the Chair, except that:
  - (a) precedence will be given to the Vice-Chancellor or any person acting in that position, if he or she so wishes;
  - (b) the Chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
  - (c) members raising points of order, points of explanation or points of clarification take precedence over substantive debate.
- 4.3 When a member is outlining a point of order, explanation or clarification, the Chair may instruct the member to discontinue speaking if the Chair believes that that sufficient explanation has been given or the point is not valid.
- 4.4 A motion or amendment may be moved by any member, including the Chair. Except for motions or amendments moved by the Chair, every motion must be seconded by another member; any motion or amendment not seconded will not be discussed further.
- 4.5 A motion may be amended or withdrawn by the mover. If the seconder does not agree to such an amendment of the motion, the amended motion must find another seconder if it is to be considered by the meeting.
- 4.6 An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly.

- 4.7 If the amendment negates the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered. If all amendments are defeated or withdrawn, the motion will be put as originally proposed.
- 4.8 At the discretion of the Chair, a “straw vote” may be conducted to test the feeling of the meeting, but such vote will have no formal standing.
- 4.9 The Chair may rule that the meeting or a part of it follow strict rules of debate, or the meeting may so resolve. In such cases the meeting will then follow these additional procedures:
- (a) a matter will not be discussed unless there is a motion which has been moved and seconded;
  - (b) speakers will alternate between those for and against the motion;
  - (c) no member will speak twice during a debate;
  - (d) a procedural motion cannot be moved by a member who has already spoken on the matter under debate;
  - (e) the mover of the motion is entitled to a right of reply before the motion is put to a vote.
- 4.10 Any procedural motions, if seconded, will be put to a vote immediately without amendment or debate, unless the Chair declines to accept the motion. Such procedural motions will be restricted to:
- That debate on this item be limited to a further set period.
  - That the question be put (i.e. that the motion or amendment be put to an immediate vote).
  - That the speaker be no longer heard (i.e. that the member then speaking not be allowed to continue).
  - That the meeting proceed to the next item of business (i.e. that no further discussion or vote takes place on the current item).
  - That the motion lie on the table (i.e. not be considered further at this meeting).
  - That the debate on this item be adjourned (i.e. to another date or indefinitely).
  - That the meeting adjourns (i.e. that the meeting finish and any unfinished business be postponed until an adjourned meeting).
  - That the business be referred to a committee.
- 4.11 Each motion will be decided on the voices or by a show of hands, unless the meeting resolves to conduct a ballot. Each member (including the Chair) will have one vote. When there is an equal number of votes recorded for and against, the Chair will have a second or casting vote.
- Any member who voted against or who abstained from voting on a motion which was passed by the meeting, may require that this be recorded in the minutes.
- 4.12 No resolution may be rescinded or substantially amended within six months except by the agreement of a majority of members, unless required for legislative

compliance. A meeting will not rescind a resolution carried at an earlier stage of that meeting.

4.14 A member may move dissent from a ruling of the Chair on whether or not to allow a motion or from a ruling not covered by Standing Orders, but not on matters of procedure or points of order. If such a motion is moved, the Chair will vacate the chair while the motion is under consideration. The mover and the Chair will have the opportunity to speak, after which the motion will be put to the vote.

4.13 Any of these Standing Orders concerning rules of debate may be suspended for the time being if a motion to that effect is carried by a two thirds majority of members present.

## 5. Observers

5.1 Academic Senate meetings are open to observers from the University community except during discussion of confidential items of business, provided they advise the Executive Officer in advance and the Chair then agrees to their admittance.

The meeting may resolve to exclude any or all observers for the discussion of particular items of business. The meeting may, at its discretion, invite an observer to participate in the discussion.

5.2 The media are not permitted entry to Academic Senate meetings to report on discussion. The media may receive, on request, a copy of the List of Agenda Items for each meeting. Photographs/video footage (without sound) may be taken with prior approval of the Chair.

## 6. General

6.1 These Standing Orders may be altered on approval of a majority of Academic Senate members.

6.2 Should questions which are not dealt with in these Standing Orders arise at any meeting, the decision of the Chair will be final.

6.3 Any decision made by a validly constituted meeting will not be void by reason only of a departure from these Standing Orders which was not detected until the decision had been made.

## 7. Further Guidance

7.1 While these Standing Orders are intended to cover most situations occurring at Academic Senate and acknowledging 6.2 which permits the Chair to decide such matters, where necessary, Renton's Guide to Meeting Procedures, may be used as a reference for extraneous situations.

Version Control	Date Released	Date Effective	Approved By	Amendment
Original	10 December 1982	10 December 1982	University Council	
1.0	12 October 2007	12 October 2007	University Council	Revision to align more closely with Council Standing orders; minor grammatical and spelling corrections