

## RULES OF ORDER

1. If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment unless, in the course of the meeting, it is challenged and it is ascertained that a quorum is no longer present.
2. After the Chair has called the meeting to order, only one person may speak at a time, and only after being recognized by the Chair, except as provided below.
3. The Chair shall recommend an agenda at the beginning of each meeting, which shall become the order of business unless a motion to amend it is made and adopted. Discussion will be in order on each subject as it comes up on the agenda, and may be on any aspect of each subject as a whole until a specific motion is introduced.
4. When any member wishes a definite decision on a topic that is not included on the Agenda, he/she may secure recognition from the Chair and make a motion specifying what it is proposed that the Senate decide. Such a motion will be a Notice of Motion that will be referred to the Operations/Agenda Committee or to another appropriate Committee. The Committee will consider the Notice of Motion and report to the next meeting of Senate. If the Committee does not include the motion as a matter of business at the next Senate meeting, the motion will be debated at that meeting if it is duly moved and seconded.

The Chair may request motions when he/she believes motions will aid the discussion.

When a motion properly made is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except as provided below.

5.
  - a) When a motion has been made and seconded, the Chair shall state it and call for discussion on it. When every member who wishes to speak has done so, the Chair shall call for a vote. Approval by a majority of those voting or by consent without objection shall be the necessary vote to adopt a motion, unless otherwise specified in these Rules or the By-Laws or the Act. A tie vote shall defeat the pending motion.
  - b) Voting shall be by show of hands unless some other method is decided upon by motion, except that in elections, voting shall be by secret ballot wherever there are more candidates than offices. Votes shall be counted whenever the Chair is in doubt as to the result or any member requests a count through a point of order.
  - c) Substantive motions may be considered a second time at the same meeting only through a motion to reconsider, which may be made at any time when no other motion is on the floor. If a motion to reconsider is adopted the original vote on the subject is inoperative and the question is reopened for discussion and decision.
6. The Chair may summarize discussions and present alternatives for consideration when no motion is pending, but may state his/her own opinion only (a) during general discussion when no other member requests the floor, (b) by relinquishing the Chair, (c) in deciding a point of order, or (d) if the pending question is an appeal from a ruling on a point of order.

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7. The principal forms of motions, their order of precedence, and their essential governing rules shall be as presented in the tabular summary on the following page. In addition the following rules shall be applicable.
  - a) Amendments, substitutes and motions to reconsider amendments and substitutes to motions which are still pending may be considered one at a time as presented. Amendments to amendments (amendments in the second degree) may be made, but not amendments in the third degree.
  - b) Motions which are noted as not subject to debate or amendment may be debated and amended by unanimous consent or at the discretion of the Chair.
8.
  - a) Any member wishing information on a point under discussion when no one else has the floor may call out "point of information", in which case the Chair shall recognize the member for a brief question, and either give an answer or recognize someone to do so. Points of information may also be raised while a member is speaking, unless he has asked not to be interrupted, and such questions will be directed by the Chair to the speaker
  - b) A member who believes that the Rules are being violated or that action is needed to handle an emergency, or who wishes a count on a vote may call out "point of order" at any time, in which case he shall be recognized for the sole purpose of stating briefly what he believes to be the correct procedures.
9. The Chair shall decide all points of order, but such decisions may be appealed by any member who calls out, "I appeal the ruling of the Chair". In that case the Chair and the member making the appeal shall state briefly the reasons for their views, after which an immediate vote shall be taken, a majority of those voting being sufficient to uphold or overrule the ruling of the Chair. It shall be the duty of the Chair to rule out of order all dilatory motions and tactics and any undignified behavior or remarks, but the Chair must recognize all appeals even if he believes them dilatory unless he has already been upheld at the same meeting on an appeal by the same individual or on the same or a similar issue.
10.
  - a) The Chair or any member may recommend that any substantive problem be considered by alternatives.
  - b) Consideration by alternatives means that all the solutions to a problem suggested by the members will be listed and discussed together, after which a vote will be taken on each. Voting may be among the alternatives or for and against each, according to whether the nature of the problem allows more than one solution to be used.
  - b) Whenever a request for this procedure is made, the Chair shall explain its meaning after which an immediate vote shall be taken, a majority of those voting determining whether the method shall be used in the case concerned.

### Principal Rules Governing Motions