

SENATE 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, during 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 Senate agenda is approved by the Operations/Agenda Committee and shall be 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 until a specific motion is introduced.
4. When any member wishes a definite decision on a topic that is not included on the agenda, they 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.
5. The following provisions apply to the consideration of motions and voting at meetings, whether in person or held by virtual means where members can be heard by one another:
 - a) The Chair may request motions when they believe motions will aid the discussion.
 - b) When a motion has been properly made and seconded, the Chair shall state it and call for discussion on it. The motion becomes the business on the floor, and all discussion must apply to it until it is disposed of, except as provided below in respect of a “point of information” or “point of order”.
 - c) When every member who wishes to speak has done so, the Chair shall call for a vote.

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- d) Voting shall be by show of hands unless some other method is decided upon by motion.
 - e) 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, the Adopted Policies and Procedures of Senate, the Senate By-Laws or the University of Western Ontario Act. A tie vote shall defeat the pending motion.
 - f) 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.
 - g) 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.
 - h) 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 they have asked not to be interrupted, and such questions will be directed by the Chair to the speaker.
 - i) A member who believes that the Rules of Order 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 they shall be recognized for the sole purpose of stating briefly what they believe to be the correct procedures.
6. The following provisions apply to electronic votes held outside of meetings:
- a) Voting shall be by email or other electronic means identified by the University Secretary.
 - b) For adopting a motion:
 - i. A majority of legal votes cast in favour shall be necessary, provided that a minimum number of legal votes equal to quorum are cast, unless otherwise specified in these Rules, the By-Laws or the Act.

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- ii. In the event that fewer than the minimum required legal votes are cast, the ballot shall be reissued once. If fewer than the minimum legal votes are cast a second time, the vote shall be held at the next Senate meeting.
 - iii. A tie vote shall defeat the pending motion.
 - c) For elections:
 - i. The number of available positions determines the number of candidates for whom Senators may vote. Senators may vote for a candidate for each of the available positions.
 - ii. If fewer than 30 Senators cast legal votes, the voting is invalid and Senators shall vote again. If fewer than 30 Senators cast legal votes a second time, the voting is invalid and Senators shall vote by secret ballot at the next Senate meeting.
 - iii. On a valid vote, candidates shall be elected to the available positions in priority based on the greater number of votes received.
 - iv. Any tie that affects the result shall be resolved by lottery conducted by the University Secretary in the presence of the tied candidates or their agents.
- 7. The Chair may summarize discussions and present alternatives for consideration when no motion is pending but may state their 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.
- 8. 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.

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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 they believe them dilatory unless they have already been upheld at the same meeting on an appeal by the same individual or on the same or a similar issue.
10. The following provisions apply to addressing matters by alternatives:
 - 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](#)