

**RULES OF ORDER**

for the

**COUNCIL**

of the

**FACULTY OF APPLIED SCIENCE  
AND ENGINEERING**

**UNIVERSITY OF TORONTO**

**November 10, 2008**

- R1. Suspension of Rules** Any of the following rules may be temporarily suspended at any Meeting of Council, but for no longer than the duration of that Meeting, by a motion carried without a dissenting vote.
- R2. Call to Order** The Speaker, having determined that a quorum is present, shall call the Meeting to order. In the absence of both the Speaker and his/her designated alternate, the Secretary shall call the Meeting to order and a Speaker *pro tempore*, who shall chair the Meeting, shall be chosen by majority vote of the members present.
- R3. Order of Business** The order of business shall be as shown in the Agenda for the Meeting. Any variation from this order shall require an affirmative vote of two thirds of the members present. Such a motion shall be put with limited debate, and shall be in order at any time except when another motion is being debated or voted upon.
- R4. Adjourned Meeting** At an adjourned Meeting, business shall commence at the particular place in the order of business at which the Council adjourned.
- R5. Addressing Council** A Member desiring to speak during a Meeting, upon recognition by the Speaker, shall rise and address the Speaker.
- R6. Member Called to Order** A Member called to order shall sit down, but may afterwards explain; the Speaker shall decide on the point of order, subject to an appeal to the Council, which shall decide the case, without debate.
- R7. Interrupting** A Member while speaking may not be interrupted by another, except on a point of order or question of privilege, and the Member so interrupting shall confine himself/herself to the point of order or question of privilege.
- R8. Reading the Motion** A Member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt another Member who is speaking.
- R9. Speaking to a Motion** With the exception of the proposer of a motion, who shall be allowed to reply, no Member may speak more than once to any motion, unless in explanation of a material part of that member's speech in which he/she may have been misunderstood. Only at the discretion of the Speaker may the Member introduce new material.
- R10. Speaking After a Vote** No Member may speak to a motion after the vote on that motion has been taken.

- R11. Deciding a Question** All motions which come before the Council shall be decided by a majority of the Members voting, with the exception of motions brought before Council under sections R3 and R16 of these rules, B15 of the Bylaws and C10 of the Constitution. Only the Members present may vote. The Speaker has no vote. In the case of an equality of votes, the motion shall be deemed to have been lost.
- R12. Voting** Members shall indicate their votes in such manner as the Chair may direct.
- R13. Paper Ballot** Prior to the vote on any motion, any Member may request that the vote be taken by paper ballot. If the request is supported by four other Members, the vote on that motion shall be taken by paper ballot.
- R14. Recording the Ballot** If, prior to the time when the Speaker has undertaken to determine the vote, a Member requests that a count of the votes be recorded, provided that the request receives the support of at least four other Members, the count of the votes for and against the motion, and the abstentions, shall be entered into the Minutes of the Meeting.
- R15. Declaration of Results** The Speaker shall declare the results of every vote, and on any motion except one to adjourn the Meeting or a debate, any Member may require his/her vote or abstention to be recorded by so declaring immediately following the declaration of the results.
- R16. Reconsideration** No matter, once disposed by Council, shall be reconsidered before the first regular Meeting of the next session, except by an affirmative vote of two thirds of the Members present.
- R17. Form of Motion** All motions, except those for the adjournment of the Meeting or of a debate, shall be put in writing and signed by the mover and seconder before being debated or put from the Chair.
- R18. Withdrawal of Motion** When a motion has been moved, seconded, and stated by the Speaker, it can be withdrawn only if there is no objection from any Member present.
- R19. Motions during Debate** When a motion is under debate, no other motion shall be accepted by the Speaker except for one of the following purposes and as provided in Rule R38, and the order of precedence of these motions shall be as follows:

R21, limited debate	i)	to adjourn the Meeting
R22, limited debate	ii)	to adjourn the Meeting to the call of the Chair
R23, limited debate	iii)	to adjourn the debate <i>sine die</i>
R24, limited debate	iv)	to adjourn the debate <i>pro tempore</i>
R25, limited debate	v)	to put the question
R26, limited debate	vi)	to change the Meeting from open to closed
R27, limited debate	vii)	to change the Meeting from closed to open
R28, limited debate	viii)	to refer to Committee of the Whole
R29, debatable	ix)	to refer
R30, debatable	x)	to amend
R31, limited debate	xi)	to divide

**R20. Limited Debate**

In limited debate, the mover of the motion may speak to it and one opponent of the motion may speak against it for not more than one minute each. It is the duty of the Speaker to ensure that the significance of the motion has been clearly stated to Council.

**R21. To Adjourn**

A motion to adjourn the Meeting shall always be in order and shall be decided without amendment and with limited debate.

**R22. To Adjourn to Call**

A motion to adjourn the Meeting to the call of the Chair shall always be in order, and shall be decided without amendment and with limited debate.

- R23. Adjourn Debate Sine Die** A motion to adjourn the debate on a question *sine die* (no specified time) shall always be in order and shall be decided without amendment and with limited debate. An adjournment *sine die* does not dispose of a matter in the sense of Rule R16, and the matter may be reintroduced as a new question in another meeting in the same session.
- R24. Adjourn Debate Pro Tempore** A motion to adjourn the debate on a question *pro tempore* (to a specified time in the same meeting or in a subsequent meeting in the same session) shall always be in order and shall be amendable only as to the specified time. The motion shall be decided with limited debate.
- R25. To Put** A motion to put the question shall be in order at any time when moved and seconded by Members who have not spoken to that question, and shall be decided with limited debate and without amendment. Should the motion be carried, then the particular question shall be put forthwith without further debate or amendment, after which debate shall continue on any other motions which may be undecided, or if there are no such motions, then the Council shall proceed to the next item of business.
- R26. To Declare Closed** A motion to change the Meeting from open to closed shall always be in order during an open Meeting and shall specify the particular items on the Agenda for which the closed session is to apply. It shall be amendable only as to the specification of items and shall be decided with limited debate.
- R27. To Declare Open** A motion to change the Meeting from closed to open shall always be in order during a closed Meeting and shall be decided without amendment and with limited debate.
- R28. Committee of the Whole** Council may resolve itself into Committee of the Whole to consider a specified item of business, by means of a resolution decided with limited debate. Such resolution shall be put with the following words: “That Council go into Committee of the Whole to consider (item specified)” and shall be in order at any time when a motion dealing with the item specified is on the floor for debate. (See Rules R32-R37)
- R29. To Refer** A motion to refer the question or a part thereof to a Committee of Council shall always be in order and shall be debatable.
- R30. To Amend** Except for those motions which in these Rules are stated to be not subject to amendment, motions shall be subject to amendment as follows:

- 1) **Amendment** – When a motion is before Council, a motion to amend the motion (an amendment) shall always be in order, provided that no other subamendment be undecided, and provided that the subamendment proposes some change in the form or substance of, be relevant to, and not contravene the sense of, nor negate, the motion.
- 2) **Subamendment** – When a motion of amendment is before Council, a motion to amend the amendment (a subamendment) shall always be in order, provided that no other subamendment be undecided, and provided that the subamendment proposes some change in the form or substance of, be relevant to, and not contravene the sense of, nor negate, the amendment.
- 3) **Order of Disposition** – The subamendment shall be decided first; if no other subamendment be proposed, the amendment (as subamended or not) shall be decided; if no other amendment be proposed, the motion (as amended or not) shall be decided.

**R31. To Divide**

A motion may be brought to divide the question under consideration into parts that can be voted on separately. A motion to divide shall be decided without amendment and with limited debate. A motion to divide shall not be introduced while an amendment to the question is being considered.

**R32. Chair in Committee**

The Speaker shall chair the Committee of the Whole.

**R33. Minutes in Committee**

Minutes of the proceedings of the Committee of the Whole shall not form part of the Minutes of the Council, but shall be kept separately by the Secretary.

**R34. Rules in Committee**

The rules of order governing debate in Committee of the Whole shall be the same as those governing debate in Council, except that;

- i) Members may speak more than once to the motion under consideration, at the discretion of the Speaker;
- ii) the motion under consideration may be divided at the discretion of the Speaker, to expedite consideration of the question; and
- iii) the procedural motions that may be moved are limited to those set out in Rule R36.

**R35. Decision in Committee** After the Committee of the Whole has decided on the item of business under consideration, the Committee shall rise. The Speaker shall immediately put to Council for vote those motions which represent the decisions of the Committee of the Whole, such motions to be decided by Council without debate or amendment.

**R36. Motions in Committee** When the Council has resolved itself into Committee of the Whole, only the following procedural motions may be introduced (see also R38), and the order of precedence of these shall be as follows:

- |                     |      |   |
|---------------------|------|---|
| R37, limited debate | i)   | to rise without taking a decision         |
| R25, limited debate | ii)  | to put the question                       |
| R26, limited debate | iii) | to change the Meeting from open to closed |
| R27, limited debate | iv)  | to change the meeting from closed to open |
| R30, debatable      | v)   | to amend                                  |

**R37. Rise without Decision** A motion to rise without taking a decision shall be in order in the Committee of the Whole at any time and shall be decided without amendment and with limited debate. If the motion is carried, the Committee shall rise, whereupon the Council shall proceed to consideration of the next item on the Agenda and the matter so left undecided shall appear as of course on the agenda for the next regular Meeting of Council.

**R38. Multiple Motions** A motion in one of the forms specified in Rules R19 or R36 shall not be considered during the debate on a question if any motion of the same substance has been previously considered during the debate on that same question, unless the Speaker rules that some significant change has taken place in the interval.

**R39. Confidentiality** The transactions in Closed Session of Council or of Committee of the Whole, are to be treated as confidential.

**R40. Hierarchy of Reports** In ascending order of significance, reports brought to Council shall be classified as follows:

- i) reports brought for information;

- ii) major reports;
- iii) major reports requiring disposition by way of a Special Motion described in Bylaw B15.

Once classified, the position of a report in this hierarchy is determined and can be only elevated in significance in subsequent proceedings.

**R41. Reports for Information**

A Standing Committee Report on minor or routine matters, which has been approved by the Executive Committee and circulated to Council for information, shall stand received as of course and shall not be subject to debate. A motion that such a report be brought before Council will be in order, but only at the Meeting of Council next following the date of circulation to Council of the Report. If the motion carries, the presumption that the Report stands received and adopted shall be negated, and a motion to Adopt the Report shall immediately be brought by the Chair of the Executive Committee in the same way as designated in Rule R42 for a major report.

**R42. Major Report in Council**

In Council, in the case of a Standing Committee Report on major matters approved and forwarded to Council by the Executive Committee, the Adoption of the Standing Committee Report shall normally be moved by the Chair of the Executive Committee and seconded by the Chair of the Standing Committee. In the case of reports of other Committees to Council, the mover shall be the Chair of that Committee and the seconder may be any other Member of Council. The mover and seconder shall, in that order, have the first right to speak to the motion and shall have equal right, on recognition by the Speaker, to answer questions and to explain during debate.

A motion that a major report be brought before Council by way of a Special Motion, as described in Bylaw B15, may be in order at any time before the major report is adopted by Council.

**R43. Resolution in Council**

In Council, in the case of a Standing Committee Report received, but not approved, by the Executive Committee and brought to Council for resolution, the Chair of the Standing Committee shall move the Adoption of the Standing Committee Report and shall have the first right to speak to the motion. The Chair of the Executive Committee shall have second right to speak to the motion.

The mover and the Chair of the Executive Committee shall have equal right, on recognition by the Speaker, to answer questions and



to explain during the debate.

**R44. Submissions** A submission from a Member may be directed by that Member either:

- i) to a Committee of Council, through the Secretary; or
- ii) to Council, through the Speaker;

and shall normally propose the consideration of some matter or the adoption of some specific policy or procedure.

**R45. Submission to Committee** In the case of a submission addressed to a Committee of Council, the Speaker shall automatically refer the matter to the appropriate Committee and that Committee shall deal with the submission on its merits. Should the submission result in action by the Committee, then this shall be reported in the normal manner as a major matter, or as a minor or routine matter, in a report of the Committee. Should the Committee decide to take no action on the matter raised by the submission, then the author of the submission shall be so notified. Should the Member not be satisfied with the result, he/she may bring the matter to Council under Rule R44.

**R46. Submission to Council** A submission to Council may be in either of two forms:

- R47 i) Written, and presented to the Speaker at least two days prior to a regular meeting of Council for scheduling under a regularly scheduled agenda item or during the submission period of that meeting. Such submission shall be duplicated by the Secretary (time permitting) for distribution. The author of a scheduled submission shall be allowed the opportunity to speak briefly to his/her submission at the meeting at which it is scheduled.
- R48 ii) Oral, and stated to Council during the submission period after all scheduled submissions have been dealt with.

**R47. Written Submissions** The Speaker, when presented with a written submission to Council for scheduling, shall ascertain if the matter therein is adequately prepared for Council, such preparation being assumed if the matter has been previously submitted to a Committee of Council. On ruling that the matter is adequately prepared, the Speaker shall schedule the submission for the next regular meeting of Council.

A ruling to the contrary is open to challenge as a point of order at the end of the submission period in the Meeting at which it would otherwise have been scheduled.

**R48. Oral Submissions**

A Member wishing to make an oral submission to Council, in the preamble to that submission, shall indicate the matter he/she wishes to raise, and why it should be heard at that time. Following this preamble, Council shall decide by majority vote if it wishes to hear the submission at that time. If the decision is in the affirmative, the Member may then present his/her submission to Council.

**R49. Motions re: Submissions**

A submission having been presented to Council, the only motion that shall be in order with respect to that submission, or the matters raised therein, shall be a motion to refer to a Committee of Council for consideration and report or action. A motion to refer may include an expression of the majority opinion of that meeting of Council with respect to the issue.

**R50. Point of Order**

At any time, except when another point of order is not disposed of, a Member may rise and address the Chair on a point of order. Any other Member who may have been speaking at that time shall sit down. The Speaker will then allow the Member who rose on the point of order to indicate how the proceedings have deviated from the Rules of Order or Bylaws of Council. The Speaker shall rule on the point of order, which ruling may be subject to an appeal to Council. In the event of such an appeal, the Speaker shall put the motion: "That the ruling of the Chair be sustained" to be seconded by a Member. When the point of order is decided, unless it has resulted in a ruling to the contrary, the interrupted debate may resume.

**R51. Quorum**

At any meeting, a quorum once present shall be considered to be present thereafter unless a Member, as a point of order, questions that a quorum is present, whereupon the Speaker shall count the members present, and if there be not a quorum the meeting shall stand adjourned to the call of the Chair.