

**SENATE
BYLAW #2
Meetings and Procedures**

1. **Principles:** These principles inform the rules of Senate, and the interpretation and application of the rules shall be consistent with these principles.
 - 1.1. Senate has a responsibility to conduct its business and carry forward its mandate of academic governance as described in the *Ryerson University Act*.
 - 1.2. Senators shall be provided with due notice of matters to be decided at a meeting.
 - 1.3. Senate meetings are open unless:
 - 1.3.1. persons are excluded for improper conduct, defined, in this context, as failing to observe the rules specified in this Bylaw and/or in *Bourinot's Rules of Order* that govern the conduct of meetings of Senate (see also Article 7.3 and Article 7.21.10.3); or
 - 1.3.2. the criteria for an *in camera* meeting specified by the *Ryerson University Act* are met and Senate moves into closed session, pursuant to Article 3.9 of this Bylaw.
 - 1.4. Senators have a duty to attend meetings of the Senate and to vote on resolutions that come before the Senate
 - 1.4.1. Senators may not appoint a proxy if they are unable to attend, except as provided for by Article 2.2.1.2.1 of Bylaw 1.
 - 1.5. Senators shall have the opportunity to debate issues under consideration before a decision is made.
 - 1.6. All Senators have the same rights and obligations under Senate's rules.
 - 1.7. The Chair of all meetings of Senate and its committees shall enforce the rules in the spirit of these principles and, in so doing, will act fairly and impartially.
 - 1.7.1. Senators, Associates, guests, and observers have an obligation to act with civility and decorum and to observe the rules specified in this Bylaw and in *Bourinot's Rules of Order*.
2. **Authority, Approval and Codification of the Rules and Procedures**
 - 2.1. Any Change (additions, deletions, alterations) to the rules of Senate shall be considered an amendment to this Bylaw.
 - 2.2. No rule governing the procedure of Senate or its Committees shall be suspended unless two-thirds of the members present and voting consent thereto.
 - 2.3. In issues not covered by these rules, the provisions of *Bourinot's Rules of Order* shall apply.
3. **Meetings of Senate**
 - 3.1. **Notice of Meetings:**
 - 3.1.1. The accidental omission of notice to a member shall not invalidate a meeting that has otherwise been duly convened.
 - 3.1.2. *Regular Meetings:*

A schedule of dates of regular meetings and the deadlines for the submission of materials shall normally be published by the Secretary on the Senate website by the final meeting of the previous

session. The Secretary shall distribute an agenda package to all Senators and Senate Associates at least four (4) business days in advance of any regular meeting.

3.1.3. *Special Meetings:*

A special meeting requires at least seventy-two (72) hours' notice.

- 3.2. Regular Meetings:** At least seven (7) regular meetings of Senate shall be held between 01 October and 15 June according to the schedule published pursuant to Article 3.1.2 of this Bylaw, except where the Secretary, in consultation with the SPC, determines that circumstances warrant a change from the normal schedule.
- 3.3. Summer Authority:** Between the last scheduled Senate meeting of a Session (normally in June) and the first regular meeting of Senate in the next Session (normally in October), the SPC may act on behalf of Senate, if needed, but shall report to Senate, at the first meeting of the following Session, any actions taken on its behalf.
- 3.4. Special Meetings:** A special meeting may be called by the Chair, the Provost, the SPC, or by any twenty (20) members writing a requisition to the Secretary. Any Senate meeting may pass a resolution calling a special meeting. Only such business as is specified in the notice of the meeting may be transacted at a special meeting.
- 3.5. Emergency Powers:** That Senate grant to the Senate Priorities Committee (SPC) emergency powers beyond those in Senate Bylaw #1 to address on behalf of Senate emergency academic issues caused for example by force majeure (such as intense weather or disaster) that arise and cannot, without risk of harm to students or faculty, wait for a special meeting of Senate (which with online meetings, can readily occur with 72 hours notice) or until the next scheduled Senate meeting to be addressed. **These are special emergency powers only.** Any actions so taken must be reported to Senate as soon as possible, including full descriptions of the nature of the emergency and the rationale for the actions taken.
- 3.6. Quorum at Start:** A quorum of any meeting from September 1 to June 15 shall be one-half of the members. The quorum for a special meeting from June 16 to August 31 shall be twenty-five (25) members. If, after a lapse of thirty (30) minutes from the announced starting time, the Chair decides there is still not a quorum, the Secretary shall call the roll. If the members present do not constitute a quorum, the Senate shall adjourn until the next meeting.
- 3.7. Calling Quorum:** If during any meeting, the number of members present should drop below a quorum, business shall not be interrupted nor the passage or rejection of any motion questioned at subsequent meetings, unless a Senator requests, while the meeting is proceeding, that the presence of a quorum be verified. At such a call by any Senator, the Secretary shall call the roll.
- 3.8. Meeting Duration:** No meeting of Senate shall be of more than four (4) hours duration, except by the affirmative vote of two-thirds of those present and voting to extend for a specific period of time pursuant to Articles 6.4.2 and 7.21.9. All outstanding business shall be deferred until the next meeting unless a special meeting is called.
- 3.9. Visitors:** Visitors may attend Senate meetings, and should be seated in the section reserved for observers. Such visitors may address Senate after being recognized by the Chair but may not vote on any matter.
- 3.10. Meeting in camera (closed session):**
- 3.10.1.** A motion to conduct part of any meeting *in camera* requires the assent of a majority of Senators present and voting.
- 3.10.2.** When Senate meets *in camera*, only Senators, Senate Associates, the Secretary, and others specified by the Chair or specified in the Senate motion to go *in camera*, may be present.
- 3.10.3.** Minutes of *in camera* sessions shall record all motions and decisions and shall be appended to the Minutes of the regular meeting of which the *in camera* session is a part.
- 3.10.4.** If arranged in advance, and approved by motion of the *in camera* session, the session may be recorded and/or webcast.

4. Agenda

- 4.1. Formation and Circulation:** Items for the consideration of Senate must normally be submitted to the Secretary by the deadline published on the Senate website (normally two weeks in advance of the meeting).

The Secretary, in consultation with the SPC, will publish an agenda, which shall be circulated with the meeting package.

- 4.2. Order:** The SPC may alter the order of the agenda for a particular meeting in order to prioritise matters coming before Senate provided that the order of business appears on the notice of meeting. The items of business considered at a regular meeting of Senate will normally follow this order, however Senate, by a vote of two-thirds of Senators present and voting, may resolve to alter the published agenda:
- 4.2.1.** Call to Order and Establishment of Quorum
 - 4.2.2.** Approval of Agenda
 - 4.2.3.** Announcements
 - 4.2.4.** Minutes of the Previous Meeting
 - 4.2.5.** Matters Arising from the Minutes
 - 4.2.6.** Correspondence
 - 4.2.7.** Reports
 - 4.2.7.1.** Report of the President
 - 4.2.7.2.** Report of the Secretary
 - 4.2.7.3.** Committee Reports
 - 4.2.8.** Old Business
 - 4.2.9.** New Business as circulated
 - 4.2.10.** Members' Business
 - 4.2.11.** Adjournment
- 4.3. Consent Agenda:** The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more Senators advises the Chair or Secretary of a request to debate it.

5. Documentation

5.1. Distribution/Circulation

- 5.1.1.** Documentation related to agenda items will normally be included in the agenda package.
- 5.1.2.** Documents approved for circulation by the SPC, the Chair, or the Secretary, but not part of the circulated agenda package, will be available at the Registration Table, the operation of which shall be the responsibility of the Secretary of Senate.
- 5.1.3.** Any Senator may request that material not approved for circulation by the SPC, the Chair, or the Secretary be made available for the information of other Senators by submitting such request to the Secretary of Senate in writing before the meeting is called to order. Such material may be placed at an Information Table, the operation of which shall be the responsibility of the Secretary of Senate.

5.2. Minutes

- 5.2.1.** All formal actions and decisions by Senate and its standing committees shall be recorded in the minutes,¹ which shall be prepared and kept by the Secretary.
- 5.2.2.** Audio recordings of Senate meetings may be made by the Secretary. Such recordings shall be used only to aid in the preparation of minutes and shall be maintained only until a motion approving the minutes is passed by Senate, at which time the recording will be erased.
- 5.2.3.** Draft minutes of each Senate meeting shall be circulated to Senators, as part of the agenda package of the subsequent meeting.
- 5.2.4.** Once approved by Senate, minutes of each Senate meeting shall be posted on the Senate website.

¹ *Bourinot's Rules of Order*, 4th revised edition, provides: "The minutes should accurately record the actions taken and decisions made by the meeting in regard to the items of business it considered. They should not attempt to be a verbatim account of the meeting, but can include references to the major points made in the course of debate. Usually, speakers are not identified, but their names can be recorded if that information is directly relevant to the issue being debated. The minute-taker should aim for completeness, clarity, and succinctness" (p. 59).

6. Debates and Votes

- 6.1. Recognition:** Members or visitors who wishes to speak shall raise their hand, await recognition by the Chair and then address the Chair.
- 6.2. Voting:**
- 6.2.1.** All Senators – and only Senators – may vote at Senate meetings.
 - 6.2.2.** The Chair may vote only to break a tie.
 - 6.2.3.** Votes must be cast in person
 - 6.2.4.** When the Chair is satisfied that the debate on an item has covered the full range of issues, or when a motion to call the question has been approved, the Chair shall call the question.
 - 6.2.5.** When a question has been called, no motion can be made and no other intervention is permitted until the tally is completed and the results announced.
 - 6.2.6.** Questions shall be decided by a show of name placards or, where facilities exist, by electronic voting. The Chair shall determine the aggregate outcome and announce the outcome as “carried” or “defeated.”
 - 6.2.7.** Any Senator may make a motion that the issue on the floor be decided by ballot. The motion is not debatable and requires only a simple majority to be passed.
 - 6.2.8.** Any Senator may request that the numbers, or that his/her own vote, be recorded in the Minutes.
 - 6.2.9.** Except in cases where a decision has already been made to vote by ballot, any Senator may make a motion requiring a “roll call vote” in which the vote of each Senator is recorded by name. The motion is not debatable and requires only a simple majority to be passed.
- 6.3. Abstentions:** Senators may choose not to vote. Abstentions are not votes, are not recorded, and are not factored in the tallying of votes (although Senators who are present and who choose not to vote are counted as part of quorum).
- 6.4. Majorities:** Questions shall be decided by a simple majority of those present and voting, except those questions specified in this Bylaw as requiring a two-thirds majority. Motions that shall require a two-thirds majority are:
- 6.4.1.** A motion to revise or augment the Agenda for the meeting;
 - 6.4.2.** A motion to extend sitting beyond four (4) hours duration;
 - 6.4.3.** A motion to amend the Senate Bylaw; and
 - 6.4.4.** Any matter a simple majority designates, in a decision taken without debate, as a major question.

7. Conduct of Proceedings

- 7.1. Quorum:** For Senate, see Articles 3.5 and 3.6 of this Bylaw. For all Committees and Councils of Senate, quorum shall be 50% of the total membership plus one.
- 7.2. Speakers Address the Chair:**
- 7.2.1.** All matters coming before Senate are to be addressed to the Chair who will ensure that Senate’s business is conducted in an orderly manner consistent with the principles and procedures outlined in this document.
 - 7.2.2.** Every member of Senate shall use a microphone, when provided, when addressing the Chair.
 - 7.2.3.** No item of business is on the floor of Senate unless it has been recognized by the Chair.
- 7.3. Decorum:** Decorum is to be observed at all Senate meetings. If a Senator or an observer does not respect the Chair’s request to observe decorum, the Chair may require that the Senator(s), Associate(s), or observer(s) leave the meeting.
- 7.4. Order:** If the Chair or any other Senator calls to order a member or visitor, the member or visitor shall yield the floor. At the discretion of the Chair, the member or visitor who has been called to order may be permitted to make an explanation. The Chair shall decide the point of order, subject to appeal to Senate whose decision shall be final and made without debate.
- 7.5. Appealing a Ruling of the Chair:** Any ruling by the Chair may be appealed and that appeal must be seconded. The Vice-Chair (or in the absence of the Vice-Chair, the Secretary) shall conduct the appeal. The appellant may state succinctly the reason for the appeal, and the Chair may state succinctly the rationale for his/her

ruling. With no further debate, a vote shall be taken on whether the Chair's ruling will be sustained. Senate's decision shall be by a simple majority of members present, and the vote shall be final. At the conclusion of a vote involving an appeal, the Chair shall resume the chair.

7.6. Senate Policies and Associated Procedures (Definition and Authority):

7.6.1. Policies are subject to the approval of Senate, and may not be enacted or amended without Senate's approval.

7.6.2. Procedures for the implementation of policies do not normally require Senate approval, unless such approval is required by the related policy, but shall be reported to Senate for information when they are adopted or amended.

7.7. Motions and Rationales: Matters requiring decision are normally to be framed in the form of a motion accompanied by a rationale or report. However, when a matter seems to have received the assent of Senate, and is not seen to be a matter of such substance or consequence that a detailed motion is needed, the Chair may seek consensus and briefly state the matter upon which s/he perceives agreement. If no Senator dissents, the Chair's statement shall be taken to be a decision of Senate and the minutes shall simply record, "It was agreed that"

7.8. Types of Motions: Motions are categorised as follows:

7.8.1. *Substantive* motions propose that Senate exercise its authority to achieve a specified substantive objective. Substantive motions shall normally be in writing with due notice to Senate as per Article 7.9 of this Bylaw. Substantive motions may be referred to a committee for study and report.

7.8.2. *Procedural* motions (see Articles 7.21 and 7.22) relate only to process and not to substance (e.g. adjournment, referral, point of order, point of privilege, etc.).

7.8.3. *Hortative* motions (see Article 7.23) express Senate's opinion on matters lying outside its jurisdiction.

7.8.4. Motions to approve "in principle" are not in order.

7.9. Notices of Motion: No notice is required for a procedural motion. All other motions and resolutions shall be preceded by a notice of motion, which shall be given in writing at a previous meeting of Senate, or submitted to the SPC for consideration at its regular meeting prior to the meeting of Senate at which the matter is expected to be considered, or submitted to the Secretary in time to be included in the agenda circulated for the meeting of Senate at which the matter is expected to be considered. Otherwise, motions and resolutions are not in order, except as provided for in Article 7.10 of this Bylaw.

7.10. Introducing Business for Which Due Notice Has Not Been Given:

7.10.1. A motion to consider matters for which due notice has not been given shall normally be treated as a notice of motion pursuant to Article 7.9 but may be considered under the agenda item of "Members' Business" if urgency warrants, and if the normal requirements of notice provided by Article 7.9 are waived by a majority vote of Senators present.

7.10.2. Senators may, under the agenda item of "Members' Business," raise questions or concerns related to the academic mission of the university without making a motion to direct any particular action. Further disposition of such matters will be up to the meeting to decide, with options including, but not restricted to, the following:

- if the member wishes to have a discussion of the matter, the Chair may test the meeting to determine whether discussion may take place; or
- the matter may be added to the next meeting's agenda; or
- the matter may be referred to a committee; or
- if a question is involved, an appropriate Senator may undertake to answer the question, or may take it under advisement and undertake to provide an answer at a subsequent meeting and/or to the Senator raising the matter.

7.11. Determining that Motions Are in Order:

7.11.1. The Chair, with the advice of the SPC and the Secretary, is responsible for determining if motions submitted for Senate's consideration in advance of regular or special meetings by committees, Councils, Senators, and others are in order.

7.11.2. All motions circulated with the agenda are deemed to be in order.

- 7.11.3.** All rulings that a motion is out of order will be reported to Senate by the Chair together with a rationale for the ruling. Any such ruling is subject to appeal as per Article 7.5.
- 7.11.4.** Substantive and hortative motions for which notice has not been given must be delivered to the Chair in writing for a determination of whether the motion is in order.
- 7.11.5.** No motion or other intervention is in order when a vote is in progress.
- 7.12. Motions that are Debatable:** The following motions are debatable:
- 7.12.1.** substantive and hortative motions (as defined in Article 7.8);
- 7.12.2.** amendments to substantive and hortative motions and sub-amendments thereto;
- 7.12.3.** referral [debate is limited to the issues raised by referral (see Article 7.21.4 below)];
- 7.12.4.** changes to the order of the agenda;
- 7.12.5.** rescinding previous actions;
- 7.12.6.** limitations on the duration of a debate or on the length of time Senators may speak.
- 7.13. Debating a Motion:** Senators may speak to any debatable motion but normally may speak no more than twice during the same meeting to the same motion or matter, for not more than ten (10) minutes in total. Exceptions are as follows:
- 7.13.1.** the mover of a motion is entitled to speak first and last;
- 7.13.2.** the mover, or an expert designated by the mover, may respond to questions as necessary or clarify material issues; and
- 7.13.3.** the time limit may be extended with the consent of a simple majority of Senators present and voting.
- 7.14. Dividing a Motion:**
- 7.14.1.** If a motion raises more than one issue for decision, the Chair may, with the agreement of the mover and seconder, divide the motion in a manner that will help Senate deal effectively with the issues.
- 7.14.2.** A motion may also be divided by means of a procedural motion to do so.
- 7.14.3.** A motion to divide shall take precedence over the substantive or hortative motion under debate.
- 7.14.4.** No debate is permitted on a motion to divide.
- 7.15. Amendments:**
- 7.15.1.** An amendment to a substantive or hortative motion may be moved without notice during debate on the main motion.
- 7.15.2.** Whenever feasible, the mover of an amendment should provide a written version of the amendment to the Chair.
- 7.15.3.** If a motion to amend is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the amendment until the amendment is resolved.
- 7.15.4.** Only one amendment to a motion may be on the floor at one time.
- 7.15.5.** Each amendment must be resolved before another amendment or the main motion may be considered.
- 7.16. Scope of Amendments:** An amendment is designed to alter the main motion without substantially changing its intent and shall be strictly relevant to the business under consideration. The Chair shall rule out of order any amendment that would negate or substantially alter the main motion.
- 7.17. Sub-Amendments:**
- 7.17.1.** A sub-amendment is intended to amend an amendment under consideration.
- 7.17.2.** A sub-amendment can only be moved when an amendment is on the floor.
- 7.17.3.** A sub-amendment is out of order if it has the effect of negating the amendment or altering the amendment to such an extent that it significantly frustrates the purpose of the amendment.
- 7.17.4.** If a sub-amendment is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the sub-amendment until such time as the sub-amendment is resolved.
- 7.17.5.** Only one sub-amendment may be on the floor at one time and must be resolved before another may be considered.
- 7.17.6.** Sub-amendments must be resolved before the amendment can be resolved.

7.18. "Friendly" Amendments:

7.18.1. During the course of debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder of a motion agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair, alter the wording of the motion accordingly.

7.18.2. Any proposed change to the wording that significantly alters the intent of a motion is not a friendly amendment and may be ruled out of order by the Chair.

7.19. Reading the Question: Any member may require the question under discussion to be read at any time during its debate. The Secretary shall also read the question immediately before a vote is taken.**7.20. Resolving a Motion, Amendment, or Sub-Amendment:**

7.20.1. Motions, amendments, or sub-amendments that are moved, seconded, and recognized by the Chair to be on the floor of Senate for discussion must be brought to a vote unless debate is ended by an intervening and overriding procedural motion.

7.20.2. A motion may be withdrawn by the mover and seconder if no Senator objects. If there is an objection the question of withdrawal may be put to a vote.

7.20.3. The Chair may request that the mover and seconder withdraw a motion – or direct that the motion be referred to a Standing Committee – if it appears that further debate is not in the best interests of Senate.

7.21. Procedural Motions:

7.21.1. Most procedural motions are not debatable.

7.21.2. If a non-debatable motion has been moved, the Chair may invite the mover of the motion to explain in brief the reason for the motion.

7.21.3. Procedural motions require a mover and seconder, and take precedence over the substantive or hortative motions that are under discussion at the time they are moved.

7.21.4. *Motion to Adjourn Debate:* A motion to adjourn debate is always in order. If a motion to adjourn debate is carried, Senate shall move immediately to the next item of business. The Chair, with the advice of the SPC shall determine when and how the debate will be resumed.

7.21.5. *Motion to Refer* (Debatable in part):

7.21.5.1. Although procedural in nature, a motion to refer has substantive elements that are debatable. In particular, a motion to refer must identify the person or body to whom the reference is made.

7.21.5.2. A motion to refer is in order when a substantive or hortative motion is on the floor of Senate for discussion. A motion to refer is not in order when an amendment or sub-amendment is on the floor.

7.21.5.3. When a motion to refer is on the floor, only issues relating to the nature of the proposed referral may be debated (e.g., to whom the reference is made, the advisability of referral, when a report should be expected, etc.).

7.21.5.4. If a motion to refer is defeated, no further motion to refer may be considered with respect to the specific substantive or hortative motion being considered unless, in the opinion of the Chair, significant new information has been provided in the debate that would warrant the re-consideration of a referral.

7.21.6. *Motion to Table or to Defer:* Motions to postpone to a specified time, or indefinitely, are admissible

7.21.6.1. A motion to defer consideration of an issue is usually a response to insufficient information. If the motion carries, the motion to which it applies is removed from debate – along with any amendments that have been moved – and is reintroduced either at the time specified in the motion to defer or when it is revived on a specific motion.

7.21.6.2. A motion to table is usually used to put aside a question so that more urgent business can be considered. If the motion carries, the motion to which it applies is laid aside – along with any amendments that have been moved – but consideration may be resumed at any time on a motion that the matter be taken from the table.

7.21.7. *Motion to Put the Question:*

- 7.21.7.1. A motion to put the question may be considered when a main motion, amendment, sub-amendment, or a debatable procedural motion is on the floor.
 - 7.21.7.2. If a motion to put the question is resolved in the affirmative, the Chair invites the mover of the main motion to make concluding remarks and then puts the question to Senate.
 - 7.21.7.3. If a motion to put the question is resolved in the negative, debate on the main motion resumes.
 - 7.21.7.4. No further motion to put the question can be considered regarding the same motion unless, in the opinion of the Chair, the nature of the subsequent debate warrants the consideration of such motion.
- 7.21.8. *Motion to Move into Committee of the Whole*: A motion to move into Committee of the Whole is in order when any substantive or hortative motion, amendment, or sub-amendment is under consideration.
- 7.21.9. *Motion to Extend and Further Extend the Meeting*: A motion to extend a meeting is always in order. A motion to extend a meeting shall specify the new time by which the meeting will conclude. If a motion to extend a meeting is defeated, only one other such motion to extend may be considered subsequently. See also Articles 3.7 and 6.4.2.
- 7.21.10. *Closing the Meeting*:
- 7.21.10.1. A *Motion to Recess the Meeting* to a specified time and/or place is always in order. The agenda, including any motion(s) on the floor, remain under consideration when the meeting resumes.
 - 7.21.10.2. A *Motion to Adjourn the Meeting* is always in order. If a motion to adjourn the meeting is carried, the meeting ends immediately following the vote. All unresolved items on the agenda, including any motion(s) on the floor, die, but may be re-introduced via a subsequent agenda.
 - 7.21.10.3. As per *Bourinot's Rules of Order* (46.d), "the Chair may, on his or her own initiative, recess or adjourn a disorderly meeting he or she cannot call to order."
 - 7.21.10.3.1. Where a meeting has been recessed as a result of disorder, the meeting shall resume, invoking Article 1.3.1 of this Bylaw to exclude those persons whose conduct has been improper.
 - 7.21.10.3.2. Where it is not possible to identify and exclude any or all of those whose improper conduct has caused the meeting to be recessed, the meeting may, at the discretion of the Chair, resume *in camera*, with the first order of business being a motion pursuant to Article 3.9.1 of this Bylaw
- 7.22. **Other Procedural Motions**: The Chair may recognize other procedural motions (such as a motion to recess for a specified time) in circumstances where the implementation of such a motion would assist Senate in conducting its business effectively.
- 7.23. **Hortative Motions**: The Senate cannot properly make a decision on any matter that does not fall within the Powers of Senate as defined by the *Ryerson University Act*. Senate may, from time to time, consider motions of congratulation, thanks, or persuasion (i.e., urging a particular action by another decision-making body on a matter related to the educational policy of the University). Such motions are subject to the notice provisions of Articles 7.9 and 7.10 of this Bylaw, and do not take precedence over any substantive or procedural motion.
- 7.24. **Motions to Adopt/Accept/Approve vs. Motions to Receive**
In dealing with substantive reports that may contain recommendations, Senate may consider:
- 7.24.1. individual substantive motions dealing with each recommendation in the report; or
 - 7.24.2. a Motion to Adopt (or Accept or Approve) which, if passed, means that Senate is accepting any and all recommendations contained in the report with the same force and effect as if individual motions were made and passed for each recommendation; or
 - 7.24.3. a Motion to Receive which, if passed, simply puts the document in the record of the meeting, but does not indicate approval or disapproval of – not does it authorize any action on – any recommendations contained therein.

- 7.25. Precedence of Motions:** The Chair shall give precedence to motions as follows (from highest precedence to lowest):
- 7.25.1.** to adjourn the meeting;
 - 7.25.2.** to recess to a specified time and/or place;
 - 7.25.3.** to adjourn debate (or to “table” or “defer” the motion under consideration);
 - 7.25.4.** to refer;
 - 7.25.5.** to put the question;
 - 7.25.6.** to move *in camera*;
 - 7.25.7.** to move into Committee of the Whole;
 - 7.25.8.** to permit a non-member of Senate to speak;
 - 7.25.9.** to amend an amendment;
 - 7.25.10.** to amend.
- 7.26. Points of Order, Information, and Privilege:**
- 7.26.1. *Points of Order:***
- 7.26.1.1.** Points of order are made when it is alleged that there has been a breach of the rules of Senate.
 - 7.26.1.2.** Senators have a right and responsibility to rise on a point of order if they believe that the proceedings of a meeting are not consistent with these rules.
 - 7.26.1.3.** A point of order should be made as soon as the alleged irregularity occurs and should not be dealt with if other matters have intervened.
 - 7.26.1.4.** The Chair shall rule on a point of order without debate, with the ruling open to appeal as per Article 7.5.
- 7.26.2. *Points of Information***
- 7.26.2.1.** A point of information is a request directed to the Chair, or through the Chair to another officer or member, for information relevant to the business at hand but not related to any procedural matter.
 - 7.26.2.2.** Senators may not interrupt a speaker to raise a point of information, however the Chair may permit it to take precedence on the Speakers’ List.
- 7.26.3. *Points of Personal Privilege:***
- 7.26.3.1.** Senators may raise a point of privilege based on the belief that the integrity of Senate or a Senator has been compromised.
 - 7.26.3.2.** If the Chair agrees that a privilege has been violated, the Chair’s ruling may include remedies such as requesting an apology or the withdrawal of a remark, correction of a document, or other actions consistent with the principles of Senate membership.
 - 7.26.3.3.** The Chair shall rule without debate. However, the Chair may seek the advice of Senators, and may also consult with the SPC for disposition at a later time, but no later than the next regular meeting of Senate.
- 7.27. Items for Information:** Information published in the agenda for a meeting of Senate, or any matter distributed via the Registration Table at a meeting of Senate, is deemed to have been received by Senate.
- 8. Committee of the Whole:** From time to time Senate may – and shall normally at least twice each year pursuant to Article 6.2.2.2 of Bylaw #1 – meet as the Committee of the Whole. The purpose of meeting as the Committee of the Whole is to facilitate discussion by relaxing some rules. Normal rules apply to proceedings in Committee of the Whole with the following exceptions:
- 8.1.** The Vice-Chair of Senate (or, in the absence of the Vice-Chair, an elected member of Senate elected by Senate) is the Chair of the Committee of the Whole.
 - 8.2.** Limits of time and discussion of the Committee of the Whole can only be made at the time of the motion to establish.
 - 8.3.** Senators are not limited in the numbers of times they may speak to a particular issue under consideration, however Senators who have not spoken will be given preference over those who have.
 - 8.4.** The only motions allowed in the Committee of the Whole are motions to adopt, amend, or “rise and report.” Motions do not require a seconder.

- 8.5. The text of a resolution referred to the Committee cannot be altered by the Committee, but amendments can be presented to the Senate.
- 8.6. Proceedings of the Committee of the Whole are concluded by a non-debatable motion “to rise and report.” The presiding officer then reports to the Chair on the outcome of the proceedings.