

Summary of Senate's Rules of Order

Senate is regulated first and foremost by:

- *The University of Saskatchewan Act, 1995*
- Senate's bylaws
- Senate relies upon the meeting procedures set out in Kerr and King in all other instances.

Why have Rules of Order?

Rules of Order permit:

- orderly debate
- fairness
- equality

The chair of Senate presides over all meetings of Senate. The chair's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions.

When asking a question at Senate, direct your question to the Chair.

- Ask the Chair's permission to respond to another speaker.
- The Chair maintains a neutral position in determining the format of debate, time given to speakers, recognizing who speaks next, and ensuring that each person only speaks once to the question, unless in response to a speaker.

Motions

- A motion is a statement of action taken in response to a question.
- Motions enable a meeting to make clear decisions in a fair and effective manner.
- Once a motion is made, the motion becomes the property of the meeting and therefore the mover and seconder have no proprietary right over the motion.

Various conditions apply to motions.

As per Kerr & King, depending on the motion, the motion may or may not be:

- Amendable
- Debatable
- Require majority approval, two-thirds majority, or unanimous approval

Kerr and King outline four types of motions:

- Substantive
- Procedural
- Regulatory
- Amendments and subamendments

There can only be one motion of any given type under active consideration at any given time.

Substantive Motions

- Substantive motions comprise the main business of the meeting
- Comprise requests that lie within Senate's authority to approve and which are put to Senate for decision

- Substantive motions are action motions; these motions adopt, accept, appoint, approve, establish, confirm, concur, endorse, amend, etc.

Examples of substantive motions:

- Approve the minutes
- Approve the addition of a program
- Rescind a previously approved motion
- Establish an *ad hoc* committee

Procedural Motions

- Procedural motions modify how substantive motions are being addressed

Examples of procedural motions:

- Close debate
- Divide a compound motion
- Refer to a committee
- Vote by written ballot

Regulatory Motions

Regulatory motions regulate the schedule of the meeting

Examples of regulatory motions:

- Motion to approve the agenda
- Motion to add a substantive item to the approved agenda
- Motion to adjourn

Amendments and Subamendments

- Amendments and subamendments permit modification of a motion that is under active consideration through the addition, deletion or substitution of certain words, but not the entire motion.
- The amendment must be relevant to the main motion.
- An amendment must not convert a motion into its direct negative.
- An amendment proposes to modify a main motion
- A subamendment proposes to modify an amendment
- A subamendment cannot be further amended