

MEETING PROCEDURES OF THE UNIVERSITY OF WINNIPEG SENATE

Dealing with the Agenda

MOTION to approve the circulated agenda.

AMENDMENT to add or delete items from the circulated agenda. If item deemed “substantive” by Chair, 2/3 majority required to approve amendment*.

AMENDMENT to change the order of the agenda (2/3 majority required to approve amendment), unless the change is considered regulatory.

*If an amendment to add a substantive item fails, that item may be discussed under Other Business, but no vote can be taken at that point. However, a motion to discuss the substantive item in question at a future meeting can be made.

Dealing with the Minutes

MOTION to approve the minutes (by someone who was at the meeting to ensure accuracy)*.

AMENDMENT to correct any errors in the minutes.

*Those who were not in attendance at the meeting, for which the minutes are being approved, should abstain from voting on this motion.

Dealing with Reports

Reports which are brought to Senate for information do not require a vote, but may be discussed.

Mechanisms for dealing with reports which require approval are set out below.

MOTIONS to adopt the recommendations contained in the report (best done clause by clause).

Motions

- Motions allow a meeting to make decisions fairly and effectively.
- Once a motion is moved and seconded, it belongs to the meeting, and the mover and seconder have no ownership of the motion. Moving or seconding a motion does not necessarily mean you are in favour of it; it simply puts the motion on the floor so that it can be discussed.
- Motions may or may not be amendable and/or debatable, and may require majority approval, two-thirds majority approval, or unanimous approval.
- For the purposes of Senate’s meeting procedures, motions require a majority of votes cast to pass, unless otherwise noted. Should a motion require anything other than a majority of votes cast to pass, the Chair will advise Senate of the requirement prior to the vote being taken.
- If required, a two-third majority vote refers to two-thirds of the votes cast, not including abstentions.
- Kerr and King set out four types of motions:
 - Substantive (Eg: approving minutes, approving course proposals)
 - Procedural (Eg: dividing a motion, referring to a committee)

- Regulatory (Eg: approving the agenda, motion to adjourn)
- Amendments and Sub-amendments
 - An amendment modifies the main motion under consideration
 - A sub-amendment proposes to modify an amendment
- There can be only one motion (of any given type) under consideration at a time.

Dealing with Motions

For a motion to be discussed, it first has to be moved and seconded.

MOTION is moved

MOTION is seconded

Once it has been moved and seconded, the motion can be discussed.

During discussion, the meeting may decide they are not content with the original motion. If that is the case, there are several options:

1. If the original motion was determined to be too complex, it could be divided into parts, which could be discussed and voted upon separately.

The motion may be **divided***

Form: I move that the motion be divided into parts as set out as follows: [state division].

*Note: Each part of a divided motion must be able to stand on its own.

2. If a Senator would like to change specific parts of a motion, it could be amended.

The motion may be **amended**.

Form: I move to amend the motion by inserting/adding/substituting/striking out.....

Once the amendment has been moved and seconded, the meeting will vote on the amendment. If the amendment passes, the meeting would then vote on the original, **amended** motion.

3. If, following the discussion of a motion, the meeting **unanimously** decides that it no longer wants to consider that motion, it can be withdrawn.

The motion may be **withdrawn** (unanimous approval).

Form: I move that [state motion] be withdrawn.

4. If, following discussion, a Senator felt that more information was required to make an informed decision, or a complicated amendment needed to be drafted, the motion can be deferred to another stated time, either during the same meeting, or a future meeting.

The motion may be **deferred to another stated time**.

Form: I move that consideration of [state motion] be postponed to [insert date and/or time].

5. If an urgent matter arises before the meeting, if complicated amendments to a motion need to be drafted, or certain elements of a motion need to be checked/confirmed, a Senator can move to postpone a motion temporarily, to a later time during the meeting. However, if a motion to resume consideration of the matter is not subsequently moved during the meeting, the motion dies.

The motion may be **postponed temporarily*** (to a later time during the meeting).

Form: I move that further consideration of [state motion] be postponed temporarily.

*Requires 2/3 majority vote.

6. If a sensitive or complicated motion is under consideration, and Senate would like to discuss the matter thoroughly without going on record of having approved or rejected it, a motion to postpone indefinitely can be made.

The motion may be **postponed indefinitely** (to allow a discussion to take place, but no decision made).

Form: I move that further consideration of [state motion] be postponed indefinitely.

7. If, following a discussion, it was felt that a particular issue needed to be examined by a smaller group, the item under consideration could be referred to a committee.

The motion may be **referred to a committee**.

Form: I move that the [insert matter under consideration] be referred to [insert name of committee].

Procedures for Debate

ORDER of speakers:

- the mover of the motion
- the reporting member of a relevant committee
- a person who has not previously spoken in the debate

LIMITS on speech: if a long debate is anticipated, the CHAIR may move into more formal processes by limiting each speaker to one opportunity and/or limiting the time for each speaker.

END of debate: the speakers' list is exhausted or a MOTION to Close the Debate is made. The MOTION requires 2/3 majority.

Role of Senators in Debate

Senators are responsible for assisting the debate by:

1. addressing all remarks to the CHAIR and identifying themselves, especially in large, infrequently convened assemblies;
2. confining their remarks strictly to the motion under consideration;
3. stating their position clearly and succinctly without being repetitive; and
4. maintaining an impersonal tone and avoiding personal comments.

Sessions

Business of The University of Winnipeg Senate is conducted in **Open Session**, unless it is of a confidential or sensitive nature, in which case it is conducted in **Closed Session**. MOTION is

required to move into Closed Session. In Closed Session, proceedings are kept confidential and attendance is strictly limited to members and those invited to deal with the matter in question.

Basic Definitions¹:

1. **Amendment:** A motion which offers alternative wording for part of a regulatory, substantive or procedural motion that is currently under consideration.
2. **Defer to another stated time:** Enables the discussion of a substantive issue to be put off to a more convenient time, which may be later in the same meeting or at a subsequent meeting.
3. **Dividing a question:** A procedure that enables a compound motion to be broken up into independent parts which can be considered and voted upon separately.
4. **Motion:** A proposal for action or an expression of opinion which is presented to a group for debate (when permitted) and decision.
5. **Postpone Indefinitely:** Provides a mechanism whereby an issue can be fully discussed, although no decision is to be taken.
6. **Postpone Temporarily:** Provides a mechanism whereby a motion can be set aside and then be taken up again at any time later in the meeting, by moving a procedural motion to resume consideration of the matter.
7. **Procedural Motion:** A motion that (1) expedites, defers or prevents a decision on a substantive motion; (2) changes the form or timing of consideration of a substantive motion; (3) alters the conditions for voting.
8. **Refer:** To transfer consideration of an item to another group (usually a committee) for detailed study or action and subsequent report back to the meeting.
9. **Regulatory Motion:** A motion that governs the timing of actions and the establishment of the agenda of a meeting.
10. **Substantive Motion:** A motion that enables a meeting to act on a proposal, policy or opinion.

¹ Kerr, M. Kaye and King, Hubert, W. *Procedures for Meetings and Organizations, Third Edition*. Toronto: Carswell Thomson Professional Publishing, 1996.

Once a substantive motion has been moved and seconded, the Chair will ask if the meeting would like to discuss the motion. During discussion, the motion can be:

Amended¹ – provide alternate wording for part of a motion.
I move that the motion be amended by inserting/removing/substituting....

Divided – allows for a complex motion to be split into parts, with each part being discussed/voted upon separately.
I move that the motion be divided into parts, as follows:

Withdrawn – allows for a motion to be withdrawn, with unanimous consent of the meeting.
I move that the motion be withdrawn.

Referred to a committee – enables a motion to be discussed in detail by a smaller group, and be brought back to the meeting.
I move that [insert matter under consideration] be referred to the [state name of committee].

Postponed temporarily to later in the same meeting²-allows for a motion to be set aside temporarily and taken up later in the same meeting.
I move that consideration of [state motion/issue] be postponed temporarily. [2/3 Majority Approval Required]

Postponed Indefinitely-allows a matter to be fully discussed, with no decision being made.
I move that further consideration of [state motion/issue] be postponed indefinitely.

Deferred to another stated time – enables discussion of an issue to be put off until a more convenient time (i.e. if additional information is needed, or complex amendments need to be drafted)
I move that consideration of [state motion/issue] be postponed to [state time/future meeting].

¹ Once the amendment has been moved and seconded, the meeting will vote on the amendment. If the amendment carries, the meeting will then vote on the original, amended motion.

² If a motion to resume consideration is not moved later during the meeting, the motion dies.

Regulatory Motions: These motions govern the overall operation of a meeting. They can be moved at any time, whereas procedural motions or amendments can only be moved in order to modify a **substantive motion**. Examples of regulatory motions include:

Approving the Circulated Agenda

This motion is moved at the beginning of each meeting, to ensure members agree with the items listed for consideration. Request to amend the circulated agenda by adding new items may be put forward when this regulatory motion is under consideration, but the Chair must rule on whether the new items are minor, and can be considered under Other Business, or substantive, for which proper notice would generally be required (see below). If a matter is considered to be minor/routine, it can be discussed under Other Business.

Requesting to Add a Substantive Item to the Circulated Agenda

Approval to add an urgent, substantive item to the circulated agenda requires a 2/3 majority vote, as this may infringe upon the rights of members who were unable to attend the meeting.

To Resume Consideration of a Temporarily Postponed Motion

If a motion had been made earlier in the meeting, to *temporarily postpone* consideration of a matter, a motion to resume consideration of that temporarily postponed motion must be made. Once a motion to resume consideration of a postponed motion has been moved and seconded, it is put to a vote, without debate. If it is approved, the debate on the substantive motion which was postponed resumes at the point at which it was previously suspended.