

## **RULES OF PROCEDURE AT MEETINGS**

Approval Authority: Board of Governors

Established On: 2022 09 21

Amendments: none

Category: Board

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### **1.0 PURPOSE**

Rules of Procedure adopted by the Board in support of By-Law No. 1, section 9 and 10.

### **2.0 RECOGNITION**

After the Chair has called the meeting to order, only one member should speak at a time, and only after being recognized by the Chair.

### **3.0 AGENDA AND GENERAL DISCUSSION**

The Chair should follow the agenda, which should provide an opportunity to correct the minutes of the previous meeting and approve them, and which shall become the order of business unless a motion to amend the agenda is made and adopted. Discussion may be on any aspect of each subject as a whole until a specific motion is introduced.

Unless otherwise specified in rules of procedure or By-laws, Bourinot's Rules of Order, in its most recent edition, shall govern. These exist to ensure that meetings proceed smoothly and democratically. The rules of order are intended to facilitate equitable participation, not limit it.

Bourinot's Rules of Order<sup>1</sup> are relied on by the Board and Senate at NOSM University.

### **4.0 MOTIONS**

A member who wishes a definite decision may secure recognition from the Chair and make a motion specifying the proposal. The Chair may request motions as required to aid the discussion.

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<sup>1</sup> [https://www.nosm.ca/wp-content/uploads/2021/04/Bourinots\\_at\\_a\\_glance.pdf](https://www.nosm.ca/wp-content/uploads/2021/04/Bourinots_at_a_glance.pdf)

A motion must be seconded before the subject matter of the motion is open for debate, and all discussion must apply to it until disposed of, except as provided below. When every member who wishes to speak has done so, the Chair shall call for a vote.

The Board's general custom permits the withdrawal of a motion by consent of the mover and seconder, but if either objects the motion must be put to a vote. This applies to substantive motions and amendments.

Motions dealing with procedure shall have priority over other motions. Motions to adjourn if the time for the next meeting has been set, to postpone a decision of a subject to a definite time, or to open or close nominations must be voted upon without debate or amendment.

The Chair may summarize discussions and present alternatives for consideration when no motion is pending.

### **Amendments**

An amendment to a motion must fall within one of the following categories:

- a. The deletion of certain words
- b. The addition of certain words
- c. The deletion of certain words and the substitution of others in their place.

An amending motion which would nullify the main motion is not an amendment and cannot be introduced. There cannot be more than two amendments before the meeting at one time, but when one of these has been accepted or rejected, another amendment may be introduced but only if it is different in purpose from one previously defeated.

Voting is in the following order:

- a. On the amendment to the amendment, or the second amendment
- b. On the amendment
- c. On the motion if amendments have been defeated or on the motion as amended if an amendment has carried.

**Point of Order**

Only on a point of order or privilege can a member interrupt another member who is speaking, except that with the consent of the speaker questions may be asked. If a member feels that improper language has been used, an irrelevant argument introduced, or a rule of procedure broken, the member is entitled to "rise to a point of order", interrupting the speaker. The point of order must be stated definitely and concisely, and the Chair shall decide without debate, although the Chair may ask opinions. The Chair's ruling may be appealed by the member who has risen to a point of order and, if so, the Chair states the decision and the point of appeal. The Chair then puts the question which is not debatable: "Shall the decision of the Chair stand as the judgment of this meeting?". A simple majority decides the issue. This merely settles a point of procedure and is not a vote of confidence in the Chair.

**Question of Privilege**

If a member feels that a statement reflects their reputation or that of the Board, the Committee, or the University, the member is entitled to raise a "question of privilege". The procedure is the same as for a point of order.

**General**

On special motions, the following procedure shall prevail:

- a. Voting To adjourn (debatable as to time only)
- b. To take a recess (not debatable)
- c. To raise a question of privilege (personal - not debatable)
- d. To lay on the table (not debatable)
- e. To limit or extend the limits of debate (not debatable)
- f. To postpone to a definite time (debatable as to time only)
- g. To amend (debatable).

**Voting**

For electronic votes, voting shall be by email or other electronic means identified by the University Secretary. For meetings in person, votes shall be counted whenever the Chair is in doubt as to the result or if any member requests a count prior to the vote being taken. For elections involving more than one

candidate, voting shall be by a means that does not allow members eligible to vote to identify how any other member voted.

## **5.0 ATTENDANCE**

To attend open sessions, other than by invitation, requests shall be made to the University Secretary. All individuals in attendance at any Board meeting shall observe rules of decorum, and the Chair may require any individual to leave any meeting if, in the discretion of the Chair or a majority of the members, such individual acts contrary to good order and decorum.

Those in attendance shall not be permitted to use cameras or other electronic recording equipment or broadcast proceedings of the Board unless permission is granted by the Chair or a majority vote of the Board and subject to such conditions as the Board may impose. Board and Committee meetings may be recorded for minute taking purposes.

Guests must identify themselves prior to the meeting and may speak by addressing the Chair, but not vote. Anyone attending a meeting that does not identify with the University Secretary or the Board Chair is subject to being removed from the meeting, until such time as they identify themselves with their legal name.

## **6.0 INTERPRETATION**

Questions of interpretation or application of this policy or its procedures will be referred to the University Secretary [governance@nosm.ca](mailto:governance@nosm.ca).

## **7.0 RELATED DOCUMENTS**

University Documents and Information

- By-law No 1

Legislation and Information

- NOSM University Act

**AUTHORITIES AND OFFICERS**

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Board of Governors
- b. Responsible Officer: Board Chair and Vice Chair
- c. Procedural Authority: University Secretary
- d. Procedural Officer: University Secretary

**Review and Revision History**

**Review Period:** 5 years

**Date for Next Review:** 2027 09