

RULES OF DEBATE AND GENERAL MATTERS IN BOARD MEETINGS

- (1) Every member previous to speaking to any question or motion shall address the chair.
- (2) When two or more members indicate they wish to speak, the chair shall designate the member who has the floor, who shall be the member who, in the opinion of the chair, first so indicated.
- (3) Each motion shall be voted on by trustees present, except if the trustee is excused subject to Section (7) and the votes shall be identified as in favor or opposed.
- (4) No motion once decided shall be rescinded without notice of motion from at least one board meeting to another and without a majority of the whole board voting in favour of rescission.
- (5) A motion may be rescinded at the same meeting at which it was passed, provided that the board, by a two-thirds majority vote of members present voting thereon, votes in favour of rescission.
- (6) Each trustee shall be required to vote on every question unless excused by the chair or by a majority vote of the board for some particular reason. One reason acceptable for abstention could be an actual conflict of interest as defined in the Public Schools Act or where the trustee desiring to abstain from voting perceives himself or herself to have a conflict of interest even where such is not considered to be a conflict of interest as defined in the Public Schools Act. If a trustee abstains from voting without permission of the chair, his abstention should be considered as a negative vote.
- (7) If any member at a meeting of the board when a question is put does not vote he/she shall be deemed as voting in the negative.
- (8) Upon taking of any vote, if all members present when the vote is taken vote unanimously, the secretary-treasurer shall record the vote accordingly if so directed by the chair.
- (9) When a member is speaking no other member shall interrupt or make any unnecessary noise or disturbance, except to raise a point of order.
- (10) Any member may require the question or motion under discussion to be read at any time during the debate, but not so far as to interrupt a member while speaking.

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- (11) No member shall speak more than once to the same question, without leave of the chair, except in explanation of a material part of a speech which may have been misinterpreted and in doing so he/she shall not introduce new matter.
- (12) No member, without leave of the board, shall speak to the same question or in reply, for longer than a ten-minute period.
- (13) The following categories of motions may be introduced verbally, without written notice and without leave:
- (a) The following categories of motions require only a simple majority for approval and are debatable:
- motions to postpone to a specific date or time;
 - motions to receive reports;
 - motions to refer;
 - motions to table (indefinite postponement).
- The debate of a referral or postponement motion may relate only to the issue of whether the main question ought to be referred or postponed or not. The debate may not extend to a debate of the main question itself.
- (b) The following categories or motions require only a simple majority for approval and are non-debatable:
- motions to adjourn.
- (c) The following categories or motions require a two-thirds majority for approval and are non-debatable:
- motions for the previous question (that the vote be now taken).
- (14) When a motion has been made, the mover thereof shall have an opportunity of speaking thereto before any other member is permitted to do so. In addition, the mover shall have the opportunity to be the final speaker to a motion.
- (15) A sitting on a given day adjourned from a previous meeting may be considered as forming part of the same meeting.

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- (16) A motion, once made, may be withdrawn with the consent of the mover and the seconder. A motion may be amended with the consent of the mover and seconder without a formal amending motion, provided that no objection is raised by any member. In these cases, the amendments shall be deemed to have formed part of the original motion.
- (17) All amendments shall be put in the reverse order in which they are moved, and every amendment submitted shall be decided upon individually or withdrawn before the main question is put to vote. Once all amendments have been voted on, the initial motion, as amended, shall be put to the vote.
- (18) (a) By-laws must be given no fewer than two separate readings at two separate board meetings and require a two-thirds majority of the members present.
- (b) The separate readings of any by-law shall be given at different meetings unless by a vote of two-thirds of the whole board this rule be suspended.
- (c) On the first reading of a by-law, the by-law shall be read, and on such first reading the by-law shall not be debated or amended.
- (d) When the second reading of a by-law shall be moved, the principle of the by-law may be discussed and it shall be in order for the board to reject, defer or amend the by-law and a motion may be made to that effect.
- (e) On the second reading of the by-law, the title only of such by-law need be read, unless a member of the board shall request it to be read clause by clause.
- (f) On the third reading of a by-law, the title only need be read.
- (19) When a member raises a point of order, he/she shall ask leave of the chair to raise a point of order and after leave is granted, he/she shall state the point of order to the chair and remain silent until the chair shall have stated and decided the point of order. Thereafter, a member shall only address the chair for the purpose of appealing to the board from the chair's decision. If no member appeals, the decision of the chair shall be final.
- (20) If, however, a member wishes to appeal from the decision of the chair, he/she shall, as soon as the decision is made, appeal to the board the decision of the chair. If this appeal is seconded, the chair shall state clearly the question at issue and his/her

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reasons for the decision if he/she thinks it necessary and the board, if appealed to, shall decide the question and its decision shall be final.

- (21) Following debate on a motion, that motion shall be read when requested by any member of the board, or by the secretary-treasurer, before the vote is taken.
- (22) A question once decided by the board shall not be reversed unless written notice of a proposal to reverse the decision has been given from at least one meeting to another and a majority of the trustees vote in favour of the reversal.
- (23) Notwithstanding item (23) above, a decision of the board may, at the same meeting at which it is made and by unanimous consent of all members present and voting thereon, be reversed.

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