
Rules of Order

CAUT Council

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General Rules of Order

The conduct of meetings of the CAUT Council shall be governed by *Robert's Rules of Order*, 12th edition (RONR, 12th ed.), except as specifically regulated by the provisions of the CAUT letters patent and By-laws and these Rules of Order. A copy of Robert's Rules will be available at all meetings.

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Presiding Officers

Meetings of Council shall be chaired by the Speaker (or the Deputy Speaker, who is empowered to act as Speaker in their absence), elected by the members of the Council. Neither the Speaker nor the Deputy Speaker may concurrently be a member of the Executive Committee.

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Quorum

- a) The quorum for meetings of the Council is a majority of the voting members;
- b) Once a quorum has been established the assembled body may continue to enact business until the time of adjournment except as provided in (c) below;
- c) Any member of Council may at any time request the Speaker to determine if a quorum is present. The Speaker shall make such a determination and, if a quorum is not present, business shall be suspended until such time as a quorum is established;

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Order of Business

An agenda shall be prepared by the Executive Director or their delegate in consultation with the President for each meeting and shall be approved as the first order of business. Once the agenda is approved, any changes in order or of substance should be approved by a two-thirds majority vote of the assembled body.

5

Suspend the Rules

A rule of order for the conduct of business may be suspended by a motion carried by a two-thirds majority of votes cast which includes a statement of the specific purpose of the motion, and provided that the proposal is not in conflict with the By-laws, but may not be suspended during consideration of motions or regulations governing CAUT By-laws, finances, budget or fees. A motion to suspend a rule of order shall not be debatable or amendable. When the item being debated under the suspended rule of order has been completed the rule of order shall return to full force and effect.

6

Motions

- a) With the exception of procedural motions, all motions to be debated at a meeting of Council must be submitted to the Elections and Resolutions Committee at least 30 days

in advance of that meeting. Motions received with less than 30 days' advance notice shall be scheduled for debate at a subsequent meeting of Council.

- i) Emergency resolutions requiring urgent action by the CAUT, which would otherwise be considered in order but which deal with matters that arise shortly before or after the regular submission deadline, must be submitted to the Elections and Resolutions Committee as soon as possible in advance of a meeting of Council. Such Emergency resolutions may be proposed to the Executive Director as potential additions to the agenda at the sole discretion of the Elections and Resolutions Committee.
- b) The Elections and Resolutions Committee shall have authority to recommend stylistic changes and to note potential inconsistencies or violations of CAUT Bylaws and procedures. The final form and wording of any motion remains the responsibility of its mover.
- c) The Elections and Resolutions Committee shall determine whether a duly submitted motion is in order.
- d) Duly submitted motions shall be circulated in both official languages to all CAUT member associations at least 15 days prior to a meeting of Council.
- e) All matters before the Council shall be decided by a majority of votes cast, except as provided in the By-laws and Robert's Rules of Order. As specified by the CAUT General By-law, a two-thirds majority of votes cast at a Council meeting is required for:
 - i) amendment of letters patent;
 - ii) admission to membership of CAUT of faculty associations and of provincial associations, on recommendation of the Executive Committee;
 - iii) termination of membership of organizational members (faculty associations and provincial associations), on recommendation of the Executive Committee.
- f) As specified by the CAUT General By-law, Amendments to the General By-law shall require a two-thirds majority of both a weighted vote and an unweighted vote.
- g) Abstentions shall not be regarded as votes cast, and shall not be recorded; except that any voting member of Council may request that an individual abstention be recorded.
- h) A motion duly put and seconded shall be presented to the assembly by the Speaker, whereupon it will be recorded in the minutes. It may then be adopted, amended, or rejected.
- i) Only two amendments (technically, one primary amendment and one secondary amendment) can be proposed to a question; when the secondary amendment is disposed of, a further secondary amendment can be entertained by the Speaker before voting on the amendment. Once a primary amendment is disposed of, a further primary amendment or amendments can be entertained by the Speaker.
- j) The Speaker shall determine the order of speakers, subject to the following exceptions:
 - i) a point of privilege must take first precedence over further discussion or motions;
 - ii) a point of order takes precedence over all other business (other than a question of privilege).
- k) While the Speaker will normally recognize speakers in the order of their requests from the floor, where debate has already been lengthy or threatens to displace other business, the Speaker may at their discretion rule that each speaker be limited to a

specified time limit, and further, that no member association or other member may speak more than once to the question before the meeting, with the following exceptions:

- i) a former speaker may explain a substantive point that has been misquoted or misunderstood;
- ii) a reply may be allowed to the mover of a main motion (but not to the mover of an amendment or a member calling for the previous question);
- iii) a member may answer questions put to him or her through the Speaker, unless the Speaker rules the question to be irrelevant or out of order.

- l) The following motions are non-debatable and must be put to the vote as soon as they are seconded:

- i) to move the previous question;
- ii) to limit or extend debate.

Approval of these motions requires a two-thirds majority of votes cast.

- iii) to adjourn;
- iv) to recess;
- v) to lay on the table;
- vi) to take from the table;

Approval of these motions requires a majority of votes cast.

Debate shall continue if a motion to move the previous question is defeated.

- m) A motion to postpone indefinitely is debatable but not amendable. Its approval requires a two-thirds majority of votes cast. If such a motion is carried, all amendments are similarly postponed indefinitely.
- n) A motion to refer to a committee (or "to commit") is debatable and amendable but only with respect to the reference or committal, not the main subject at issue.
- o) If a motion or any argument produced during debate on a motion is not understood by reason of language, audibility, etc., it shall be the responsibility of individual members to ask that the matter be repeated or summarized or translated.
- p) A motion to postpone to a certain time or a certain point on the agenda, whether to a time or point in the same meeting or to a subsequent meeting, may be debated and amended in respect to time. If a motion to postpone is carried, the question cannot be taken up again before the certain time or point except on a two-thirds majority vote).
- q) The Speaker may at their discretion seek the opinion of the assembly on a question of ruling or procedure. A ruling or decision on a question of order or procedure made by the Speaker may be appealed by any voting member; the Speaker will then ask the assembly, "Shall the ruling of the Speaker be sustained?" and a simple majority vote shall determine the question.
- r) A motion to reconsider, or to reintroduce a matter already debated or voted upon, may not be entertained until at least the conclusion of the main agenda section to which the matter belongs. Such a motion requires a majority of votes cast.
- s) A motion to move a Council or a portion of a Council "in camera" -- also known as executive session -- is in order when a speaker has the floor. The motion requires a seconder, is debatable, and may be carried, in the case of Council, by ordinary resolution using the Weighted Voting Procedure. If passed, the Council will immediately move in

camera. Delegates and alternate delegates of Members entitled to vote at the Council are permitted to be present at the in camera session. Other persons may be invited to be present at all or a portion of the in camera session, at the invitation of the Council, where their presence may assist in the deliberations of the applicable meeting. Otherwise, no other persons may remain in the meeting room during an in-camera session. The Rules of Order remain in place during an in-camera session. A duly-seconded motion to rise from an in camera session is in order and, in the case of a Council, if passed by ordinary resolution using the Weighted Voting Procedure, ends the in camera session of the Council.

7

Election of Officers

Election of officers shall be by majority vote. When an election is conducted in which there are more than two candidates, and in which no candidate receives a majority of votes cast in the first ballot, the lowest ranking candidate, and any candidate receiving fewer than 10% of the votes, shall be dropped from the ballot for the subsequent vote. This procedure shall continue until one candidate receives a majority of votes cast.

8

Requests for Recounts in Elections

The Speaker shall rule on a request for a recount, made either orally or in writing. If a recount is to occur, those requesting it, as well as other candidates, may appoint scrutineers to supervise the recounting.

9

Tied Votes

In case of a tie vote at Council, the Speaker shall not vote and the motion or amendment shall be deemed to have failed.

10

Recorded Votes

The numerical outcomes of all roll call votes are recorded in the minutes of the meeting. Individually identified votes (including abstentions) shall only be recorded in the minutes if the voter in question makes a formal request to this effect before the close of the meeting, in writing, to the recording secretary of Council.

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