



Carleton University Board of Governors

HOW GOVERNORS CAN BRING FORWARD A MOTION, QUESTION OR OTHER BUSINESS

The following is a summary and it's intended to assist Board members. Members who have questions regarding procedural issues should consult with the University Secretary and/or the General Counsel as well as the Board's Bylaws and Rules of Procedure.

A schedule of regular meetings of the Board and its standing committees will be provided to all Board and Committee members. If a member of the Board would like to bring a substantial issue forward to the Board of Governors that is not on the agenda, the member either must:

- 1) Provide notice two weeks prior to the scheduled meeting; OR
- 2) Notice of the motion must be given at the meeting to be considered at the following meeting.

What is a notice?

- The notice is a statement of intention and/or the wording of the motion or question the member wishes to raise.
- The notice may be made by any member of the Board at an appropriate time in the proceedings (usually at the beginning of the meeting when the agenda has come forward for approval or two weeks prior to the meeting as noted above).

How to bring forward a motion?

- A motion should be worded fully and unambiguously specifying the proposal. It should not be preceded by opinions which are arguable or make statements which are not factual.
- A motion is made by a member of the Board securing the recognition of the Chair and simply stating "I move that . . .". An important motion, or one containing a number of considerations, should be prepared in writing and given to the Chair or Secretary two weeks in advance of the meeting.
- All motions must be seconded by another member of the Board. Unless seconded, a motion is not open for consideration.
- Only voting members may move or second motions or amendments thereto.
- Motions must follow the General Bylaws and the Rules of Procedure specified at Appendix B thereof.

How to withdraw or amend a motion?

- When properly before the meeting, a motion may be withdrawn on consent of its mover and seconder but if either objects, the motion is put to a vote.
- Motions dealing with procedure shall have priority over other motions.
- In the course of debate the motion may be amended, or action may be taken to delay or defer a motion as specified in the Rules of Procedure.
- An amending motion which would nullify the main motion is not a proper amendment and cannot be introduced.

- There cannot be more than two amendments on a motion 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 order is: 1) On the amendment to the amendment, or the second amendment; 2) on the amendment; 3) On the motion if amendments have been defeated or on the motion as amended if an amendment has carried

How are decisions made?

- When it appears appropriate, the Chair shall inquire whether the meeting is ready for the question. If there is no objection, the question is put and voted on by a show of hands and by oral vote for any Governors participating by teleconference unless a secret ballot on the question is required by the chair or is requested by a Governor.
- When a vote has been taken and the motion declared either carried or defeated, that decision becomes formally the decision of the Board and is so recorded.
- A tie vote shall defeat the motion.
- Motions to amend or repeal Bylaws are considered special resolutions and require a two-thirds vote in favour.
- Proxies are not permitted and only members present in person or by teleconference may vote.

What is the Chairs role during the meeting?

- The Chair is responsible for presiding over and preserving order and decorum at all meetings.
- All members of the Board have equal rights to the floor, and to be heard without interruption (other than on points of order or privilege), but the Chair may use discretion to judge the relevancy of an argument, or to recognize undue consumption of the time and patience of the Board, and act accordingly. The Chair in their discretion may impose time limits on the discussion of subjects in order to ensure the Board has sufficient time to complete the agenda.
- All remarks, including questions to other members, should be addressed to the Chair.
- When several members wish to speak, the Chair will establish an order, giving priority to those who have not already addressed the question.
- The Chair may require any person who behaves in a manner which is disorderly or which hinders the business of the Board to leave the meeting, and shall have discretion to require all visitors to leave.

Questions and Other Business

- An item not included on the agenda of the meeting may be introduced under “Other Business” only if it is:
 - a notice of motion or question for the following meeting as specified above;
 - a matter requiring immediate attention;
 - Clear, concise documentation should be provided
 - an item of information for the Board.
- Such items should be submitted to the University Secretary two weeks in advance of the meeting.

- In some instances such items may come to light only in the course of the meeting concerned. The Chair may rule on whether an item of ‘other business’ is appropriate for presentation at the meeting.

CONSENT AGENDA

A consent agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in by one motion, rather than filing motions on each item separately. Using a consent agenda can save board’s unnecessary time considering routine business.

How to discuss/vote on items on the Consent Agenda?

- If any member of the Board wants to discuss or vote on an item included in the Consent Agenda as though it were a stand-alone agenda item, the member may notify the University Secretary prior to the meeting; or
- request that the item be removed from the consent agenda at the time the agenda is approved at the meeting.