

Introduction

The business of BUSAC is governed using an established set of parliamentary rules entitled Robert's Rules of Order. The formality of Robert's Rules of Order provides a basis for organization and professionalism within BUSAC. Beyond that, BUSAC has developed its own precedents and common practices that have essentially become the Standing Orders of Council. These Standing Orders of Council are formalized in the legislation of the corporation like Robert's Rules of Order and need to be adopted, via a motion by BUSAC, each legislative year. Such a motion will be presented as part of the agenda of the first meeting in each legislative year. What follows in this document are the Standing Orders of Council submitted to BUSAC for the 2022-2023 year. They have been modified to allow for virtual meetings due to the campus closure and COVID-19.

Definitions:

- **BIRT: Be It Resolved That** – Every motion begins with BIRT which is simply saying that the motion we are voting on or discussion is now officially on the table and may be adopted as is.
- **BIFRT: Be It Further Resolved That** – Simply indicates that there is a second part to the original BIRT and that the BIFRT is also officially on the floor for discussion, debate, voting and possible adoption.
- **Simple Majority:** Refers to a vote that requires 50% + 1 of voting members present to be in-favor or opposed.
- **2/3rds Majority:** Refers to a vote that requires 2/3rds of voting members present to be in-favor or opposed.
- **Mover:** Refers to the voting member of the assembly that brings forward a motion.
- **Second:** Refers to the voting member of the assembly which is the first member to support the mover on a presented motion.
- **Abstention:** A vote in which a member wishes to neither vote in favor nor against a motion. This is often done when a member needs more information or is unclear on the issue and not comfortable with deciding in favor or opposed.
- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary. For example if a member wishes to ask the speaker to slow down or speak louder, they may do so by interrupting professionally with a point of privilege. Please use the chat function of Zoom to address a Point of Privilege
- **Point of Information:** Used by a member when they are confused about the proceedings or happenings. For example, if a member is unclear of what is being said they may interrupt with a point of information. Please use the chat function of Zoom to address a Point of Information
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made. This is also for when the meeting has moved out of the agenda order. Please use the chat function of Zoom to address a Point of Order
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time. This must come as a motion from the floor to extend debate.
- **Limit Debate:** Limiting debate to fixed period of time or limiting the number of speaking turns each member can have.

- **Call the Question:** Ending debate in order to take a vote. This can end debate before everyone on the list has finished speaking. Must come at the beginning of a members speaking term (cannot end point with asking to call the question).
- **Appeal Decision of the Speaker:** Appeal to the assembly for decision - must be made before other business is resumed. An appeal is not debatable.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs in a motion or piece of legislation.

Precedent and Common Practice

Brock University Students' Administrative Council (BUSAC) shall be governed by the rules and orders of Roberts Rules of Order for the most part. Over the years BUSAC has adapted these rules of order to fit their particular needs. This combination of precedents, common practice and Robert's Rules of Order ensures the business of BUSAC is done in an organized and professional manner.

All meetings will follow a predetermined agenda that will be approved as the first item of business of each meeting. To add items to the agenda of a meeting you must submit your motion or report along with any supporting material concerning your business to Kayleigh (krossetto@brockbusu.ca) before 12 noon, 2 business days before the regularly scheduled meeting. Kayleigh will prepare a formal agenda, which will include all submitted motions, reports and supporting material, for circulation to all members of BUSAC no later than 48 hours before the meeting. Each agenda will be approved, via a motion, by BUSAC at the beginning of each meeting. Amendments to the agenda may be presented during the approval process and shall be adopted only once approved by a simple majority of voting members present.

Business during a meeting shall be conducted in a professional and respectful manner at all times. Decorum of the meeting shall be enforced by the Speaker. Rulings, judgments and decisions rendered by the Speaker will be representative, fair, and just. Should BUSAC at any time feel the Speaker has ruled incorrectly or unjustly BUSAC is free to challenge the ruling by making such a motion. The Speaker's ruling will then be voted on by BUSAC and either upheld or defeated.

All members holding speaking rights will be allowed three (3) speaking turns per motion. This procedure is to encourage efficient and effective usage of members speaking rights and to limit one's ability to dominate a debate. A speakers list will be tracked by Kayleigh. Members will be allowed to have their second speaking turns only after all members on the speaking list have completed their first turns. This process will be the same before members can have their third speaking turn. Members will be informed prior to their third and final speaking turn that it is such.

Speaking turns may be given to members of council who have exhausted their three speaking turns. For elections rules, see Standing Order BUSAC during Elections. This must be done through indicating such to the Speaker when the members speaking turn comes up. Once the floor is passed from the member, they will be considered as to have already spoken once to the motion and thus only have two remaining speaking turns.

Each member holding speaking rights are required to convey all comments "through the speaker" and not to engage in direct conversations with other members nor make personal comments. For example if a member wishes to comment on an issue, they should conduct themselves as follows: "Mr. / Madam Speaker, I feel that the topic at hand..." In addition, if a member wishes to ask a question of a member, it should be done in this manner; "Mr. /Madam Speaker, what is the progress of the VPFA's current policy paper?" No member shall speak until the Speaker has acknowledged them.

Each motion put forward to the assembly must be presented by a voting member of the assembly which will be considered to be the “mover” and a voting member of the assembly that will support to motion which will be considered to be the “seconded.”

Overall, the mood, flow and candor of the BUSAC meeting is to remain professional, on topic, respectful and representative of the student constituency each member is representing. Further, the mediation of the meeting by the Speaker will be done in an equal, just, rational and fair manner. Respect is the call of the day, and is expected to be given by both members and administrators.

All members of council are expected to have read all meeting materials prior to the meeting and are expected to be prepared to speak, discuss, and vote on meeting materials.

BUSAC Meeting Time Limits

BUSAC meetings shall begin at 6:00pm on approved dates and will end no later than 9:00pm. Meetings may continue past the three-hour limit only after a motion to do so is passed by two-third majority of those present and voting

Declaration of Conflicts of Interest

During opening procedures the Speaker will ask for any conflict of interests to be declared. Conflicts of interest will be left to the discretion of the Speaker. Any Councillors who are in conflict of interest will be asked to remove themselves from discussion and voting when required.

Quorum

Quorum is the fixed minimum number or percentage of members that must be present in order for business to be conducted legally. According to Article IX, Section 2 of the BUSU bylaws, "No action taken at a meeting of the Brock University Students' Administrative Council shall be effective unless a quorum consisting of a majority of the voting members of council are present." Mathematically, this means that 50%+1 of the voting members must be present to conduct official business at BUSAC.

Quorum can and will fluctuate throughout the year as voting members are added to council, are removed from council, or take leaves of absence. The number of people at individual meetings may also fluctuate as members arrive and depart. If at any time quorum is not in place during a meeting, business must be halted until quorum can be obtained. If at any time quorum can not be obtained, the meeting will be suspended, or will not begin, depending on the circumstances at hand.

Official quorum will be regularly monitored by the Speaker and detailed each meeting in the Notes from the Speaker.

Motions

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How To Present a Motion and How a Motion is Dealt With (The steps):

1. **Obtain the floor:** (this step is the process to obtain the floor at all times, not just in regards to a motion)
 - a. Wait until the last speaker has finished.
 - b. Indicate to the Speaker that you wish to address the room. Once given the floor address the Speaker by saying, "Mr. Speaker." Always wait until the Speaker recognizes you.
2. **Make Your Motion:**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Speaker will call for a second.
5. If there is no second to your motion it is lost.
6. **The Speaker States Your Motion**
 - a. The Speaker will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Speaker it becomes "assembly property", and cannot be changed by you without the consent of the members. Therefore if something comes up that you feel should be added or subtracted, you alone cannot change the motion, the assembly must agree upon the amendment, often these are "friendly" meaning it is not a major change but rather a wording issue.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. **The mover is always allowed to speak first.**
 - c. All comments and debate must be directed to the Speaker.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Speaker. The Speaker will call upon you if there are questions asked from the floor he/she feels you could answer.
 - f. Your answer or comments must be on the question or within the parameters of the Speaker's request only. This is not another time to further your point or opinion.
8. **Putting the Question to the Membership**
 - a. The Speaker asks, "Seeing no other members wishing to speak, I will call the question" or a voting member places a motion on the floor to call the question has been seconded and passed a 2/3rds majority vote.
 - b. If there is no more discussion, a vote is taken.

- c. The Vote is taken in on one of the five (5) fashions listed below and the results are calculated to determine majority rule.

It is recommended that all motions be delivered to the Speaker in writing so that clarity and accuracy in the minutes is maintained.

Part of the role of the Speaker is to assist members form and word motions prior as well as during meetings.

Voting

Voting is an essential function of BUSAC. Each motion put forward must be voted on. Voting requirements will come in two (2) forms, Simple Majority or 2/3rds Majority. Each type of motion or topic at hand has its own requirements.

This year voting will take place electronically through Zoom. When is it time to vote on each motion, a pop up will appear for all councillors with the motion and the voting options. We cannot track who has voted until after the meeting. Anyone who does NOT have a voting seat (i.e. BUSU GM, GSA President, Student Senators, etc.) can choose the last option on each vote to indicate they have not voted. We will be doing this by honour system and we ask all councillors to respect the rules of voting.

Notes from the Speaker

Notes from the Speaker is an opportunity for the BUSAC Speaker to address BUSAC directly regarding the orders and procedures concerning past rulings and current business. This address will always be presented to BUSAC prior to any Old or New Business at each BUSAC meeting. In their Notes, the Speaker will try to clarify and explain rulings, procedures and other operational governance issues.

Each meeting, the Speaker will, as part of their notes, outline the quorum requirements for the meeting, and indicate whether or not quorum is reached. The Speaker will also indicate, based on the number of members in attendance, how many votes will be needed for a majority and a 2/3 majority.

The Speaker will make mention of any motions requiring a 2/3 majority vote. Any motion that does not require 2/3 majority will require a simple majority.

Presentations

Presentations is a section of the agenda that take places directly before Old Business and gives members the opportunity to present to BUSAC any supporting material they have prepared to complement a motion in either New or Old Business. Furthermore, this is an opportunity for those who are not members of BUSAC to present and speak in front of BUSAC.

While Robert's Rules of Order still govern the business being conducted within the Presentations section, this section of the agenda is designed to be less formal. No motions of any kind will be made and evaluation or editorializing with regard to the corresponding motion is not acceptable. Members are free and encouraged to ask questions of the presenter regarding the content of their presentation.

Committee Elections

At the first meeting of the year, BUSAC will elect members to committees. When the floor is opened for nominations, members in the room may nominate their fellow councillors and/or members (as the position allows) to fill the seats or fill the slates.

Members are allowed to nominate themselves for these positions. Once it appears that no more nominations are to be gained, the Speaker will close the nominations, and ask each nominated candidate, in the order to which they have been nominated, whether they accept their nomination. Those who do accept their nomination shall move to the next phase of the election process.

Regardless of whether the seat or slate is contested or uncontested, each candidate will receive the option of speaking for no more than two (2) minutes to state why they should be selected for this position. At the completion of these brief statements, members of council have the opportunity to ask questions of the nominees under the following constraints:

- a) The question must pertain to the position being sought, or the duties performed within that position
- b) The question must be directed to all candidates for the position
- c) Nominees will be given a reasonable length of time to answer each question.
- d) The number of questions asked during this process shall be limited to no more than five (5).

At the conclusion of the questions, any uncontested nominations shall be ratified by council. For any contested nominations, there shall be a vote held.

Reports

Written Executive and General Manager Reports are to be submitted with the agenda and circulated before each meeting. During "reports" each Executive and the General Manager is encouraged to verbally report on any areas they wish to highlight from their report.

When required, committees are to report to BUSAC. They may report without a motion (for information purposes only) or with a motion (open for discussion).

End of Semester/Year reports: In accordance with Policy 103;

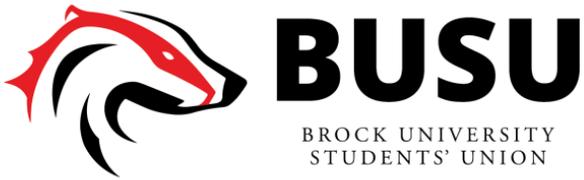
BUSAC Councillors are encouraged to submit a 250 word or more reflection on their experience on council to the Speaker before the last BUSAC meeting each semester. The statements will be kept on file for public perusal and presented to the Brock Press to be utilized as they see fit.

These reports will be kept in corporate history and be made available to the Brock Press upon request as well as on the BUSU website. Once submitted, these reports will become available to the student population.

Time Limits

Due to the volume of material covered in BUSAC meetings, it has become important to establish time limits for various aspects of the meeting. These limits will be monitored by the Speaker, or their designate, and will only be extended by the will of the council through a motion to extend debate (50%+1 Support).

- Presentations (10 Minutes, 30 Minutes for Questions)
- Club Funding Request Presentations (5 Minutes, 10 minutes for Questions)
- Old/New Business (15 Minutes, 90 sec speaking times)
- Reports (10 Minutes)



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- Question Period (10 Minutes)

Recording of Council Meetings

As we will be meeting virtually, BUSAC meetings will be recorded via Zoom.

BUSAC During Elections

BUSAC councillors will not be required to take a leave of absence while participating in an election period as a candidate or campaign team member. Councillors will be required to attend BUSAC during the campaign period but cannot campaign while acting as a councillor during any BUSAC meeting. Any campaigning during BUSAC will be subject to an infraction as decided upon by the Chief Returning Officer.