

BY-LAW 2

RULES OF ORDER

Part I: Preparation for Meetings

1. Details of the preparation for meetings shall be outlined under sections α .A and α .B of the Policy Manual.

Part II: The Speaker

2. There shall be a speaker of EngSoc Council, who shall be appointed in accordance with By-Law 1, Part III.5.a.

3. a. The Speaker shall preside at all meetings of EngSoc Council and shall preserve order and decorum.

b. The Speaker shall not participate in debate.

c. The Speaker shall only cast a vote in the event of a tie, in which case the Speaker shall vote in such a way as will permit the matter to be brought before council at a later date. The Speaker may permit members to state their opinions on this matter insofar as it relates to questions of procedure. Comments on the merits of the matter under discussion are out of order at this time and shall not be permitted.

4. a. Any member, if called to order by the Speaker, or on a point raised by another member, shall yield the floor while the point is being stated.

b. At the Speaker's discretion, debate may be entertained on questions of order but must be strictly relevant to the case.

5. a. If a request for explanation of a point of order, or practice, or of a particular ruling is made, the Speaker shall state the rules of authority applicable to the case.

b. No debate shall be permitted on any rulings.

c. Rulings may be overruled only by a two-thirds vote of members present.

6. a. The reference source for all points of order or procedure not covered in this by-law shall be Bourinot's Rules of Order in its most recent edition.

b. If a point is raised which is not covered in either of the above, reference shall be made to Beauchesne's Rules and Forms of the House of Commons of Canada, in its most recent edition, which shall be the final authority.

c. No rule shall be amended or repealed without a notice of motion having been given during the previous meeting.

d. The suspension of any rule of order may be effected without notice by the Speaker, for the duration of the meeting, if fewer than three members object.

7. The Speaker, after calling the attention of the meeting to the conduct of a member who persists in irrelevance or repetition, may direct that member to discontinue their speech.

8. The Speaker shall interrupt any member who makes use of inappropriate language.
9.
 - a. The Director of Internal Affairs shall provide a warning to the offending member and the year, discipline or committee that he/she represents after one missed meeting and inform the offending member and his/her group after a second absence.
 - b. Upon the absence of any voting member from two meetings of EngSoc Council during their term, without either proxying their vote or reasonable cause, the Director of Internal Affairs through the Vice President (Operations) shall temporarily freeze the EngSoc account of and withhold funding to the year, discipline or committee that the offending member represents.
 - c. The account shall remain frozen and funding withheld until the offending member can meet with the Director of Internal Affairs to explain his/her absence from meetings or at the discretion of the Director of Internal Affairs.
 - d. Subsequent absences from EngSoc Council without either proxying one's vote or reasonable cause will again result in the temporary freezing of accounts and withholding of funds without notice. Notification will be sent from the Director of Internal Affairs to the year, discipline or committee. A letter, signed by three members of the executive or committee in question, excluding the offending member, must be sent to the Director of Internal Affairs either confirming their support for the offending member to continue as representative to EngSoc Council or stating the selection of a new representative.
 - e. Proxying a member vote for three consecutive EngSoc Council meetings is considered equivalent to missing two Council meetings, and the same consequences will apply.

Part III: Substantive Motions

10.
 - a. All substantive motions shall:
 - i. Be moved in the following format:

WHEREAS (problem or reason)
AND WHEREAS (if multiple problems or reasons)
BE IT RESOLVED THAT (request or solution to problem)
BE IT FURTHER RESOLVED THAT (if multiple solutions/requests)
Moved By: (mover's name)
Seconded By: (seconder's name)
 - ii. Be seconded;
 - iii. Either
 1. Be preceded by a notice of motion, submitted in writing at a previous meeting of EngSoc Council; or
 2. Be submitted in writing to the Director of Internal Affairs in time to be included with the Agenda circulated in advance of the meeting; or

g. An amendment may be taken as friendly at the discretion of the mover as long as no two members object. A friendly amendment to a motion will be accepted without debate.

Part IV: Rules of Debate

14.
 - a. The quorum for EngSoc Council shall consist of one plus one-half of the voting members, rounded down if it is not a whole number.
 - b. If quorum is not maintained, the Speaker shall recess the meeting while an effort is made to secure sufficient members to retain quorum. If this effort fails then the meeting shall be adjourned with the time and the names of the members still present being recorded in the minutes. The remaining business on the Agenda may be proceeded with during the following meeting under Business Arising from the Minutes.
15.
 - a. Every member of EngSoc Council shall rise and address the Speaker when speaking in debate.
 - b. All members shall be referred to by their surnames.
16.
 - a. Either the mover or the seconder of a motion shall be the first to speak in the debate.
 - b. The person who introduced the motion shall also have the right of summation at the end of the debate.
17.
 - a. No person shall speak for more than three minutes at a time without the permission of the speaker.
 - b. Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken. The Speaker may allow the mover(s) of a motion to speak out of turn if a direct response to a question is required.
 - c. Prior to the cessation of debate, the speaker shall announce that debate is being closed.
18. During debate, any member may request that the motion under consideration be read again, as long as this right is not abused as a delaying tactic.
19. When a motion is under debate, no other motion, except for procedural motions or amendments, may be raised.
20.
 - a. Guest speakers may not participate in debate but may answer points of information (see Section 22).
 - b. A guest speaker is defined as anyone present at a meeting who is not a member of EngSoc

- 21.** No person shall interrupt another person except on a point of information, order, or privilege.
- 22. a.** Any person may rise on a point of information to request or give factual information concerning the motion under debate.
- b.** All requests for information shall be addressed to the Speaker.
- c.** All replies shall be addressed to the Speaker.
- d.** Neither the question nor the reply shall be considered a speech to the motion under debate.
- 23. a.** Any person may rise on a point of order and bring to the attention of the Speaker any deviation or departure from the rules or ordinary procedures of EngSoc Council (see also Sections 4, 5, 6).
- b.** A point of order cannot be raised when another point of order is being considered.
- c.** A point of order must be raised when the irregularity occurs.
- d.** If the Speaker finds that a member is not rising on a point of order, the Speaker shall direct that member to sit down.
- e.** A point of order does not constitute speaking to the motion under debate.
- 24. a.** Any person may rise on a point of privilege to:
- i.** Correct a substantial misinterpretation or misrepresentation of his or her previous speech; or
- ii.** Bring to the attention of the council any personal insults or abuse directed at them; or
- iii.** Introduce new members of EngSoc Council or guest speakers.
- b.** Any voting member wishing to be excused from the remainder of the meeting must rise on a point of privilege and request the permission of the Speaker to do so. The Speaker's decision in this matter shall be guided by the reasons given for making the request and by the extent to which the meeting is liable to lose quorum.
- c.** In general terms, points of privilege refer to all matters affecting the rights and immunities of EngSoc Council collectively, or to the position and conduct of persons participating in the meetings.
- d.** A point of privilege does not constitute speaking to the motion under debate.
- 25.** When the Speaker is putting the question, no member shall walk out of the meeting, or make any noise or disturbance.
- 26.** No member shall reintroduce debate of any previous vote of EngSoc Council, except for the purpose of moving that such a vote be reconsidered (see Section 31).
- 27. a.** At the conclusion of debate the Speaker shall call for a vote by a show of hands to determine whether the motion shall be accepted.

- b.** If the decision is to be challenged, four voting members must stand to request a formal recount.
- c.** At the request of four voting members, the vote shall be taken by roll call instead of show of hands. If the Speaker has already taken a show of hands, then this request must be made before the Speaker announces the results.
- d.** When a vote is taken at EngSoc Council, any member may request that the numbers or names of the voters be recorded in the minutes.
- e.** Any member has the right to request that the minutes record them as having supported/opposed/abstained on the motion.

28. Smoking and the consumption of alcohol are prohibited in EngSoc Council chambers.

- 29. a.** The Executive may, if it so desires, for certain items of business for which publicity is not in the interests of EngSoc, put forward a motion to assemble in closed session.
- b.** Such a motion shall take the form, that EngSoc Council enter closed session for the purpose of discussing (a particular item of business).
 - c.** If the motion is concurred in by two-thirds of the members present and voting, then EngSoc Council shall enter closed session.
 - d.** When in closed session the Speaker shall ensure that all persons who are not members of EngSoc Council, except those (if any) whom EngSoc Council has invited (see Subsection e), leave the council chambers.
 - e.** When in closed session, EngSoc Council may call before it any person or persons whose experience or knowledge of the item of business to be discussed will aid EngSoc Council in reaching a decision.

Part V: Procedural Motions

30. All procedural motions shall:

- a.** Be seconded;
- b.** Commence with the word THAT;
- c.** Not be preceded by a preamble;
- d.** Take precedence over debate on the main motion; and
- e.** Not be debatable or amendable.

- 31. a.** After any question has been decided, any member may, at the same meeting or at the next meeting thereafter, move reconsideration of the question.
- b.** Such a motion shall take the form, that the decision taken on a motion (number of motion) of (date of meeting at which the decision was taken) be reconsidered.
 - c.** If the council requests an explanation, the Speaker shall permit the mover to give a brief (one or two minutes) outline of the reasons for proposing reconsideration.

- d.** Reconsideration of a decision taken on a motion at a previous meeting shall require a two-thirds vote of the total voting membership of EngSoc Council.
 - e.** Reconsideration of a decision taken on a motion at the same meeting shall require a two-thirds vote of those members present and voting.
 - f.** No question shall be reconsidered more than once, nor shall a motion to reconsider be reconsidered.
 - g.** Should EngSoc Council resolve that the specified motion is to be reconsidered, the original vote shall be of null effect and EngSoc Council shall begin a new debate on the motion. Persons who spoke to the motion in the previous debate shall have the right of speaking in the new debate. Should EngSoc Council not wish to continue the discussion at this time, it would be proper for the matter to be laid on the table.
 - h.** Should a member of EngSoc Council give notice at a meeting that they intend to move at a later date for reconsideration of a decision taken at current meeting, then the decision taken shall be held in abeyance until such time (usually the following meeting) as the motion of reconsideration is voted on. If such notice is not given, then there is no obligation to delay implementation of the decision.
- 32. a.** Any member wishing to curtail debate on a motion may move the previous question.
- b.** Moving the previous question shall constitute speaking to the main motion.
 - c.** Such a motion shall take the form, that this question be now put.
 - d.** If the motion of previous question is resolved in the affirmative by a two-thirds vote of members present and voting, then debate on the main motion is superseded; a brief summation shall be given by the mover of the main motion, after which the main motion shall be put directly to the vote.
 - e.** It is not in order to move the previous question when an amendment is under debate. A motion of previous questions may not be applied to an amendment or to a procedural motion.
 - f.** If the motion is resolved in the negative, then debate shall proceed as if no motion had been made, and it shall not be in order to move the previous question on the same main motion until some intermediate proceeding, such as a motion to amend, has been proposed and decided.
 - g.** A motion of reconsideration may not be applied to a motion of previous question.
- 33. a.** Any person wishing to delay consideration of a question may move that the motion be laid on the table.
- b.** Such a motion shall take the form, that this question be laid on the table.
 - c.** When the motion is resolved in the affirmative, the main motion and all amendments related thereto are carried to the table and removed from consideration by EngSoc Council at that time.

- d.** When the motion is resolved in the negative, the business proceeds as if no motion had been made.
 - e.** The consideration of any motion laid on the table may be resumed at any time, without previous notice, upon a motion to be decided by a simple majority. If this motion is decided in the affirmative, then EngSoc Council shall resume consideration of the question and all amendments relating thereto. Persons who spoke to the motion(s) before it was (they were) laid on the table shall have the right to speak during the resumed discussion.
 - f.** Such a motion shall take the form, that the following question be raised from the table....
 - g.** A motion of reconsideration applies to a decision taken to either lay on the table or raise from the table.
- 34. a.** Any member may at any time move a motion of adjournment of the meeting. The moving of this motion shall constitute speaking to the motion under debate at that time, and such a motion may not be proposed by a member who has already spoken to the motion under debate.
- b.** Such a motion shall take the form: THAT this meeting now be adjourned.
 - c.** When the motion is resolved in the affirmative, all remaining business shall be superseded and the meeting shall end, the time being recorded in the minutes.
 - d.** When the motion is resolved in the negative, business shall proceed as if no motion had been made, except that it shall not be in order to move adjournment again until some intermediate proceeding (such as an amendment or another main motion) has taken place.
 - e.** A motion of reconsideration applies to a decision taken on a motion of adjournment.
 - f.** Meetings of EngSoc Council shall automatically adjourn after three hours unless a motion to extend the deadline is passed. Such a motion shall require a two-thirds vote of the members present and voting in order to be resolved in the affirmative.
 - g.** Motions to extend the deadline shall extend EngSoc Council for a maximum of thirty minutes. Following the thirty minutes, additional motions to extend Council must be passed in order to continue.
- 35. a.** Any person wishing to take up an item of business out of its appointed order on the Agenda may move, that motion (number on motion sheet) be considered as the next order of business. Such a motion may not be proposed when another motion is being debated, and shall be decided by a simple majority vote.
- b.** Any person wishing to prevent EngSoc Council from taking a vote on the main motion under discussion may move, that EngSoc Council proceed to the next order of business. Such a motion may not be proposed when an amendment or procedural

motion is being debated, and shall be decided by a simple majority vote. The moving of such a motion shall constitute speaking to the main motion, and may not be proposed by a person who has already spoken to the main motion.

Part VI: Committee of the Whole

- 36. a.** A Committee of the Whole is ordinarily appointed by a motion that EngSoc Council go into Committee of the Whole to consider (a particular question or motion pertaining thereto).
- b.** Such a motion is neither amendable nor debatable.
- c.** Such a motion may be proposed by a person who has already spoken to the question under debate. If the motion to enter Committee of the Whole is defeated, then the moving of this motion shall not constitute a speech to the motion under debate.
- 37.** The Committee must remain within its terms of reference.
- 38. a.** When EngSoc Council enters Committee of the Whole, a motion may be put forward, that the Speaker leave the chair. The purpose of such a motion is to allow the committee proceedings to be chaired by someone more qualified or to give the Speaker a rest.
- b.** If the motion is resolved in the negative, the Speaker shall retain the chair.
- c.** If the motion is resolved in the affirmative the deputy Speaker (see By-Law 1, Section 4 Subsection c)) or, failing that, a person immediately appointed by the Committee, shall take the chair and preserve order and decorum.
- d.** If a sudden disorder occurs, the Speaker shall immediately resume the chair.
- 39. a.** Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken.
- b.** Motions presented during Committee of the Whole are not required to be seconded and therefore shall not be seconded.
- 40. a.** Having completed debate and having voted on the question under consideration, a motion shall be made, that EngSoc Council move out of Committee of the Whole.
- b.** EngSoc Council having left Committee of the Whole, the chair of the Committee shall report to EngSoc Council the decision taken by the Committee.
- c.** Whenever a resolution is reported from any Committee of the Whole, a motion to concur with the decision taken by the Committee shall forthwith be put and decided by EngSoc Council without further debate or amendment.
- d.** Should such a motion be decided in the affirmative, the main motion shall be considered to have carried.
- e.** Should such a motion be decided in the negative, the main motion shall be considered to have failed.

41. a. Any member desiring to end the Committee's discussion without it reaching a conclusion may move that the Committee of the Whole do rise.
- b. If such a motion is resolved in the affirmative, then the Committee shall be dissolved and EngSoc Council shall resume consideration without any decision being reported from the Committee.
- c. If such a motion is resolved in the negative, the Committee's business shall proceed as if no such motion had been made.

Part VII: Duration of Decisions of EngSoc Council

42. All decisions of EngSoc Council shall remain in effect for at least the remainder of the current session, unless sooner amended or rescinded by EngSoc Council or by general meeting.
43. Decisions authorizing the expenditure of monies shall lapse at the end of the session during which they are taken.
44. Decisions directing officers of EngSoc to take specific actions shall lapse at the end of the session during which they are taken.
45. Decisions respecting the fee structure or wage structure of the commercial operations of EngSoc, such as the Clark Hall Pub, shall remain in effect until amended or rescinded.
46. Decisions respecting general policy not relating to specific events shall remain in effect until amended or rescinded, or until EngSoc Council takes any other action with which such policies are in conflict.

Part VIII: Calling of General Meetings

47. a. A general meeting may be called at any time during the academic year by the EngSoc Council or by the President.
- b. A general meeting must be called within five days upon presentation of a petition to do so signed by one hundred members of the Engineering Society. The meeting itself must be held at the earliest reasonable date after the presentation of the petition.
48. The requirements of Section 3 shall apply also to general meetings.

Part IX: Quorum for Annual and General Meetings

49. a. The quorum for any annual or general meeting of EngSoc shall be fifty (50) members of the Engineering Society.
- b. Should there be no quorum business may proceed as though a quorum were present; all decisions made shall be binding except as follows:

- i. should any members of EngSoc wish to challenge the decisions made at the meeting they may present a petition containing the signatures of fifty (50) members of EngSoc, asking for a special general meeting.
- ii. this petition shall only be received within one week of the adjournment of the meeting.
- iii. the special general meeting shall be held within ten days of the receipt of the petition.
- iv. the quorum at such a special general meeting shall be fifty (50) members of EngSoc, and if present the meeting may review any decision of the previous meeting and confirm or reject it.
- v. if no quorum is present the special general meeting cannot convene and the decisions of the previous meeting shall become binding.

Part X: Conduct of Annual and General Meetings

- 50. The outgoing Speaker shall preside over the annual meeting.
- 51. The person who is Speaker at that time shall preside over a general meeting.
- 52. As far as may be applicable, the conduct of annual and general meetings shall be governed by the Rules of Procedure as contained in this by-law and in the Policy Manual Sections α .A and α .B.

Part XI: Policy Reference

- 53. This by-law can be referenced in the following sections in the Policy Manual: α .A, α .B.