



March 31, 2018

To: CFUW Ontario Council Club Presidents

**CFUW ONTARIO COUNCIL
PROPOSED STANDING RULES FOR THE
40th ANNUAL GENERAL MEETING
MAY 12th, 2018**

INTRODUCTION:

Because time for making decisions is limited, the following rules are proposed for the orderly conduct of business. The effect of these rules expires at the close of Canadian Federation of University Women Ontario Council (CFUW OC) Annual General Meeting.

Rule 1: VOTING BODY

1. The Voting Body consists of the members of the Executive Committee of CFUW OC, the immediate Past President and the President or appointed delegate of each Ontario Club.
2. Only voting delegates move, second or vote on motions, but all members may participate in the discussion of CFUW OC business.

Rule 2: CREDENTIALS

1. The Registration Convenor, at the opening of the Business Meeting, will report the total number of voting delegates registered as present.
2. A voting card is supplied to each voting delegate when she registers for the meeting.
3. This card is to be clearly displayed when a vote is taken.
4. Any voting delegate who leaves the Annual General Meeting must report her departure promptly to the Registration Convenor unless she appoints a proxy by giving her voting card to an alternate or her Regional Director.

Rule 3: MOTIONS and POLICY RESOLUTIONS

1. All main motions (except those for routine matters) must be written and signed by the proposer with copies provided to the President and Secretary.

2. Any motion or resolution which proposes CFUW OC policy is in order if it is placed on the agenda and conforms to the following:

- a. Resolutions must conform to CFUW OC By-Law XI, Sections 1, 2, 4 and 5.
- b. Emergency Resolutions must conform to CFUW OC By-Law XI, Sections 1, 2 and 7.
 - i. Copies of the proposed emergency resolution and a written rationale justifying the emergency status must be received in writing by the CFUW OC President, the Chair of the Local Arrangements Committee and the Legislation/Resolutions Chair 48 hours prior to the commencement of the CFUW OC Annual General Meeting (as per By-Law XI.7).
 - ii. Copies of the proposed emergency resolution must be available for all delegates at the beginning of the Business Meeting. An emergency resolution may be placed on the agenda by a motion that receives a four-fifths affirmative vote of the votes cast at the meeting.

3. A two-thirds majority vote in favour is required to pass all resolutions (as per CFUW Standing Rules D.11.6 & D.11.9).

4. An amendment to a resolution or proposed By-law amendment is in order if the amendment was received by the Resolutions Chair on or by the cut off date for amendments to the motion.

5. An amendment to the proposed Amendment to a Resolution shall be in order if it is minor in nature and **does not change the intent** of the Resolution and if made:

5.1 By inserting.

5.2 By striking out.

5.3 By striking out and inserting

5.4 By adding, at the end of the proposed amendment, a word or words.

6. Resolutions may be divided into separate clauses for discussion and voting, if a motion from the floor is passed by a majority of the Voting Body.

Rule 4: DEBATE

1. A member who wishes to speak to a question under discussion stands, addresses the Chair, identifies herself and awaits recognition before speaking.

2. The mover of main motion or resolution is entitled to 2 minutes for introducing debate and a further 2 minutes for closing debate. Other members may speak only once in debate on a main motion or resolution or amendment or amendment to an amendment on the same question.

3. However, with the permission of the Chair, persons having special information may reply to questions.

4. A member may speak in debate on a motion or resolution for a maximum of two minutes. If, however, there is no objection from the floor, the Chair may grant further minor extensions of time.

5. The second intervention of the mover will close the debate.

6. Debate on a motion or resolution is limited to ten minutes unless a motion to extend debate is proposed and approved.

7. Debate may be extended for a maximum of two extensions of five minutes each.

8. If it is desired that debate cease immediately on a question, the following motion may be made:

“I move that we call the question”.

a. Such a motion:

i. Requires a seconder;

ii. Is not debatable;

iii. Is not amendable;

iv. Requires a two-thirds vote.

9. The motion “to lay on the table” may be proposed if there is good reason to temporarily lay aside a matter under discussion without setting a time for resuming its consideration.

IF NOT TAKEN “FROM THE TABLE” BEFORE THE CLOSE OF THE ANNUAL GENERAL

MEETING, THE MOTION THAT WAS LAID ON THE TABLE DIES.

Motions to “lay on the table” or “to take from the table” both:

a. Require a seconder;

b. Are not debatable;

c. Are not amendable;

d. Require a majority vote;

e. May not be reconsidered.

10. Majority votes are determined by the number of votes cast, regardless of the number of votes present.

Rule 5: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised govern CFUW OC in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or Standing Rules of CFUW and CFUW OC.

The following documents will be provided separately:

- 1. CFUW Ontario Council 2018 – 2019 Proposed Budget with Actuals as of March 31, 2018.**
- 2. Budget Details that explain each budget line.**