

March 31, 2019

To: CFUW Ontario Council Club Presidents

**PROPOSED STANDING RULES FOR THE CFUW ONTARIO COUNCIL  
41st ANNUAL GENERAL MEETING  
MAY 11th, 2019**

**INTRODUCTION:** The following rules are proposed for the orderly conduct of business in a timely manner. 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, and will not be returning, must report her departure promptly to the Registration Convenor.

**Rule 3: MOTIONS**

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.

**Rule 4: POLICY RESOLUTIONS**

1. 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. Policy Resolutions must conform to 2014 CFUW OC Bylaw XI, Sections 1, 2, 4 and 5.

- b. Emergency Policy Resolutions must conform to 2014 CFUW OC Bylaw XI, Sections 1, 2 and 7.
  - i. Copies of the proposed emergency policy 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 Resolutions Chair, 48 hours prior to the commencement of the CFUW OC Annual General Meeting (as per 2014 CFUW OC Bylaw XI.7).
  - ii. Copies of the proposed emergency policy 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 (4/5) affirmative vote of the votes cast at the meeting.
2. A two-thirds (2/3) vote in the affirmative of the votes cast is required to adopt all Policy Resolutions.
3. An amendment to a Policy Resolution is in order if the amendment was received by the Resolutions Chair on or by the cut-off date for amendments to the motion.
4. An amendment to the proposed Amendment to a Policy Resolution shall be in order if it is minor in nature and does not change the intent of the Policy Resolution and if made:
  - i. by inserting,
  - ii. by striking out,
  - iii. by striking out and inserting, and
  - iv. by adding, at the end of the proposed amendment, a word or words.
5. Policy 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 5: CONSTITUTION AND BYLAWS**

1. The circulated Constitution and Bylaw Revision is deemed to be properly moved and seconded.
2. No amendment to the circulated Constitution and Bylaw Revision shall be in order at the Annual General Meeting except for the purpose of correcting typographical errors or omissions and for the corrections of grammatical inconsistencies. Such amendments shall follow the form specified in Rule #4.4.
3. The Bylaw Revision will be considered as a whole. The motion to consider seriatim or to consider by paragraph shall not be permitted.

4. The motion to reconsider shall not be permitted.
5. A two-thirds (2/3) affirmative vote of the votes cast shall be required for adoption.

**Rule 6: DEBATE**

1. A member who wishes to speak to a question under discussion, stands and must wait for recognition from the chair before speaking. A member will identify herself by name and club.
2. The mover of main motion or resolution is entitled to two minutes for introducing debate and a further two minutes for closing debate.
3. Other members may speak for two minutes only once in debate on a main motion or policy resolution or amendment or amendment to an amendment on the same question.
4. With the permission of the Chair, persons having special information may reply to questions.
5. Debate on a motion or resolution is limited to twenty (20) minutes unless a motion to extend debate is proposed and approved.
6. Debate may be extended once for a maximum of fifteen (15) minutes.
7. If it is desired that debate cease immediately on a question, the following motion may be made: "I move that we call the question". Such a motion:
  - i. requires a seconder,
  - ii. is not debatable,
  - iii. is not amendable and
  - iv. requires a two-thirds vote.
8. The outcome of any voting is 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 Bylaws or Standing Rules of CFUW and CFUW OC.

