

The following motions take precedence of the main motions:

- a) Question of Privilege
 - b) Point of Order
 - c) To refer
 - d) To table
 - e) To postpone
 - f) To limit (close) debate
- a) A member may rise on a question of privilege and may interrupt a speaker if immediate action is required. The Speaker decides if the question is one of privilege, subject to appeal. A privileged motion may result from said question.
- b) A member may rise on a point of order. The point of order is decided by the Speaker, subject to appeal. A point of order is not debatable and not subject to vote, unless the decision of the Speaker is appealed.
- c) A motion to refer requires a mover and seconder and the mover must first be recognized by the Speaker. The motion is debatable both as to the instructions to the committee to which it is referred and as to the advisability of commitment. If no standing committee exists, the motions to refer should include the size of the ad hoc committee and the method of selecting its members. A majority vote is required.
- d) A member may move to table a motion. The member must first be recognized by the Speaker and requires a seconder.

Only the main motion may be tabled. The motion to table is not debatable and requires a majority vote.

- e) A motion to postpone must include the specified time to when the motion will be considered. It is similar to the motion to table except that it is debatable and may be amended, but only by altering the time.
- f) A member may move to limit (close) the debate of a motion. The members must first be recognized by the Speaker and requires a seconder. The motion is not debatable and requires a 2/3 majority.

II QUESTION PERIOD

At each meeting of Senate, there shall be a question period of up to ten minutes. Questions should be submitted to the Secretary of Senate at least one day prior to the meeting.

III ITEMS FOR INFORMATION

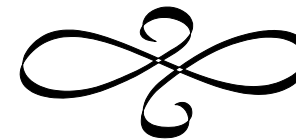
Reports containing no recommendations shall be treated as reports for information and are received without formal motion.



For information, please contact:
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Guide to Senate Members

Order of Business
Meetings & Procedures



prepared by
the Secretary of Senate

SENATE

The Senate is responsible for the educational policy of the University.

Restriction:

The Board approves the expenditure of funds and establishment of facilities (University Act).

MEETINGS

Third Thursday of each month, except in July and August when there are no scheduled meetings, and in February and December when the regular meeting is held on the second Thursday of the month.

A special meeting may be called by the President or shall be called by the President on the requisition in writing of not fewer than five Senators. Members must receive a forty-eight hours notice and such meetings shall consider only business which is specified in the notice of meeting, except that new business may be introduced by unanimous consent of the members present.

English or French may be used at any meeting of the Senate and in any Senate correspondence. **Upon request of a member, a translation shall be given of a statement or question.**

The President shall be Chair of Senate and there shall be a Speaker of Senate, chosen by Senate from the Laurentian University community. The Speaker shall act as chair during the meetings of Senate and be responsible for the orderly conduct of business and for the interpretation of Senate bylaws.

For all matters of procedure not dealt with by the bylaws. Senate's authority shall be Parliamentary Procedure at a Glance, by O. Garfield Jones supplemented as necessary by Robert's Rules of Order.

AGENDA

The agenda for each meeting shall be prepared by the Executive Committee of Senate. Agenda items must be received no less than sixteen days prior to the meeting.

No motion introducing matter other than that listed on the agenda shall be taken into consideration at any regular meeting of Senate.

ORDER OF BUSINESS

The Senate meeting can be divided into three parts - items for decision, question period, and items for information.

I ITEMS FOR DECISION

Items for decision are dealt with formally by way of motions. Motions should be stated in both English and French and should be accompanied by a rationale. Motions must be proposed and seconded prior to discussion. With the exception of the mover, no member shall speak more than once to a question, unless in explanation of a material part of his/her speech which may have been misunderstood. No member shall speak more than ten minutes at one time except by leave of Senate.

Motions must be received by the Executive Committee no less than sixteen days prior to a regular meeting.

The Executive Committee may refer a motion to one of Senate's Committees for its consideration or may indicate that the motion is not within the mandate of Senate.

Senate may not alter a report presented to it, however, it may amend or otherwise alter motions recommended to it in a report.

An amendment takes precedence of the motion to which it applies. It requires a mover and a seconder. The Speaker decides the propriety of amendments, subject to appeal. An amendment to an amendment cannot be amended. An amendment may be debated and requires majority vote. The main motion (as amended) may be debated and requires majority vote.

Motions requiring a change in Senate Bylaws or proposing the creation/deletion/changes to the composition of faculties require a notice of motion duly made at a previous regular meeting and require a majority vote containing not less than one-half of all voting members (currently 26).

Should Senate wish to formally consider a report but reserve judgment on its recommendations, it may vote to receive the report. A vote to receive in no way binds Senate to the recommendations contained therein.