



# UWSA

THE UNIVERSITY OF WINNIPEG  
STUDENTS' ASSOCIATION

## **UWSA Rules of Order By-law and Policy Amendments**

**Notice of Motion - August 21, 2020**

Jennifer Black, General Manager

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## UWSA RULES OF ORDER 2.0

The UWSA Rules of Order were first drafted by Chair of the Board, Taylor Daigneault, in response to a resolution approved by the Canadian Federation of Students' Circle of First Nations, Métis, and Inuit Students at their 2018 General Meeting in pursuit of more accessible and less colonial systems for meeting and planning in the community. In March of 2018, the UWSA approved a motion by General Meeting to act on this mandate from the Circle. The UWSA Rules of Order 1.0 were piloted at the 2018 UWSA Special General Meeting and have been used at most meetings of the board since then. This second version of the rules, further developed by Daigneault, creates additional structure in response to the experience of chairing meetings with version 1.0. The motion recommendation incorporates by-law changes referring back to the Policy Manual where the UWSA Rules of Order will be formalized.

### MOTION RECOMMENDATION

**BE IT RESOLVED THAT by-law 6.7.ii and iii. is amended to read:**

ii. The Chair of the Board of Directors shall ensure that all meetings that they preside over are conducted in an orderly fashion. The Chair of the Board of Directors is responsible for maintaining and enforcing the rules for conducting meetings, which are described **elsewhere in these By-Laws** in the UWSA Policy Manual. The rules for conducting meetings will be **Robert's Rules of Order** the UWSA Rules of Order unless others are established by the Board of Directors. The Chair of the Board of Directors will try to establish consensus wherever possible within the rules, and, if consensus cannot be reached, then proceedings and voting will follow **Robert's Rules of Order or whatever other rules have been established by the Board of Directors** the UWSA Rules of Order. **In the event of a conflict between Robert's Rules of Order, or whatever other rules have been established by the Board of Directors, and these By-Laws, these By-Laws will take precedence.**

iii. The Chair of the Board of Directors shall ensure that a copy of **Robert's Rules of Order** the UWSA Rules of Order and any other established rules of conduct, including these By-Laws, are on hand at all times during any meeting of the Board of Directors and at Meetings of Members of the UWSA.

**BE IT FURTHER RESOLVED THAT by-law 4.1.ii.d. is amended to read:**

d. The Chair of the Board of Directors shall be a permanent seat on the UWSA Board of Directors. The Board of Directors upon recommendation by the Executive Committee shall appoint the Chair of the Board of Directors. **The Chair of the Board of Directors shall have a single vote, and may only be used in the event of an equality of votes or on committees in which they are an ex-officio member.**

**BE IT FURTHER RESOLVED THAT by-law 6.32.ix. is amended to read:**

ix. *Voting* - Motions arising at any meeting of Directors shall be decided by a majority of the votes unless otherwise stipulated within these By-Laws. **The Chair of the Board of Directors shall not be allowed to vote except in the case of an equality of votes.** Neither the Chair of the Board of Directors nor the Secretary of the Board of Directors shall vote on any matter. A motion put to the vote shall be decided by a show of hands, or another mutually agreed upon indication unless a confidential poll is requested by any Director before or after the results of a motion having been called to question. Unless a confidential poll has been requested, any declaration by the Chair of the Board of Directors (whether that be an indication that the motion has been carried, carried unanimously, carried by a particular majority of the votes or defeated) shall be final, and such results will be noted in the official Minutes of the UWSA for that meeting. These minutes shall be prima facie evidence of the fact, without proof of voting proportions for and against, of whether a motion was carried or defeated. This in no way prevents a Director from making a motion to overturn a previous decision.

**BE IT FURTHER RESOLVED THAT Article IV. UWSA Rules of Order is added to the UWSA Policy Manual:**

## Article IV. UWSA Rules of Order

### Preamble

The UWSA Rules of Order were first drafted in response to a resolution approved by the Canadian Federation of Students' Circle of First Nations, Métis, and Inuit Students at their 2018 General Meeting in pursuit of more accessible and less colonial systems for meeting and planning in the community. In March of 2018, the UWSA approved a motion by General Meeting to act on this mandate from the Circle.

### Policy Statement

The UWSA Rules of Order govern all meetings of the UWSA Board of Directors, committees of the board, and general meetings of the membership. For the purposes of this policy, "the chair" refers to the Chair of the Board of Directors, the chair of a committee, or any interim chair appointed to govern a meeting of the board, a committee of the board, or a general meeting of the membership. The chair is charged with upholding the UWSA Rules of Order. The chair has the authority to alter the Rules of Order only where necessary to make rulings based on an event that the current UWSA Rules of Order does not account for.

The chair has the right to remove members from the meeting, should they break the UWSA Rules of Order or violate the policies and by-laws of the UWSA. The chair will not entertain any form of harassment or aggression during any meeting of the UWSA. A member can raise a request for intervention at any time, at which point the chair can hear their concerns and deliver a ruling based on their concern.

### Procedure

1. Meetings of the UWSA convene on a schedule as outlined in the by-laws of the corporation and in the laws of the Province of Manitoba.



2. In order for the UWSA to take action in a meeting, an actionable proposal must be brought forward and approved by voting members.
  - a. Proposals include any actionable phrase, which can be defined as a statement describing what the corporation will do should the proposal be ratified by the voting membership. Proposals can be presented in the form of non-debatable proposals and debatable proposals.
    - i. A non-debatable proposal is a motion of procedure. It includes proposals regarding amendments to the agenda, appointments of students to positions within the board or on subcommittees, proposals to table discussion to a specified time, approving minutes from previous meetings, approving director and executive reports, granting speaking rights, approving oral and/or written statements by members and staff, and any calls for the meeting to end. Non-debatable proposals move directly from the proposal stage to the voting stage. Any member with speaking rights has the right to signal to the Chair a request to ask clarification questions regarding the motion. In the event that a non-debatable motion fails, it cannot be raised again in the same context.
    - ii. All other motions are considered debatable and are subject to following the procedure outlined in The Proposal Stage, The Discussion Phase, and The Voting Stage.
3. Proposal Stage (“The Table”)
  - a. In this stage, members may table their proposals for all members to see. The chair will allow up to 5 minutes for the directors to propose friendly amendments.
    - i. Friendly amendments are amendments that the director moving the proposal agree to. A director can agree to an unlimited number of friendly amendments before the motion moves from the table to the following phase.
    - ii. When the 5 minutes expire or when the proposing director directs the chair to move the proposal as it is worded, the proposal is considered to be “on the floor” and the chair begins the discussion phase.
4. Discussion Phase (“The Floor”)
  - a. After the proposing member speaks to their idea, the chair will recognize all other members by moving around the circle. Each member with speaking rights will be allowed to ask questions pertinent to the proposal, propose amendments to the wording, provide their comments for the record, or pass.
    - i. The proposing member may redirect any questions to another willing member with speaking rights.
    - ii. If a member is not speaking to the wording of the proposal, any member present can say or sign “topic,” at which point the chair will remind the speaker to focus on the wording of the proposal in their questions and comments. Should a member need 3 reminders from the chair, their comments will be considered “in bad faith” and the chair will end that member’s speaking turn.



- iii. If an amendment is proposed during the discussion phase, the defending member may choose to accept it as friendly (not voted upon) or contest it by putting it to a vote requiring 50% + 1 of voting members approve.
    1. If a proposal is amended through this process, the chair will restart the rotation from the person who amended the wording so that all members have a chance to speak to the revised wording.
  - b. The chair will go around the circle once and then ask if there are any further questions warranting a second cycle.
    - i. Each member may only speak once during these two rotations.
5. Voting stage
- a. The member who originally put forth the proposal may speak for two minutes about the final wording of the proposal. They have this time to explain why they believe the membership should accept or decline the motion as it is written.
  - b. The motion is put to a vote. The vote must achieve approval from 50% + 1 voting members to be ratified.
  - c. The chair does not serve as a tiebreaker under any interpretations of these rules. In the event of a tie, the proposal will be considered defeated.
6. Special Motions
- a. When the membership wants to hold a non-binding discussion that appears in the minutes, a member may propose a special discussion phase.
  - b. A special discussion phase must be worded as a question for the membership with speaking rights to answer, provide commentary, seek counsel, or pass.
  - c. The rules of the discussion stage as outlined above in effect upon the approval of the special discussion phase with the following exceptions
    - i. Special discussion phases cannot be amended
    - ii. The chair will only go around the circle once
    - iii. The member who proposes a special discussion may append a time limit on speaking times no less than 3 minutes and no greater than 10 when they propose the special discussion phase.