MEETING PROTOCOL
POLICY AND PROCEDURES

Faculty Association Policy No.: GV310
Classification: Governance
Approving Authority: Executive Committee
Effective Date: 12 December 2014
Last Updated: N/A
Review Date: 30 June 2015

PURPOSE

1.0 The purpose of this policy is to provide guidance to the members of the Executive Committee, Standing Committees and Ad Hoc Committees in respect of their duties and obligations to the Faculty Association and its Membership at meetings of the Faculty Association.

DEFINITIONS

2.0 In this policy defined terms have the same meaning as the Faculty Association Bylaw unless otherwise specified. The following terms have the following meanings:

2.01 “Executive Director” means the Executive Director of the Faculty Association, the sole employee of the Executive Committee;

2.02 “Faculty Association” means the University of Victoria Faculty Association, the certified and exclusive bargaining agent the bargaining unit;

2.03 “Member” means an elected member of the Executive Committee and is also deemed a Director as defined by the Society Act BC;

2.04 “Membership” means the members of the bargaining unit who are eligible for membership in the University of Victoria Faculty Association and formerly referred to as Active Members under the Faculty Association Bylaw; and

2.05 “Officers” means the President, Vice President, Treasurer and Secretary of the Faculty Association who are also Members.

JURISDICTION/SCOPE

3.0 The provisions of the policy govern the proceedings of the Executive Committee and standing and ad hoc committees, as applicable.
POLICY

4.0 Members are elected to carry out the business of the Faculty Association on behalf of the Membership. Members must act honestly and in good faith and in the best interests of the Faculty Association and exercise the care, diligence and skill of a reasonably prudent person in exercising the powers and performing the functions as a director.

5.0 Members have the following roles and responsibilities:

5.01 The President will be the Chair and preside at all meetings of the Faculty Association and Executive Committee.

5.02 The Secretary will, through the Executive Director, issue notice of meetings, circulate the agenda, and keep minutes of all proceedings Executive Committee.

5.03 Members of the Executive Committee will:
   5.03.1 Review the agenda and supporting documents in advance of the meeting;
   5.03.2 Engage in respectful debate and deliberation of agenda items; and
   5.03.3 Abide by this policy.

5.04 The Executive Director will act as the Parliamentarian for each meeting of the Executive Committee and will provide advice through the Chair.

Time and Place of Meetings

6.0 The Executive Committee will meet at least once per month and the duration of each meeting will be no more than two (2) hours unless otherwise agreed by two-thirds of Members.

7.0 At least two (2) weeks before each meeting period set out below, the Executive Committee will prepare a schedule of dates, times and places for Executive Committee meetings:
   7.01.1 September to December;
   7.01.2 January to April; and
   7.01.3 May to August.

8.0 The President, Vice President, or, any two members of the Executive Committee may call a meeting of the Executive Committee by providing twenty-four hours’ written notice to all Members. In exceptional circumstances the notice period may be shortened or waived.

9.0 Members may participate in person or, with prior approval of the Chair by telephone or other communications medium provided all Members participating in the meeting are able to communicate with each other. Nothing prohibits the Executive Committee from meeting and conducting business by telephone or other communication medium that permits Members to communicate simultaneously.
Agenda and Minutes

10.0 The President, in consultation with the Officers, will set the agenda for each Executive Committee meeting. Members may submit agenda items for consideration directly to the President. The deadline for submitting agenda items including reports and supporting documentation will be no later than five (5) business days before the date of the scheduled meeting.

11.0 The Executive Director will send the agenda and supporting documentation to the Executive Committee via email at least two (2) business days before the date of the scheduled meeting.

12.0 Late agenda items may only be added by resolution to the agenda on the following conditions:
   12.01 the agenda item if not acted upon a in a timely manner would prejudice or compromise the Faculty Association or the Membership; or
   12.02 the agenda item is for information purposes only.

13.0 The order of business at Executive Committee meeting will be as follows and may be changed if authorized by the Executive Committee in the publication of the agenda or by unanimous consent of those present at the time a change is proposed, provided that such change does not affect the rights of members who are not present.
   13.01 Agenda;
   13.02 Minutes;
   13.03 Officers’ Reports;
   13.04 New Business;
   13.05 Business Arising;
   13.06 Committee Reports; and
   13.07 Adjournment.

14.0 Minutes of the Executive Committee meetings must be legibly recorded, certified as correct by the Secretary, and signed by the President or other presiding officer at the next meeting at which the minutes are adopted. Separate minutes will be prepared for In Camera and Electronic Vote meetings.

15.0 The Minutes will record the following information:
   15.01 Date, time and place of meeting;
   15.02 Present and Absent Members;
   15.03 Agenda Items;
   15.04 Any Direction given to Officers, Members, Committees or Staff; and
   15.05 Results of Motions including who moved the resolution, who seconded the resolution and whether it was carried or defeated.
16.0 The Minutes will not record who voted in the affirmative or negative for any vote unless required by the Faculty Association Bylaw or law.

Call to Order and Quorum

17.0 As soon after the time specified for an Executive Committee meeting as there is a quorum present, the President must take the Chair and call the meeting to order. Where the President is absent, the Officer designated to serve as acting President must take the Chair and call the meeting to order.

18.0 A quorum will be a majority of the Executive Committee members. If there is no quorum present within twenty minutes of the scheduled time for the Executive Committee meeting the Secretary or designate must record the names of the Members present, and those absent, and adjourn the meeting until the next scheduled meeting.

In Camera

19.0 Executive Committee may, by resolution, move In Camera to discuss confidential and sensitive matters. Executive Committee in its sole discretion will determine who may be present during the In Camera session. Executive Committee may, by resolution, move out of an In Camera session and rise and report if appropriate.

Meeting Procedures

20.0 A motion will require a simple majority of members present and voting unless otherwise specified by the Faculty Association Constitution, Faculty Association Bylaws, or applicable provincial law.

21.0 Executive Committee may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.

22.0 A Member may, without notice, move to amend a motion that is being considered. An amendment may propose removing, substituting for, or adding to the words of an original motion. A proposed amendment must be reproduced in writing by the mover if requested by the Chair. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question. An amendment may be amended only once. An amendment that has been defeated may not be proposed again. A Member may propose an amendment to an adopted amendment.

23.0 A motion that deals with a matter that is not on the agenda at which the motion is introduced may only be voted on with unanimous consent of the Executive Committee. If consent is not obtained the matter may be placed on the agenda for the next scheduled meeting.
24.0 A Member who voted in the negative may, at the next Executive Committee meeting move to reconsider a matter on which the vote has been taken. A Member who voted affirmatively for a resolution adopted by Executive Committee may at any time move to rescind that resolution.

25.0 The following procedures apply to voting at Executive Committee meetings:

25.01 When debate on a matter is closed the Chair must put the matter to a vote;
25.02 When the Chair is putting the matter to a vote a Member must not
   25.02.1 Cross or leave the room;
   25.02.2 Abstain from voting;
   25.02.3 Make a noise or other disturbance; or
   25.02.4 Interrupt voting procedure unless the interrupting Member is raising a point of order;
25.03 After the Chair finally puts the question to a vote a Member must not speak to the question or make a motion concerning it;
25.04 The Chair's decision about whether a question has been finally put is conclusive; and
25.05 Whenever a vote on a matter is taken, each Member present will signify their vote by raising their hand, unless another voting means is employed; and
25.06 The Chair must declare the result of the voting by stating the question is decided in either the affirmative or the negative.

26.0 The Chair must apply the correct procedure to a motion if the motion is contrary to this policy and whether or not another Member has raised a point of order in connection with the Motion. When the Chair is required to decide a point of order, the Chair must cite the applicable rule or authority if requested by another Member.

27.0 Every Member who wishes to speak to any question or motion will raise their hand and wait to be recognized by the Chair. When two or more Members desire to speak at the same time, the Chair will name the Member who will have the floor.

28.0 No Member may interrupt a Member who is speaking except to raise a point of order.

29.0 Members who are called to order by the Chair must immediately stop speaking, may explain their position on the point of order, and may appeal to the Executive Committee its decision on the point of order.

30.0 Members speaking at an Executive Committee meeting must use respectful language, must not use offensive gestures or signs, must speak only in connection with the matter being debated, may speak about a vote only for the purpose of making a motion that the vote be rescinded, and must adhere to rules of procedure established by this policy.
Voting

31.0 Decisions of the Executive Committee will be by majority vote unless otherwise specified in the Faculty Association Bylaw, Faculty Association Policy or required by law.

32.0 The following conditions apply to voting:

32.01 Voting will be by a show of hands or by ballot unless otherwise specified in the Faculty Association Bylaw, Faculty Association Policy or required by law;
32.02 A Member may not abstain from voting;
32.03 Voting by proxy is prohibited; and
32.04 The Chair may cast the deciding vote.

33.0 A matte of privilege refers to any of the following motions and must be immediately considered when raised:
33.01 Fix the time to adjourn;
33.02 Adjourn;
33.03 Recess; and
33.04 Raise a question of privilege of Executive Committee or a Member.

34.0 Members will abide by the Robert’s Rules of Order in respect of the parliamentary procedure and debate on motions and summarized in Appendix “A” Tables 1, 2 and 3. The Chair, with the advice of the Executive Director, will make the final decision on any matter of Parliamentary procedure.

AUTHORITIES AND OFFICERS

35.0 The following is a list of authorities and offices for this policy:
35.01.1 Approving Authority: Executive Committee
35.01.2 Designated Officer: President or Secretary
35.01.3 Procedural Authority: Executive Director
35.01.4 Procedural Officer: Executive Director

RELEVANT LEGISLATION

36.0 The Society Act BC and the Faculty Association Bylaw provide the legislative framework for meetings held by the Faculty Association. In cases not provided for under this policy the current edition of Robert’s Rules of Order - Newly Revised will apply to the extent those rules are applicable in the circumstances and are not inconsistent with the Faculty Association Constitution, Bylaws, Society Act BC and Labour Relations Code BC.
RELATED POLICIES AND DOCUMENTS

37.0   EX105 Standing and Ad Hoc Committees

FORMS

38.0   Agenda, Minutes, Notice
# APPENDIX “A”

## Table of Parliamentary Procedures

### Table 1: Using Parliamentary Procedures to Make a Good Meeting

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

<table>
<thead>
<tr>
<th>Action</th>
<th>Say</th>
<th>Interrupt</th>
<th>2nd</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Take Break</td>
<td>I move to recess</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Close debate</td>
<td>I move to the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>I move that debate be limited to</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Refer to committee</td>
<td>I move to refer the motion to a committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Modify wording of motion</td>
<td>I move to amend the motion by</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Kill main motion</td>
<td>I move that the motions be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Bring business before assembly</td>
<td>I move that</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>
### Table 2: Incidental Motions

No order precedence. Arise incidentally and are decided immediately.

<table>
<thead>
<tr>
<th>Action</th>
<th>Say</th>
<th>Interrupt</th>
<th>2nd</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce Rule</td>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Submit Matter to Assembly</td>
<td>I appear from the decision of the Chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Suspend Rules</td>
<td>I move to suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the questions</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Deal with parts of a motion separately</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Request for Information</td>
<td>Request for Information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

### Table 3: Motions That Bring a Question Again Before the Assembly

No order precedence. Introduce only when nothing else is pending.

<table>
<thead>
<tr>
<th>Action</th>
<th>Say</th>
<th>Interrupt</th>
<th>2nd</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take matter from table</td>
<td>I move to take the matter from the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Cancel Previous action</td>
<td>I move to rescind</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Reconsider motion</td>
<td>I move to reconsider</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>