



Rules of Procedure

I. Open Meetings

Unless otherwise indicated, Faculty Council meetings are open meetings, that is, open to observation by any member of the Faculty of Medicine (Faculty, staff, students, residents, post docs) or staff of an affiliated hospital and such others as may be invited by the Chair. Visitors who are not members of the Faculty Council shall not have the right to speak unless invited by the Chair, and shall maintain decorum at all times. In the event of a disturbance, the Chair may ask the person(s) responsible to leave the meeting, and may recess the meeting for a brief period or adjourn it to another day. The ability to receive visitors will be subject to limitations of space, good conduct, and special consideration of confidentiality.

II. Frequency of Meetings

The Faculty Council shall meet four times during the academic year (September – June).

III. Notice of Meetings

Written notice of regular meetings shall be emailed to members by the Secretary at least one week (5 working days) in advance. The notice shall contain an agenda, listing the items of business to be discussed.

IV. Attendance requirements

Faculty Council members will be asked to confirm attendance or send regrets by email or by phone. Members must collect their name cards upon arrival to ensure they are recorded as present and ensure their ability to vote. Faculty Council members must leave their name cards at the registration table before leaving.

V. Voting

Voting on motions or resolutions shall be by a show of hands unless the members present decide in any particular case that the vote should be taken by ballot.

VI. Period for Open Discussion

Each Faculty Council meeting will conclude with a period for open discussion.

VII. Minutes

The minutes of the meetings and attached material will constitute official record of the meeting and will be published on the Faculty of Medicine website.

Additional Rules of Procedure based on a summary version of “Roberts Rules of Order”

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Must be recognized by the Chair before speaking.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are recommendations. When presented to the assembly and the question is stated, debate begins and changes may occur.

The Rules

- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified