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Council debates, motions and voting are governed by the Rules of Order of the Council, which is Schedule 2 of the By-laws of the College and Robert's Rules of Order. Debates, motions and voting will be conducted in a manner that is consistent with these rules and this policy, and that reflect an environment of respect for all members and staff. In the case of any inconsistency, the by-laws prevail over Robert's Rules of Order and this policy, and this policy prevails over Robert's Rules of Order.

Definitions	Abstain	Means to not vote at all on a matter for which a motion has been tabled.
	Amending Motion	Means a motion that is made to amend an earlier motion that has been moved and seconded and is presently before the Council for debate.
	Call the Question	Means a motion to close debate on a motion that has been moved and seconded and is presently before the Council for debate that would result in an immediate vote on the motion if the motion to call the question has been approved.
	Counted Vote	Means a vote that is taken whereby the secretary to the meeting counts the number of votes in favour, opposed and any abstentions.
	Lay on the table	Means to interrupt the pending business so as to permit doing something else immediately.
	Limit or extend limits of debate	Means placing specific parameters set by the Council on the manner of the debate on a motion before the Council.
	Main motion	Means a motion whose introduction brings business before the Council and that enables the Council to debate the matter.
	Point of Order	Means the raising of a question of order or procedure on which the Chair is required to rule and to enforce the regular rules of order.
	Postpone	Means to defer a motion that is before the Council and is qualified either as "postpone indefinitely" where the motion is brought back at the pleasure of the Council, "postpone definitely" where the matter is postponed to a certain date" where the motion is brought back on the date specified by the Council.
	Previous question	Means immediately to close debate and the making of subsidiary motions (except the motion to Lay on the Table) so as to return to debate on the previous motion made to the Council.
	Recorded Vote	Means a vote which is taken and whereby the number of votes in favour, opposed and abstentions is recorded in the record.
	Refer to a	Means a motion on a matter is referred by the Council to one or more

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- Committee** of the Council committees for consideration, include advice and recommendations where warranted.
- Request for Information** Means a Council member who wishes to obtain information or have something done that requires the permission of the whole Council.
- Robert’s Rules of Order** Means the Robert’s Rules of Order Newly Revised, 11th edition, Da Capo Press.
- Roll Call Vote** Means taking a vote by roll call which has the effect of placing on the record how each Council member voted.
- Show of Hands Vote** Means a vote that is taken by Council members raising their hands in response to the call of the Chair and the subsequent ruling by the Chair as to whether the motion was passed.
- Subsidiary motion** Means a motion that is moved to assist the Council in disposing of the main motion and may include any of the following: Postpone indefinitely, Postpone to a certain time, Postpone definitely, Amend, Refer to a Committee, Limit or extend limits of debate, Previous question, or Lay on the table.

- Accordingly, 1 Council members will usually receive information about a matter to be discussed in the form of a briefing note or written report circulated in advance of the meeting. It is expected that Council members will have reviewed the materials and noted any questions they may have.
- 2 To begin a discussion, the Council member or the staff of the College responsible for the item will present the item providing a brief synopsis or providing any new or additional information to be considered.
- 3 Council members will be permitted to pose any questions or seek clarification about the information presented without initiating debate, discussion or stating any personal or professional positions. The Council Chair may rule any question or clarification that they believe do not comply with this requirement as out of order.
- 4 At the conclusion of the question/clarification period, a motion, which may be referred to as a “main motion”, must be introduced by a Council member and seconded by another Council member. The motion may then be discussed and debated.
- 5 As part of the debate of a motion, a Council member may comment on a previous point made during the debate or may introduce a new point for consideration of the Council.
- 6 Each Council member who wishes to address the motion will be invited to speak to the motion before individuals who wish to speak a second time. If the debate

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appears to be concluded, the Council Chair may ask if there is any further debate. If there is no further debate, or if Council has passed a motion to vote on the motion, or if the time allotted to the debate on the matter has concluded, the Chair will put the motion to a vote.

- 7 Procedural issues that may arise will be addressed during the debate but separate from the main discussion. A Council member who believes a procedural rule has been violated can raise a Point of Order.
- 8 Clarification issues that may arise will also be addressed during the debate but separate from the main discussion. A Council member raises clarification issues as a Request for Information.
- 9 Once a “main” motion has been introduced, it should not be interrupted by another agenda item. However, one of the following “subsidiary” motions may be introduced:
 1. A motion to amend the motion, which must be moved and seconded and requires the approval of a majority (50% plus 1) of Members present;
 2. A motion to defer the matter, which must be moved and seconded and requires the approval of a majority (50% plus 1) of Members present;
 3. A motion to refer the matter to committee, which must be moved and seconded and requires the approval of a majority (50% plus 1) of Members present;
 4. A motion to limit or extend the limits of debate, which must be moved and seconded and requires approval of two-thirds (2/3rds) of Members present.
 5. A motion to call the question, which must be moved and seconded and requires approval of two-thirds (2/3rds) of Members present.
- 10 Votes of the Council will usually be carried out by a show of hands and will be recorded as carried or not carried based on the number of votes in favour or opposed and abstentions. Only when a Council member who has abstained or opposed a vote requests it will their name be recorded in the minutes. The CEO as Secretary to the meeting will report to the Chair on the number of votes and the Chair will rule whether the motion has been carried or defeated.
- 11 The Chair or a majority (50% plus 1) of Council members can require that a vote be counted. In this case, the CEO, as secretary to the meeting, will report to the Chair on the number of votes and the Chair will rule whether the motion has been carried or defeated. In the case of a counted vote, the number of votes in favour and opposed will be recorded in the minutes. Only when a Council member who has abstained from or opposed a vote requests it, will their name be recorded in the minutes, unless their name must be noted to reflect that quorum was present.
- 12 Any Council member can require that a vote be conducted by a roll call vote. In such a circumstance, the Chair will ask each Council member how they vote and the vote of each Council member as being in favour, opposed or abstaining will be recorded in the minutes. The CEO, as Secretary to the meeting, will report to the

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Chair on the number of votes and the Chair will rule whether the motion has been carried or defeated.

- 13 A request for a counted or roll call vote may be made by any Council member at any time following the time the Chair states the question on the motion, but must be made before any debate or business has intervened.

- 14 A Council member who doubts the result of a vote can require a vote to be retaken by a show of hands, by requiring those in favour or opposed to stand (or in the case of an electronic meeting, raise their electronic hand), or as a roll call vote. Such a request must be made immediately after the result has been announced, and before any debate or business has intervened. The Council Chair or a majority (50% plus 1) of Council members can require that the vote be counted.

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