

## Council Rules of Order

G-00

LONG TITLE	A Policy Respecting the Parliamentary Rules of Order for Council	DATE OF ENACTMENT	4 April 2022
		LAST AMENDED	27 June 2022
REFERENCE No.	G-00	NEXT REVIEW	4 April 2024
CATEGORY	Governance	COMPETENT CHAMBER	Council

### MANDATE

This policy shall govern the operating procedure of CUSA Council. This policy shall be reviewed every two years by Council.

### INTERPRETATION

- 1 This Policy may be called the *Council Rules of Order*.
- 2 In this Policy, the following definitions shall apply:  
"closed meeting" shall mean any meeting which is not open to the public.
- 3 This policy format applies to all regular and special CUSA Council meetings, and Council Committee Meetings.
- 4 This policy shall act in accordance with the *Ontario Not-for-Profit Corporations Act, 2010*.

### ADMINISTRATION

#### Rules of Parliamentary Procedure

- 5 Robert's Rules of Order, 11th Edition, 2011 (or subsequent releases thereafter) apply to the proceedings of Council, and Council committees, except where otherwise indicated.

#### Quorum

- 6 The quorum for a meeting of the members is a majority of the members entitled to vote at the meeting, whether present in person or by proxy.

#### Time and Location of Meetings

- 7 Provided the conditions set out in sections 53(1), (2) and (3) of the *Ontario Not-for-Profit Corporations Act, 2010* are met,
  - (a) All Council meetings must take place within Carleton University except when Council resolves to hold meetings elsewhere; or the meeting is conducted by means of electronic or other communication facilities,

- (i) For meetings that are open to the public and conducted by means of electronic or other communication facilities, the Vice-President Internal will designate a method for the public to hear, or watch and hear, the meeting proceedings.
  - (b) the conditions set out in section 53(4) of the *Ontario Not-for-Profit Corporations Act, 2010* are met,
    - (i) a member of Council or Council Committee who is unable to attend in person at a regular Council meeting, special Council meeting or Council committee meeting may participate in the meeting by means of electronic or other communication facilities.
    - (ii) Members of Council or Council committee who are participating in a meeting conducted in accordance with section 53(4) are deemed to be present at the meeting.
- 8** Regular Council meetings must:
- (a) be held on the last Monday of each month;
  - (b) begin at 6:20pm;
  - (c) be adjourned by 9:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time; and
  - (d) when such meeting falls on a statutory holiday, be held on the next Monday Carleton University is open.
- 9** Pursuant to section 53(4) and 54(5) of the *Ontario Not-for-Profit Corporations Act, 2010*,
- (a) a Council committee meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:
    - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities.
  - (b) Members of a Council committee who are participating in a meeting conducted in accordance with section 53.4 are deemed to be present at the meeting

**Notice of Council Meetings**

- 10** In addition to meeting section 55 of the *Ontario Not for Profit Corporations Act, 2010*, Council must:
- (a) prepare annually, on or before July 1st , a schedule of the dates, times and places of Regular Council meetings for the following year and must make the schedule available to the public by posting on the "CUSA Governance" Webpage; and;
  - (b) give notice annually, on or before July 1st , of the availability of the schedule of Regular Council meetings.

- (i) Where revisions are necessary to the annual schedule of regular Council meetings, the Vice President Internal must, as soon as possible, post a notice at the CUSA Governance Webpage which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

### **Minutes of meetings to be maintained and available to public**

**11** Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified as correct by the Clerk of Council; and
- (c) signed by the Speaker of Council or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

**12** Subject to subsection 12, minutes of the proceedings of Council must be open for public inspection at the CUSA Office during its regular office hours and posted on the CUSA Governance Webpage in accordance with section 8 of the *CUSA Transparency and Ethical Standards Policy*.

*Transparency and Ethical Standards Policy (G-06) s.8*

**13** Section 13 does not apply to minutes of a closed Council meeting or that part of a Council meeting from which persons were excluded under sections 28-29 of this policy.

### **Agenda**

**14** Prior to each Council meeting, the Vice President Internal must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

**15** The deadline for submissions by the public to the Vice President Internal of items for inclusion on the Council meeting Agenda must be 6:00pm on the Friday prior to the meeting.

**16** Pursuant to section 11 of the *CUSA Transparency and Ethical Standards Policy*, the Vice President Internal must make the agenda available to the members of Council and the public no later than 48 hours prior to the meeting.

**17** Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 20.

### **Order of Proceedings and Business**

**18** The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:

- (a) Call to Order;
  - (i) except at the first Council meeting, where the Election of the Speaker will be the first matter.

*Speaker of Council Terms of Reference (G-09) s. 6*

- (b) Disclosure of Interest;
- (c) Approval of the Agenda;
- (d) Approval of Past Minutes;
- (e) Presentations/Delegations;
- (f) Executives Report;
  - (i) President,
  - (ii) Vice President Finance,
  - (iii) Vice President Internal,
  - (iv) Vice President of Student Issues,
  - (v) Vice President of Student Life, and
  - (vi) Vice President Community Engagement.
- (g) Staff Reports;
- (h) Chair of the CUSA Board Report;
- (i) RRRR Report;
- (j) CASG Report;
- (k) Senate Report;
- (l) Board of Governors Report;
- (m) Constituency Report/Council Statements;
- (n) Committee Reports;
- (o) Introduction of Bylaws;
- (p) Reconsideration of Bylaws;
- (q) Announcements and Correspondance;
  - (i) Informational Correspondance.
- (r) New Business;
- (s) Notice of Motion;
- (t) Unfinished Business ad Deferred/Tabled Items;
- (u) Other Business;
- (v) Question and Answer Period; and
- (w) Adjournment.

**19** Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

**Late Items**

**20** An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is unanimously approved by Council at the time allocated on the Agenda for such matters.

**21** If the Council makes a resolution under section 20, information pertaining to late items must be distributed to the members.

s. 20

**22** If resolved under section 20, the late item of business shall be addressed during the section of the agenda in which it would normally be included.

s. 20 (*ibid*)

### **Delegations**

**23** The Council may allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided application has been received by the Vice-President Internal by 6:00 p.m. on the Friday prior to the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.

**24** Where an application has not been received by the Vice President Internal as prescribed in section 23, an individual or delegation may address the meeting if approved by the unanimous vote of the members present.

**25** The Vice President Internal may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.

**26** The Vice President Internal may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Vice President Internal's decision, the information must be distributed under separate cover to Council for their consideration.

### **Meetings that may or must be closed to the public**

**27** A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Association or another position appointed by the Association;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the Association on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of the property of the Association;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the corporation;

- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the Association;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the corporation, other than a hearing to be conducted by the council or a delegate of council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the [Freedom of Information and Protection of Privacy Act](#);
- (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the corporation if they were held in public;
- (l) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (m) the consideration of whether a council meeting should be closed under a provision of this section or section 26;
- (n) the consideration of whether the authority under sections 30-32 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

**28** A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the [Freedom of Information and Protection of Privacy Act](#), if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the Association and a municipal government, a provincial government or the federal government or any combination, or between a provincial government or the federal government or any combination and a third party;

**29** If the only subject matter being considered at a council meeting is one or more matters referred to in section 27 or 28, the applicable subsection applies to the entire meeting.

### Other persons attending closed meetings

**30** If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.

**31** If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a) in the case of a meeting that must be closed under section 28, if the council considers this necessary and the person:

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, or

(b) in other cases, if the Council considers this necessary.

**32** The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

### Requirements before meeting is closed

**33** Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,

(a) the fact that the meeting or part is to be closed, and

(b) the basis under the applicable subsection of sections 27-29 on which the meeting or part is to be closed.

### SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
Time Immemorial	N/A	N/A	Formerly part of <i>Bylaw 11 (Council)</i>
2013			<i>Robert's Rules of Order, Newly Revised</i> adopted by Council.
4 April 2022	G. Simms		
27 June 2022	A. Stoikos-Lettieri	R. Gill	(C-27) Meeting start time changed to 6:20, end time (unless extended) changed to 9:30.