

Policy n° 2008-CA-16:	Rules of Order & Procedure for the Meetings of the Executive Committee of the Sir Wilfrid Laurier School Board
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Approved: March 25, 2009	Resolution n°	CC-090325-CA-0108
Revised:	Resolution n°	CC-161026-CA-0025 CC-181212-CA-0082
Origin:	Council of Commissioners	

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

1.0 PREAMBLE:

The following rules of order and procedures for meetings of the Executive Committee of the Sir Wilfrid Laurier School Board are based on the Education Act (C.O.L.R., Chapter I-13.3) and Robert's Rules of Order. Appendix 1, included herein is an integral part of the policy.

The members of the Executive Committee will have recourse to Robert's Rules of Order for any rule or regulation not covered in this policy.

2.0 OBJECTIVE

This policy is designed to guide the Executive Committee in the conduct of its business, facilitate the decision-making process and insure impartiality, fairness and equality among the members.

3.0 DEFINITIONS:

3.1. Question of Privilege:

A question of privilege may be raised when a member believes that his reputation or that of another member of the Executive Committee is endangered or to complain about physical conditions of the meeting room or other similar circumstances.

3.2. Point of Order:

A point of order may be raised if a member considers that an inexact expression has been used, that an argument already dispensed with has been reintroduced or if a rule of procedure has been violated.

3.3. Resolution:

A formal expression of opinion, will or intent adopted by the Executive Committee.

3.4. Motion:

A proposal for action, in particular, a formal proposal made by the Executive Committee (e.g. "I move (motion) *the adoption of the following resolution*"). A motion is the means of bringing business before the Executive, disposing of it and resolving matters of procedure and urgency.

5.0 MINUTES OF EXECUTIVE COMMITTEE MEETINGS:

5.1.

The mover of a motion is the last to speak to a motion, when all other speakers have had the opportunity to speak, and has the right, at that time, to make a summary statement.

- 6.7 Every member is entitled to raise a question of prilege if he deems that his rig are not being respected. He may make a point of order if he deems that a rule has not been observed or if order or decorum has not been ensured.
- 6.8 The speaker may be interrupted by the Chair or another member on a question of prilege, on a point of order or for a matter to be discussed in committee. Furthermore, thair may interrupt or terminate an individual's speaking privilege if the speaker's comments are disruptive, obscene, or

7.2.5 If an issue of Conflict of Interest arises, a sub-

APPENDIX 1

References: Robert McConnell Productions. 1999. _____TM, MacMillan
General Reference, A Simon & Shuster MacMillan Company, New York, 400 pp.

**MOTIONS in order of making them (top to bottom).
Order of voting on them is reverse (bottom to top).**

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INCIDENTAL MOTIONS

17	Point of order. To correct a breach of the rules (repetition, speaking out of order, etc.)	×	×	×		Commissioner or Chair may interrupt speaker. Chair rules and his ruling stands unless someone appeals
18	Call a member to order	×	×	×		Commissioner or Chair may interrupt speaker. The use of unacceptable language and other disruptions. Same as above.
19	Appeal from the decision of the Chair commissioners decide the disagreement by taking a vote	×	√ ¹	√	M ²	Must be made at the time the ruling was made. Chair has the right to speak first and last. ¹ Not debatable if relates to rules of speaking, order of business, or a ruling on an undebatable motion. ² Majority or tie vote sustains the decision of the Chair
20	Request for permission to withdraw a motion To withdraw a motion without taking a vote on it	×	×	√*	M	When withdrawn not recorded in minutes. * Only the negative vote for withdrawing the motion can be recorded in minutes.
21	Request for permission to modify a motion To modify or amend a motion before it is adopted		×	√	M	Motion presented to Executive Committee in modified form