

WE *the* **STAFF**, at the
UNIVERSITY of **GUELPH**



BELIEVE *in the* **VALUES** of

COMMUNITY

INTEGRITY

INCLUSIVITY

TRUST AND THE

PURSUIT OF EXCELLENCE

OUR VALUES REQUIRE *the* FOLLOWING BEHAVIOUR:

ESTABLISH *an* **TRUST** THROUGH **RESPECT**
ENVIRONMENT of **+ COOPERATION**



FOSTER CONSIDERATE,
OPEN, HONEST, + TIMELY **COMMUNICATION**

LISTEN + SEEK *to*
UNDERSTAND

RESPECT OPINIONS, FEELINGS,
+ OBJECTIVES



RECOGNIZE
+ VALUE

ACCOMPLISHMENTS

SEEK

MUTUALLY BENEFICIAL

OUTCOMES *with an* ENTHUSIASTIC,
CONSTRUCTIVE, + FLEXIBLE ATTITUDE

APPRECIATE + HONOUR

DIVERSITY



EMBRACE

LIFELONG LEARNING



ENCOURAGE

INNOVATION



CSA Rules of Order Training Session

To develop an understanding of the [CSA's Rules of Order](#).

CSA Rules of Order

As with Robert's Rules of Order, the CSA Rules of Order are designed:

1. So everyone can be heard and considered at meetings,

but as importantly...

2. To make meetings efficient and avoid wasting your, and everyone else's, valuable time.

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws.

Where these governing documents are silent, the Board of Director Meetings are organized and governed by Robert's Rules of Order.

- 1.0. Quorum
- 2.0. Speakers List
- 3.0. Efficiency of Board Meetings
- 4.0. Meeting Accessibility
- 5.0. Challenging the Chair
- 6.0. In-Camera Policy and Procedures

1.0. Quorum for CSA Board of Director Meetings

1.1. Counting towards Quorum

1.1.1. To be counted towards quorum at the Board of Director Meetings, a Board Member must have the right to vote.

Directors must be ratified by the Board of Directors at the meeting following their appointment or election in order to vote.

2.0. Speakers List

Meetings shall be chaired using a hybrid speakers list, prioritizing gender parity and first-time speakers.

The CSA Board of Directors tries to operate through the lens of gender parity.

This means Board members, Executive, staff, and those present should strive towards acknowledging the topic of discussion, and the voices that would be most suited to speaking on the issue.

This includes acknowledging the amount of space they are taking up on the speakers list.

For example, this would mean that a topic revolving around gender neutral bathrooms should include mostly voices from gender-oppressed peoples.

3.0. Efficiency of Board Meetings

In order to facilitate efficient Board Meetings, the following conditions shall be kept.

The following slides include sub-sections 3.1. to 3.12.

3.1. All submissions, with the exception of new business, shall be in writing and emailed to Board of Directors 48 hours prior to a Board Meeting; otherwise that business shall be omitted from the agenda.

The Policy & Transition Manager shall be responsible for the creation of the Board packages.

Support informed decision-making and ensure information is sent with lots of time to review.

Always send documents, reports, and presentation scripts to all members, and the Policy & Transition Manager, with lots of time for review and questions.

48-hours is the minimum in the policy; be considerate and aim for a week or two instead.

3.2. There shall be no reading of reports, policies, etc., that are in the Board packages.

Exceptions can be made for accessibility purposes at the discretion of the Chair.

No Reading of Documents

Reading reports or other documents during meetings is a poor use of everyone's time.

Have all reading completed before the meeting, so you are reading to speak to them efficiently.

3.2. All whereas clauses, preambles and motions are to be read aloud before the vote.

The Board may vote to omit the reading of preamble/whereas statements with unanimous consent on a per item basis.'

The Chair typically reads the Motions and Amendments aloud, or can designate a member if they deem it's appropriate.

3.3. Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.

3.4. Speaking times shall be limited to three minutes per person per time on the speaker's list.

Should a speaker go past the limit, the Chair shall notify them.

The speaker may continue to speak past their limit at the discretion of the Chair.

If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.

3.4.1. If someone is expecting to speak longer than three minutes for the purposes of explaining pertinent details to the Board of Directors, they may request more time from the Board of Directors.

This request must be made at the start of their scheduled time and is put straight to a vote.

There will be no debate on this vote other than the speaker's motivation. It is a simple majority vote.

3.5. In discussion, there shall be no repetition of comments. If a person should repeat a statement previously made, they may be ruled out of order by the Chair.

This is to ensure the best use of everyone's time, but it also helps avoid influencing individual member's decision-making.

Decisions should be made through information, not the number of members that support a particular viewpoint.

3.6. New Business items must be time sensitive or emergency in nature.

All new items brought forth at the time of a Board meeting may only be discussed under New Business.

3.7. All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting.

All motions are to be read aloud prior to voting.

Accessibility is not only morally important; it is also the law under the AODA (Accessibility for Ontarians with Disabilities Act).

3.8. Oral reports are not permitted.

This is to ensure that everyone has had ample time to review information and make informed decisions.

Poorly planned and presented information wastes time and contributes to poor decision making.

3.9. Any presentations to the Board of Directors are to be submitted in the Board package, and presentations will be given a maximum of ten minutes to present.

Presentations that are not submitted in the Board package will only be allotted a maximum of five minutes to present.

This time may be extended by a motion of the Board of Directors requiring a two-thirds majority.

...

3.9.1. The length of a presentation may also be extended or shortened by a motion at a Board of Directors meeting prior to the presentation, as long as notice of that presentation is given in time.

3.10. Meetings will be no longer than five hours in duration including all breaks and recesses duly called by the Board.

Meetings may be extended beyond five hours only following a two-thirds vote of the Board of Directors where debate shall be limited only to the length of the extension.

3.10.1. Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

3.11.2. Roll call votes shall be used for any changes to the CSA Bylaws.

3.11.3. A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members.

This request may be made after the speakers list has been closed.

3.11. Roll Call Vote

3.11.1. When a roll call vote is required, the Chair shall first ask all members abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record.

The Chair shall then ask all members in favour, and then all members opposed, to do the same.

The final numbers and result will be announced by the Chair and recorded in the minutes.

Should any Member present not vote, they will be recorded as an abstention.

3.12.3. A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

3.12.2. A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote.

This request may be made after the speakers list has been closed.

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member.

Members will indicate their vote, including abstention, on the ballot.

[*Member to send the PTM an email indicating their vote, and copy the Chair.]

Ballots will be collected by the PTM and counted by the Chair.

The ballots will be kept anonymous.

Any member may act as a scrutineer for the counting of ballots.

[*PTM to send scrutineer emails if requested]

The final result will be announced by the Chair and recorded in the minutes.

The CSA needs to revise the secret ballot policy to reflect on the new normal of electronic meetings.

Until a policy is developed and approved, a motion to wave the rules will be necessary to follow the interim electronic secret ballot voting process.

4.0. Meeting Accessibility

The CSA is committed to breaking down barriers to accessibility and demonstrates its commitment by implementing the practices outlined in this policy at our regularly scheduled meetings of the Board of Directors.

Remember your AODA training! It's important at Board of Directors and Committee Meetings.

5.0. Challenging the Chair

5.1. A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling, which contravenes CSA Rules of Order.

If a challenge is made, the Chair passes control of the meeting to another member, generally the President, and defends the ruling.

The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.

5.2. If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting.

If so the President or another member chosen by the Board will facilitate the remaining agenda items.

5.3. If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Board member to discuss the potential permanent removal of the Chair.

This discussion will be held in-camera.

6.0. In-Camera Policy and Procedures

6.1. Background

A motion to move in camera is made when there are matters to discuss that cannot be made public.

All debate in camera is strictly confidential because its content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in-camera session within the Board of Directors, and members of the Board have respected and obeyed it.

The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in-camera session only if their presence is necessary and with a majority vote of the Board of Directors.

Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in-camera session.

Tips!

Listen...Listen...Listen.

- Be courteous to all members.
- Always deal with the issue or problem at hand.
- Develop a kind, trusting relationship with other members of the committee.
- Be fair to everyone, even those who disagree with you.
- Never lose your cool in a committee meeting.

- Send information to members and the PTM as long before the meeting as possible – be as courteous as you can.
- Always keep your speaking points to new perspectives, new data, or new points of view; or you could be ruled out of order.
- Reach out to other members and discuss your motions and ideas before bringing them to meetings – no surprises!

- Don't let anyone press your panic button.
- Avoid putting other persons down.
- Don't get involved in personalities, keep the discussion on issues.
- When you feel compelled to disagree, do it in a diplomatic way.
- Learn to be completely honest and open.

- Remember that most people do not make decisions logically but emotionally.
- Never attempt to force your conclusions on other members.
- Plan and distribute an agenda in advance.
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