

TTBU Council 101: Frequently Asked Questions

What do the cards mean?

Card	When to use	Time to speak
White	Speak in favour of a motion	90 seconds
Blue	Speak against a motion	90 seconds
Yellow	Ask a question	60 seconds
Red	Point of Order	90 seconds
n/a	Question on reports	60 seconds
n/a	Items of concern	60 seconds

What is a motion?

A directive for what we are going to do.

How do I submit an on-time motion?

Submit your motion to Michelle LeBlanc at mleblanc@ossftoronto.ca by 4:30pm on the Wednesday a week before Council.

Where can I find the tentative agenda and on-time motions before Council?

They are posted on the ossftoronto.ca website on Friday morning the week before Council. You can find them under Member Resources - Meetings - TTBU Council: Tentative Agenda.

How do I move a motion?

Go to a microphone with a white card (hold it high in the air), and wait to be acknowledged by the Chair.

How do I enter into debate?

Go to a microphone with the appropriate card (hold it high in the air). See the chart on the other side of this sheet to know which card you should use and how long you will have to speak.

Why would a motion be out of order?

There are a variety of reasons a motion can be out of order but most commonly is when it contradicts the constitution. The most common reason an amendment is out of order is if it contradicts the idea and/or original intent of the main motion.

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When/how do I challenge the Chair?

If the Chair makes a ruling that you think is unfair, you can challenge the Chair. You can only challenge the Chair immediately after a ruling. You go to the microphone on a red card and upon recognition by the Chair, say you wish to challenge the Chair. The Chair will explain why they made their ruling. You will have the opportunity to explain why you disagree with the ruling of the Chair. Then there will be a vote of voting delegates to see if they support the challenge to the Chair or uphold the ruling of the Chair.

How do I end debate?

You can go to the microphone on a yellow card upon recognition by the Chair, ask the Chair to “call the question”. This is non-debatable. The Chair will immediately move to a vote to see if people want to call the question (vote on the topic immediately) or continue debate.

How do I submit a question if I am uncomfortable speaking at the microphone?

One of the recommendations of the Barriers to Participation at Council Ad Hoc Work Group was that the Executive provide a process by which Council Delegates who might otherwise not wish to come to a microphone during the Council Meeting can submit a Question to the Executive or a Branch Concern.

The Executive will then address the question during the Executive Report.

Questions must be submitted no later than 4:30 pm on the Wednesday prior to Council (the same deadline as for on time motions). This will allow the questions to be directed to the appropriate Executive Officer at the subsequent Executive Meeting, and prior to Council. The email address for submitting questions is: Steering@osstftoronto.ca. Include in the subject line: Question for Council

When is it appropriate to use a red card?

A red card is used to interrupt debate. A red card can be used to challenge the Chair or make a point of order (for example, a speaker cannot be heard because the sound system is faulty). It is not appropriate to use a red card for an announcement. Please provide any announcements to the Chair in writing before the meeting.

How do I propose an amendment to a motion?

Go to the Steering desk and get a resolution (motion) sheet and complete it. You will need to write down the exact wording of your motion. You will also need to submit your name and Branch and the name and Branch of a seconder. Once you have completed this, submit it to the Steering desk. When you would like to move your motion, you go to the microphone with a yellow card.

I have a question about the rules that isn't on here!

Visit the Steering desk (beside the Chair) anytime during the meeting for information. Steering is also available for 10 minutes directly after the meeting at the Steering desk. You are welcome to come by with a question.