OSSTF Toronto TBU Council
Rules of Order

Procedures

1. The Chair shall begin the meeting at the time scheduled for Call to Order.

2. The meeting will continue until Adjournment.

3. Each person shall be recognized by, and address, the Chair in the order determined by the rules of order. They must first be recognized by the Chair using the appropriate indicator they wish to speak on.

Agenda

4. The tentative Agenda shall be set by the TTBU Executive upon recommendation of the Constitution and Steering Committee in accordance with these rules and procedures.

5. Order of Agenda
   a. On time motions will be sequenced prior to executive reports.

6. Order of Motions
   a. On time motions will be sequenced before late motions.
   b. On time motions will be sequenced in the following order:
      i. Equity Motions (see definitions).
      ii. Additional on time motions will be sequenced in the order they are received before the on-time deadline.
   c. Late motions will be sequenced on the Agenda as an item that does not come prior to On time motions.

Timed Items

7. Regular timed items are marked with a # symbol and they interrupt the regular business on the agenda.
8. Priority timed items are marked with a ## symbol and interrupt any item, including regular timed items.

Motions

9. A motion may not contravene our established bylaws or constitution.

10. Unless otherwise stated, a Motion will require a mover and a seconder who are voting Council Representatives and who are present at the meeting.

11. Unless otherwise stated a Motion may be debated.

Decisions by Consensus
12. Decisions can be made by consensus (i.e. not requiring a vote) if, when the Chair asks, there is no objection from any Council Representative.
   a. Motion language may be changed through universal consensus
   b. Motions may be passed through universal consensus

Types of Motions / Debate

13. The types of motions and ways to engage in debate that shall be used at OSSTF/FEESO meetings are set forth in the MOTIONS & ENGAGING IN DEBATE Table.

Debate

14. No debate shall be held on a topic until there is a motion on the floor.

15. Prior to the vote, all main motions and amendments shall be written and presented to the Speaker or to the Motions Committee.

16. To hear from a variety of perspectives on a motion, there will be a rotation that includes speakers who will speak in the following order: in favour, in opposition, ask questions or move procedural motions, and then point of consideration.

17. The mover of a motion shall speak first to open the debate on the motion, answer questions and then shall speak once more to conclude the debate or choose to pass.

18. Members who wish to speak must first be recognized by the Speaker and should begin by stating their name and branch, whether they support or oppose the motion, are moving an amendment, or have other intentions.

19. Members shall not speak more than once to a motion unless they are the mover of a motion, are asking a question or have been asked by the Speaker to clarify part of their speech. No debate shall be allowed upon the explanation.

20. After a motion or an amendment has been debated, the Speaker calls the question by asking those in favour of the motion to so indicate, followed by those opposed. The Speaker then declares the motion "carried" or "defeated".

Interrupting Debate

21. A Pause indicator may be used to indicate the desire to pause the meeting. It may be used by a Member / Council Representative only when the Member:
    a. believes the established Rules of Order are being contravened.
    b. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
    c. is experiencing an issue which requires accommodation to physically participate in the meeting.
    d. disagrees with the ruling of the Chair and wishes to Challenge to the Chair.
    e. has a question for the Chair about how to navigate the Rules of Order.

Time Limits

22. Speakers will have a time limit based on the indicator on which they rise.
    a. In Favour and In Opposition shall have a 90 second limit
    b. Ask Questions or Move Procedure Motions shall have a 60 second limit
    c. Points of Consideration shall have a 60 second limit
    d. A Pause Indicator shall have a 60 time limit

23. Timing will commence after the Member has stated their name, branch. If a member chooses to, they may state:
    a. their pronouns
    b. Upon their first time at the microphone, a land acknowledgement
    c. Land acknowledgements will have a 60 second time limit

<u>Rules for Debate</u>

24. Any Member in attendance may participate in debate.

25. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.

26. Only a Council Representative can move, second, and vote on motions.

27. Once a Member has identified the indicator they wish to speak on they will be placed into sequence by Steering. Changing indicators changes the sequencing of speakers.

Voting

<u>General</u>

28. No interruptions are permitted while the vote is in progress.

29. Once the order of business has been announced by the Speaker, no further action can be taken on the previous motion except for reconsideration of a motion.

30. When a vote has been taken electronically, the results are final once they have been announced by the Speaker.

<u>Vote Results</u>

31. After an electronic vote, the chair will read the following, if available:
    a. The vote percentage In Favour and In Opposition
    b. The number of votes in Favour and In Opposition

<u>Inconclusive Vote for Votes Taken by a Show of Hands</u>

32. If the Speaker is in doubt about a vote taken by a show of hands, the Speaker should immediately retake the vote as an uncounted rising vote. Any Council Representative who is unable to rise will be accommodated.

33. A Council Representative can also request an uncounted rising vote without needing a motion to do so.

34. If after an uncounted rising vote, the Speaker is still unable to determine the result, the Speaker should take the vote a third time as a counted rising vote.

35. Once the counted rising vote count tabulations are completed, the Speaker shall announce the results to the House. After the announcement of the counted rising vote, the results are final.

36. In voting by a show of hands (including a counted rising vote), a Council Representative has the right to change their vote up to the time their vote has been counted.

37. A Council Representative may vote on a rising vote count not having voted previously on the issue.

38. The doors should be closed, and no one should enter or leave the House while a count is being taken.

Registration

39. Council Representatives must be registered to vote at Council by the established deadline.
40. Branch Presidents must complete the Branch Executive Form once elections are complete in the school and submit it to the OSSTF Toronto TBU office by the established deadline.

41. Council representatives may be asked to show ID at registration.

42. Alternates for the Branch may be designated by the Branch President.
    a. The Branch President must email the name of the Council Representative who cannot attend and the name of the alternate to steering@osstftoronto.ca no later than noon on the day of the Council meeting. Alternates will need to show ID at registration.

43. When required, voting cards will be distributed by the Executive Liaison to Constitution and Steering or designate, and office staff members, before the Council meeting. Once the meeting begins, the office staff will continue to distribute the voting cards.

44. TTBU Council voting cards are non-transferable and only valid on the day they are issued.

Elections

45. During elections, the office staff distribute the ballots, collect the ballots, and count the ballots; except for elections under the purview of the Elections Commission, and elections during a Virtual Meeting.

46. The Provincial Executive Assistant, or designate, will Chair the TTBU Council meeting for the portion of the meeting when Provincial Council elections, and AMPA elections occur.

47. The Chair steps down if they are running in any election being held at Council; the Chair is filled by the Provincial Executive Assistant or designate.

Virtual Meetings

48. Virtual meetings may be called to replace in-person meetings at the discretion of the TTBU Executive upon review of technologies available.

49. Registered Council Representatives will receive an email that contains the meeting access link prior to the meeting.

50. The link for the meeting will be posted on the OSSTF Toronto website for any TBU Member that wishes to attend as an observer. Observers may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.

51. Only registered Council Representatives can vote during the meeting.

52. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.

53. Members may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.

54. Virtual Members must change their screen name to be <First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.

55. Virtual Observers must change their screen name to be <OBS: First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.

56. A microphone will only be un-muted when a speaker is recognized by the Chair.

57. In order to vote, registered TTBU Council Representatives must have a registered account on the Provincial OSSTF website.

58. All motions to the assembly, not carried through Universal Consensus, will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website, when available.
    a. Support for difficulty with the login process or for setting up an account can be accessed by contacting **Membership-Database@osstf.ca** during regular business hours.

59. During a virtual meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.

60. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual General meeting.

Authority for Procedures

61. For all procedures not listed in these rules, the OSSTF/FEESO Rules of Order are the primary authority.

62. At the first Council meeting of the Federation year the Rules of Order will be presented by the Constitution and Steering Committee accompanied by a motion to endorse the Rules of Order for for the Federation year and up until the Rules of Order are adopted for the following Federation year at Council's first meeting of the Federation year; unless subsequent amendments are proposed, the Rules of Order shall stand.
    a. Any changes made to the Rules of Order by the Constitution and Steering Committee will be explained before the motion to endorse.

63. When the rules of order do not provide clear direction, Speakers and Steering may caucus, consult an external set of rules such as the Democratic Rules of Order and then present a ruling to the House.

64. The Steering Committee will record precedence set by the House which may be included in future, by amendment, into the Rules of Order.

65. Amendments to these Rules of Order must be provided using the correct form. They require a 2/3 vote.
    a. If carried, the amended Rules of Order will not come into effect until the adjournment of the meeting at which they were passed.

66. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.

67. The Constitution and Steering Committee may edit this document for grammar and clarity.

Professional Conduct

68. Members and observers shall adhere to the principles of OSSTF/FEESO meeting conduct by following the rules of order approved by the House, listening to one another, only speaking when first recognized by the Speaker, directing all comments and questions through the Speaker, refraining from using profanity and may criticize an idea but never a fellow Member, including naming other Members and/or speculating on their motives. Breaches of OSSTF/FEESO meeting conduct shall be dealt with in the following order:
    a. The Speaker will call the House to order and remind Members of meeting conduct.
    b. The Speaker will call the Member to order and ask for either an apology or a withdrawal of the objectionable action or statement.
    c. After the Speaker has named a Member, the objectionable action or disorderly words used by the Member shall be recorded in the Minutes and the Speaker can order one of the following penalties for removal: for a short break, the remainder of the day, the remainder of the meeting.
    d. Any further interruption will result in a complaint being filed with Judicial Council which could result in the Member becoming ineligible to attend future provincial events.

Definitions

69. "Equity Motion" shall mean a motion concerned with issues that primarily impact groups defined by the Protected Grounds under the Ontario Human Rights code, and Adult Day School Teachers as an equity seeking group.

70. Motions will be classified as the following
    a. BYL - Bylaw motions
    b. CON - Constitution motions
    c. MAC - Miscellaneous Action Motions
    d. POL - Policy motions
    e. PROC - Procedural motions

71. "Policy motions" shall mean any stand or position taken by OSSTF Toronto TBU in accordance with its Bylaws on matters beyond its internal legislative power.

72. "Bylaw motions" shall mean any stand or position taken by OSSTF Toronto TTBU that impacts the standing rules governing the membership of OSSTF Toronto TBU on matters entirely within the control of OSSTF Toronto TBU.

73. "Miscellaneous action motion" shall mean any stand or position taken by OSSTF Toronto TBU that is within the internal legislative power of OSSTF Toronto TBU.

74. "On time motions" shall mean motions that were submitted to the Administrative Assistant, with responsibilities for Council by the established deadline.

75. "Late motions" shall mean any BYL, CON, MAC, or POL motion that is not considered an "On time motion".

MOTIONS & ENGAGING IN DEBATE Table

- Except for * motions in the table below, each motion requires a mover and a seconder.
- Motions are amendable and/or debatable unless specifically stated in the chart.

Classification	Characteristics	Vote Count
A) Main (motion is debated using rotational system)		
Main motion	1. A main motion presents new business. It can be a change in constitutional language or an action. 2. It is made when no motion is on the Floor. 3. The vote count may differ depending on the content of the motion.	Vote count is dependent on the type of motion and whether the motion is on time, late (2/3) or from the Floor (9/10).
B) Motions that can act upon the main motion (in rotation and does not interrupt debate)		
Amend	1. This motion is used to make changes to the main motion on the Floor. 2. It is made when the main motion is on the Floor. 3. An amendment must not change the intent or topic of the original motion. 4. Once a main motion has been moved, a Council Representative can ask for an amendment. 5. *Amending by Deletion* (removing words) 6. *Amending by Insertion* (adding words) 7. *Amending by Deletion and Insertion* 8. *Amending by Substitution* (multiple changes that require completing substituting for clarity) 9. An amendment itself can be amended only once. 10. If the amendment passes, the Speaker shall return to the main motion as amended. 11. If the amendment fails, the Speaker shall return to the original main motion.	1/2
C) Procedural motions (in rotation and does not interrupt debate)		
Bloc-ing **Pull from the Bloc**	1. This motion is used to consider multiple motions on a similar topic together. 2. It requires a motion to bloc and a motion to approve the bloc. 3. While the initial motion to bloc is a majority vote count, the vote count for the motion to approve the bloc is based on highest vote count of the motions contained in the bloc++ 4. When motions are sequenced in a bloc, a Council Representative can request to have a specific motion(s) removed. This does not require a motion and the pulled motions will be dealt with in the order they were removed.	1/2 or more
Call the question	1. This motion is used when a Council Representative would like to end debate and move immediately to a vote on the motion that is currently on the Floor. 2. It is made when the main motion is on the Floor. 3. Call the question is not debatable and the Speaker will go immediately to the vote. 4. If this motion passes, the House moves immediately to the vote on the motion on the Floor. 5. If the motion fails, the House continues to debate the motion on the Floor. 6. This motion can only be used when at minimum 2 speakers for and against the original motion have been heard or debate has been exhausted	2/3
Committee of the Whole	1. This motion is used if the House would like to discuss a topic informally with no motion on the Floor. 2. This motion can be applied either when there is a motion on the Floor or when there is no motion on the Floor. 3. The motion must clearly state the topic to be discussed, a time limit which cannot be extended and speaking time limits if any. 4. When the time has been exhausted, the House will rise from Committee of the Whole.	1/2
Executive Session	1. This motion is used when discussion must be kept confidential to those in attendance. 2. This motion can be applied either when there is a motion on the Floor or when there is no motion on the Floor. 3. Executive session requires a motion to move into Executive Session and another motion to move out of Executive Session and to report on the Executive Session. 4. Any motion voted upon in Executive Session which requires public action needs to be included in the report that is given to move out of Executive Session.	1/2

Postpone	1. This motion postpones the motion of the floor to a specific future date or time. 2. This motion can be used before or once the main motion being postponed has hit the floor. 3. It is debatable and amendable.	1/2
Receive, Endorse or Adopt	There are several ways to deal with reports. 1. When the Speaker calls for a report, it is considered *received;* no motion is required. 2. A Council Representative may move a motion to *adopt* which has the effect of approving every word in the report. A motion is required. 3. A Council Representative may move a motion to *endorse* which has the effect of approving the general directions of the report without adopting all the recommendations. A motion is required.	---- 1/2 1/2
Recess or adjourn	1. A motion to recess is used to set a short break. 2. A motion to adjourn is used to either end a meeting or to end a meeting and set a new time for it to be completed. It must be set prior to the start of the next meeting of the same body. 3. These motions are amendable, debatable and can be moved as either a main motion or when another motion is on the floor.	1/2
Refer	1. This motion is used when a Council Representative would like to refer the motion to another body for further consideration. 2. Debate is centered on the merits of the referral and not the main motion itself. 3. This motion can be applied to a main motion before it is brought before the House or once it becomes the main motion on the Floor. 4. When a motion is referred, the wording should include where the motion is being sent, instructions for the receiving body and when the receiving body will report back.	1/2
D) Motions that Bring Something Back in front of the House (in rotation and does not interrupt debate)		
Reconsider	1. This motion is used when a Council Representative would like to bring a motion back before the House. The mover must have voted on the prevailing side of the motion being reconsidered. It is made when no motion is on the Floor. 2. The motion is non-debatable. 3. A motion to reconsider can be applied only once to a motion.	1/2
Amend something Previously adopted	1. This motion is used to make a change to a motion already adopted. For example, to change the agenda, the sequencing sheet or the time at which to adjourn.	2/3
E) Requests to the Speaker (in rotation and does not interrupt debate)		
Divide the question*	1. If a motion can be divided and each portion stand alone, a Council Representative can request a division of the motion and the Speaker will instruct Steering to separate the motion. Each portion then becomes a separate motion. 2. This request does not need a mover or a seconder.	----
Point of Consideration	1. A Member can make a statement through an equity, anti-racism and/or anti-oppression lens. 2. A Member can make a statement that relates to the integrity, rights, or privileges of an individual or the assembly collectively. 3. Points of Consideration are not used to speak in favour or in opposition to the motion on the Floor.	----
Questions	1. A Member can ask a question to the mover through the Speaker. 2. A Member can ask the Speaker a question about parliamentary procedure or the effect of a motion.	----

F) Requests to the Speaker that interrupt debate		
Question and/or Point of Order	1. If a Member is concerned the House is not following the Agenda and/or Sequencing Sheet, they can request clarification from the Speaker. 2. A Council Representative can ask for a standing vote count before the next motion is moved and seconded. 3. A Member can ask a question of whether a motion is in order or not. Note: A motion is considered out of order if: 1. it is contrary or redundant to an existing article, bylaw, policy or procedure 2. it refers to an article, bylaw, policy or procedure that does not exist 3. it is the same or similar to a motion already dealt with by the assembly or, 4. if it is an amendment, it would change the intent too significantly.	1/2
Challenge a ruling	1. A Council Representative can challenge the ruling of the Speaker if they disagree with the Speaker's decision about whether the motion is in order or out of order. 2. A Council Representative may also challenge the ruling of the Speaker if they do not agree with the Speaker's announcement of the result of a show-of-hands vote. 3. The steps are: A) the Council Representative shall state "I would like to challenge the ruling." B) Once the challenge has been recognized by the Speaker, the Council Representative explains their rationale for the challenge. Then, the Speaker explains their rationale for the ruling made. After both rationales have been presented to the House, a vote is taken to support the challenge or uphold the ruling. C) Once the challenge has been completed, the ruling may not be challenged again.	1/2
G) Motions to Be Debated at a Future Meeting (read into record by the Speaker)		
Notice of Motion	1. Notices of Motion are motions submitted in writing to Steering that will be discussed at a future meeting. They provide the House advanced notice of a motion and when it will be considered. 2. Notices of Motions will be distributed in print or electronic form, and it will be considered read into the record once the Speaker reads the motion number.	----

APPROVED: December 2022