SASKATCHEWAN School Boards ASSOCIATION

RULES OF PROCEDURE

Section 4 of both Saskatchewan School Boards Association Bylaws Nos. 10 and 11 allow the Resolutions and Policy Development Committee (the "RPD Committee") to establish procedures for approval of the Executive.

A. GENERAL

1. The Rules of Procedure are found in both the Saskatchewan School Boards Association (the "Association") Bylaws and these Rules of Procedure.

2. Any procedure not found in the Bylaws or in these Rules of Procedure shall be administered pursuant to Robert's Rules of Order. The Association currently uses *Robert's Rules of Order Newly Revised, 12th ed.*

3. SSBA bylaws allow for two general assemblies (spring assembly and fall assembly) of the association to be held annually, with one being the annual general meeting of the association. In addition, the Executive may call a special general assembly. These Rules of Procedures and relevant SSBA bylaws will apply to the business component in all of these instances.

4. In accordance with Bylaw No. 9, the information submitted by boards of education listing accredited delegates and number of votes each can cast will be used for the purposes of voting on: (1) Bylaw Amendments, (2) Resolutions, and (3) Elections at the general assemblies of the Association (the "general assembly").

5. Boards of education will submit the names of their accredited delegates to the Association prior to the general assembly. An accredited delegate is defined in Bylaw 9.2.

6. In accordance with SSBA Bylaw 9, voting at general assemblies shall be by ballot except voting shall be by show of hands on motions with respect to procedural matters unless, at the discretion of the Chair, a vote by show of hands is inconclusive. On matters where voting is by show of hands, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.

7. Two-thirds of the votes cast are required to adopt an addition to the Bylaws or a Bylaw Amendment, Budget Resolution or Position Statement. In addition, an amendment to a motion to adopt an addition to the Bylaws, a Bylaw

Amendment, Budget Resolution or Position Statement shall require two-thirds of the votes cast to adopt.

8. Fifty plus (majority) of the votes cast are required for adoption of a Resolution. In addition, fifty plus (majority) of the votes cast are required for an amendment to a motion to adopt a Resolution.

9. **Point of Order:** When a delegate believes that these Rules of Procedure are being violated, the delegate can make a *Point of Order* or raise a question of order causing the Chair to make a ruling.

10. **Point of Information:** A *Point of Information* is a request to the Chair, or through the Chair to another delegate or officer (or Association staff member, if necessary), for information relevant to the business at hand.

11. **Resolutions on Emergent Questions – "Suspending the Rules":** One of the purposes of a motion to suspend one or more of the Rules of Procedure is to permit the making of another resolution or to consider another Resolution out of its scheduled order. This procedure to consider a new Resolution or a Resolution out of order is used infrequently, and only when the emergent question must be decided by the Assembly before the Assembly can properly consider the Resolution on the floor or subsequent Resolutions. The delegate making the motion must be prepared to state why a new Resolution or consideration of a Resolution out of its scheduled order should occur. Suspending the rules and taking up a Resolution out of order requires a 2/3 vote. If, at the discretion of the Chair, the vote by show of hands is inconclusive, a vote by ballot can take place.

The usual form of a motion in these circumstances is:

"I move to suspend the rules and adopt the following Resolution: 'Be it resolved that . . .'".

<u>Or</u>

"I move to suspend the rules and immediately take up Resolution ___ as circulated (or as modified as the case may be). The reason we ask for this Resolution to be considered out of its scheduled order is _____.

12. **Destroying Ballots**: At the end of the Assembly a motion to destroy ballots is required. The intention of the motion to destroy ballots is to get rid of all the ballots in the SSBA's possession so that all that remains is the final tallies of each motion.

ElectionBuddy records have safeguards in place so an individual's votes cannot be identified.

The usual form of a motion in these circumstances is:

"I move to destroy the ElectionBuddy records by (*date)*, except for the aggregate results of each election and for each motion."

B. RULES OF PROCEDURE FOR SUBMITTING BYLAW AMENDMENTS AND RESOLUTIONS TO THE RPD COMMITTEE

1. Any board of education wishing to submit a Bylaw Amendment or Resolution to the RPD Committee shall:

    a. Provide its Resolution(s) in writing and provide a rationale explaining the background and reasons for the Bylaw Amendment or Resolution.
    b. Provide on each Resolution, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the Resolution.
    c. Identify the Association's Position Statement that the proposed Resolution relates to and how the Resolution relates to the Association's Strategic Plan or provincial priorities.

2. Once the board has submitted its Bylaw Amendment or Resolution(s) to the RPD Committee, the RPD Committee will:

    a. Examine, edit and, where considered necessary, combine similar Resolutions; and
    b. Place each Bylaw Amendment and Resolution in the following order: Bylaw Amendments, Budget Resolution, Resolutions relating to new or existing Position Statements and Resolutions based on the order established by the Association's Position Statements.
    c. In all cases, the order of the items listed in (b) will be at the discretion of the RPD committee to determine.
    d. The committee will make the proposed Bylaw Amendments and Resolutions available to boards of education in advance of the general assembly.

C. RULES OF PROCEDURE IMMEDIATELY PRIOR TO THE BUSINESS COMPONENT OF THE GENERAL ASSEMBLY

1. The RPD committee will select the Chair for the business component of the general assembly.

2. The RPD committee will select the Parliamentarian for the business component of the general assembly.

3. Accredited delegates must be in attendance when a vote is taken in order for their vote to be cast. The Bylaws do not allow voting by proxy.

4. If an accredited delegate does not attend the general assembly or unexpectedly must leave the general assembly, an authorized board member or official should inform the Chair to have the votes of the absent delegate reallocated to another board delegate(s). Changes must be made as soon as possible in advance of the Bylaw Amendments and Resolutions portion of the general assembly to avoid a delay in the proceedings.

5. A delegate can modify or withdraw its own Bylaw Amendment or Resolution at any time before it is considered at the business component of the general assembly.

6. If a delegate wishes to modify its own Bylaw Amendment or Resolution, the correct procedure is to move the modification by stating what words are to be deleted and substituted, or what words are to be added, etc., as the case may be.

   Therefore, the form for a modification utilizes words like:

   - To "insert words" or to "add words";
   - To "strike out words";
   - To "strike out and insert" or to "substitute"

   If a Bylaw Amendment or Resolution is modified then the modified version will be put to the Assembly in its modified form.

7. If a delegate wishes to withdraw its own Bylaw Amendment or Resolution, the delegate shall advise the Assembly of the number of the Bylaw Amendment or Resolution and the fact that it is being withdrawn by the delegate. The Bylaw Amendment or Resolution will not be brought forward to the Assembly for a vote.

   The correct procedure to withdraw a Bylaw Amendment or Resolution is as follows:

   > "On behalf of the Board of Education for *** School Division, I withdraw Bylaw Amendment/Resolution no. ***"

D. RULES OF PROCEDURE FOR DEBATE DURING THE GENERAL ASSEMBLY

1. These Rules of Procedure for debate on Bylaw Amendments and Resolutions during the general assembly are made pursuant to Association Bylaws No. 10 and 11.

2. Resolutions to be presented in the general assembly by the RPD Committee will be moved as circulated to members prior to the general assembly.

3. Each Bylaw Amendment will be read in full when it is moved, unless the delegates vote, by show of hands, to dispense with the reading of the Bylaw Amendment.

4. Only delegates may speak at the microphone during debate.

5. No one shall be permitted to approach the podium during the general assembly, unless invited to do so by the Chair for the general assembly.

6. **Timelines for Debate:**

6.1. For Bylaw Amendments and Resolutions presented by the RPD Committee:

i. When seconding, the seconder will be allowed to speak for a maximum of 3 minutes;

ii. When there is debate on the Bylaw Amendment or Resolution, a delegate will be allowed to speak no more than twice:

a. the first time, for a maximum of 2 minutes; and

b. the second time, for a maximum of 1 minute;

iii. As the seconder has already spoken once, the seconder will have one more opportunity to speak for a maximum of 1 minute prior to the seconder's opportunity to speak in closing debate;

iv. The seconder will be allowed a maximum of 1 minute to close debate.

6.2. For amendments moved to a Bylaw Amendment or Resolution on the floor or a Resolution moved by a delegate from the floor:

i. The mover will be allowed a maximum of 3 minutes to make the motion;

ii. A seconder is required;

iii. The seconder and other delegates will each be allowed to speak no more than twice:

a. the first time, for a maximum of 2 minutes; and

b. the second time, for a maximum of 1 minute;

iv. As the delegate who is the mover has already spoken once, that delegate will have one more opportunity to speak for a maximum of 1 minute prior to his/her last opportunity to speak in closing debate;

v. The delegate who is the mover will be allowed a maximum of 1 minute to close debate.

7. Amendments to Bylaw Amendments or Resolutions:

7.1 Procedure for Moving an Amendment to a Bylaw Amendment or Resolution

The amendment shall state what words are to be deleted and substituted, or what words are to be added, etc., as the case may be.

Therefore, the form for an amendment utilizes words like:

- To “insert words” or to “add words”;
- To “strike out words”;
- To “strike out and insert” or to “substitute”

If the amendment passes, the Bylaw Amendment or Resolution as amended is then put before the Assembly.

7.2 Amendments - in order

It is essential that a proposed amendment be **germane** to be in order. This requirement for an amendment to be in order is often not understood, and, when an amendment that is not germane is ruled out of order, results in some discord.

To be **germane**, an amendment must in some way involve the same question that is raised by the Bylaw Amendment or Resolution on the floor. The following general rules guide the germaneness of an amendment, although there is no all-inclusive test:

- An amendment cannot introduce an independent question.
- An amendment that is hostile to or even defeats the spirit of the original motion might still be germane, and, therefore, in order.

7.3 Friendly Amendments:

1. A friendly amendment only clarifies wording or corrects a reference but does not otherwise change the intent or wording of the Bylaw Amendment or Resolution.

2. The process for a friendly amendment is:

    i. Any time after the Bylaw Amendment or Resolution has been moved and seconded, a delegate may propose an amendment to clarify wording, indicating that it is a "friendly amendment";

    ii. If the Chair determines that the proposed amendment is a friendly amendment, the Chair will ask the Assembly to indicate, by a show of hands, whether the friendly amendment is adopted. The Chair reserves the right to call for a ballot vote if the show of hands is inconclusive;

    iii. If the Chair determines that the proposed amendment is not a friendly amendment, it must be treated as an amendment to be handled according to normal Rules of Procedure;

    iv. Any amendment not adopted as a friendly amendment must be moved, seconded, debated and voted on according to normal Rules of Procedure.

7.4 Amendments – Out of Order

Some examples of out of order Amendments include but are not limited to:

1. When the Assembly has decided a question, another Resolution raising the same or substantially the same question cannot be introduced.

2. An amendment that merely makes the adoption of the amended question equivalent to a rejection of the original motion.

3. An amendment that would make the Bylaw Amendment or Resolution, as amended, identical with, or contrary to, a Bylaw Amendment or Resolution already decided by the Assembly in the same session.

4. An amendment that would leave an incoherent wording or a wording which contains no rational proposition.

no. ***". . A seconder will be required, followed by a vote to withdraw.

E. RULES OF PROCEDURE FOR ELECTRONIC VOTING DURING THE GENERAL ASSEMBLY

1. At any general assembly where there is a business component requiring voting, the accredited delegates will be permitted 5 minutes to vote electronically at the close of debate on the Bylaw Amendment or Resolution. If the vote is not electronically tallied within this 5-minute timeframe, the Chair will proceed to the next Bylaw Amendment or Resolution and will announce the vote's results as soon as practicable. (If technical difficulties arise with electronic voting, additional time beyond the 5-minute voting timeframe may be granted at the discretion of the Chair.)

2. Votes cast are: for, against and abstain. It is not possible for an accredited delegate to "spoil their ballot" electronically.

3. There shall not be rounding up or down when calculating percentages. Abstaining ballots shall be removed when calculating the percentage.

4. The electronic vote will be automatically tallied as the final vote at the close of debate on the Bylaw Amendment or Resolution and following the 5-minute voting timeframe. An accredited delegate who, for whatever reason, does not cast their vote within the allotted 5 minutes from close of debate will have their vote deemed as "abstain".

F. RULES OF PROCEDURES FOR ELECTIONS

1. The RPD Committee will select the Chair for the Elections.

2. Accredited delegates must be physically present in the room when a vote is taken in order for their vote to be cast. The Bylaws do not allow voting by proxy.

3. If an accredited delegate does not attend the election or unexpectedly must leave the election, an authorized board member or official should inform the Chair to have the votes of the absent delegate reallocated to another board delegate(s). Changes must be made as soon as possible in advance of the elections to avoid a delay in the proceedings.

4. Only members of the boards of education in the Constituency are eligible to vote and run in the Constituency election.

5. Only members of the Constituency and those deemed necessary by the RPD Committee are allowed to be in the room during a Constituency election.

6. The following procedures apply to the election:

    1. The Chair will call for nominations for candidates for Constituency Representative, as the case may be, for President and Vice President. All nominations require a seconder. Nominators and seconders must state their name and name of their board of education.

    2. The person making the nomination will have two minutes to speak.

    3. Board members who used the advanced nomination process will be called on first to formally make nomination.

    4. The Chair will make three calls for nominations.

    5. The Chair will ask for a motion for nominations to cease.

    6. Each candidate will then be given a maximum of five minutes to speak.

    7. Votes are cast.

    8. In the event of a tie, a re-vote will be held. If the numbers are still tied, a second re-vote will be held. If after the second re-vote there is still a tie, the two candidates shall be given the opportunity to agree amongst themselves, and failing agreement, the successful candidate shall be chosen by placing the candidates' names in a container and the official conducting the election will draw one of the candidate's names and that person will be the constituency's representative or alternate to the Executive, as the case may be.

    9. The Chair will announce the results and who is declared elected and tally results including percentages.

    10. The same process will be followed in the election for Constituency Alternate.