

.g. no later than the previous Friday for a

Wednesday meeting).

(3) Members should seek

12. **Chairperson**

The Vice-Chancellor is Chairperson of the Senate ex-officio and cannot be removed from the Chair. He or she may choose to relinquish it to a Pro-Vice-Chancellor for the whole or part of a meeting..

13. **Chairperson's Ruling**

The conduct of the meeting is in the hands of the Chairperson. The ruling of the Chairperson on any question under the Standing Orders, or on any points of order or explanation, shall be final, although he or she shall have the right to reconsider any such ruling. The Chair, having consulted Senate, may amend the order in which agenda items are taken.

The Chairperson will not normally allow time in Senate for questions of a factual character which could clearly have been addressed to officers beforehand.

12. **Conduct of Discussions**

Members shall endeavour to keep their contributions short. The Chairperson may, at any time, ask members to draw their remarks to a close.

Appendix to Senate Standing Orders: Motions and Voting

1. Motions and Amendments

In the discussion of formal motions, no member shall be allowed to speak more than once upon any one motion, unless on a point of order or information, other than the mover of the Original Motion and the mover of a substantial amendment, each of whom has the right of reply immediately before the motion or amendment is put. But on an amendment being moved, any member, even though he or she has spoken on the Original Motion, may speak again on the amendment. Members wishing to raise points of order or information (see item 6 below) must first obtain the permission of the Chairperson. Points of information must relate to the matter immediately under discussion. Any member may formally second any motion or amendment and reserve his or her speech until a later period in the debate.

The first proposition on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be called amendments. A recommendation on a subject from a subordinate committee shall normally be regarded as the Original Motion on that subject. Every motion or amendment must be moved and seconded by members actually present at the meeting before it can be discussed and, whenever possible, should be set out in writing. Amending propositions must be germane to, and such as to modify and not negate, the original motion. It is permissible for a member to make his or her speech first and conclude with a motion for amendment. When an amendment is moved to an Original Motion, no further amendment (other than those which constitute minor improvements of wording) shall be discussed until the first amendment is disposed of. Notice of the content of any further amendment may be given before the first amendment is put to the vote.

2. Substantive Motions

If an amendment is carried, the amended motion displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further amendment relating to any portion of the Substantive Motion may be moved, provide it is consistent with the business and has not been covered by an amendment or motion which has been rejected previously. After the vote on each succeeding amendment has been taken, the surviving proposition (i.e. the Substantive Motion as it then stands) shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

3. Right of Reply

The mover of the Original Motion shall, if no amendment has been moved, have the right of reply at the close of the debate upon such motion. When an amendment is moved, he or she shall be entitled to speak on it in accordance with item 1 above and at the close of the debate on such amendment shall reply to the discussion, but shall introduce no new matter. The question shall then be put to the vote immediately and no further discussion shall be allowed once the question has been put from the Chair.

4. Withdrawals or Additions

No motion or amendment which has been accepted by the Chair shall be withdrawn without the consent of the Chair. Nor shall any addendum or rider be added to a motion which has been accepted by the Chair without such co

5. Closing Debate

The procedural motions that: (a) the meeting move to further business, (b) the question be now put, (c) the question be not put, or (d) that the debate be closed, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of motion (b) or (d) being carried, the mover of the Original Motion shall have the right to reply in accordance with item 3 above before the question is put. Should any of the motions mentioned in this Standing Order be defeated, fifteen minutes shall elapse before that particular motion can be accepted again by the Chairperson, unless he or she is of the opinion that the circumstances have materially altered in the meantime.

6. Points of Information and of Order

Points of information may be raised at any time if the speaker holding the floor will accept them. They shall be raised only to question or correct a speaker on a matter of fact.

Points of order may be raised at any time to question the conduct or procedure of the meeting. If, in the opinion of the Chairperson, points of order or of information are being raised in order to obstruct business, he or she may refuse to hear any further such points until the particular business has been completed.

7. Motion for Adjournment

Any member who has not already spoken during the debate may move the adjournment of the item