



# UNIVERSITY OF TORONTO

## Overview of COSS Rules

### Governing policies

The Council on Student Services is established as a body of the University Affairs Board. The constitution of COSS is set out in Appendix A to the Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees.

### Rules of order

Meetings of the Council on Student Services are governed by Bourinot's Rules of Order. These rules are designed in order to allow meetings to be conducted in a fair and orderly fashion. A summary of the most common issues that come up under the rules have been circulated to the members. Full copies of the rules are available at most bookstores.

### Duties and Roll of the Chair

The Chair of COSS is charged with conducting the meetings. They preserve order and decorum, interpret the Rules of Order, and generally ensure that meetings proceed in an orderly fashion. The Chair is impartial and may not take part in the debate, express an opinion on the items being debated, nor vote.

### Duties and Roll of the Secretary to COSS

The Secretary to COSS is charged with providing administrative support for COSS meetings. This includes providing advice on the Rules of Order, providing a Recording Secretary (if required), and compiling and circulating agendas and other documents to members.

### Duties and Roll of the Recording Secretary

The Recording Secretary is charged with taking appropriate minutes for COSS meetings, and amending those minutes as directed by COSS. The student union/association that nominated the Chair has the option to provide the Recording Secretary. If they do not wish to exercise that right, the Recording Secretary will be provided by the Secretary to COSS.

### Agenda

The Agenda is the order of business of the meeting. It allows everyone to plan appropriately for the meeting. The agenda is set three days prior to a meeting. If you have items for the agenda, please forward the item, along with any supporting documents for the item, to the Secretary at least three business days in advance of the meeting.

If you have additional items for the meeting, you may request that they be added during the approval of the minutes at the beginning of the meeting or bring the items up under "Other Business". Items with extensive supporting documentation that was not made available in advance may be deferred to a future meeting.

## **Quorum**

Per section 4 of the COSS Constitution, "Eleven members present, of whom at least six shall be students, shall constitute a quorum of members."

## **Form of a motion**

Preambles, including "whereas" and "in order to" clauses, are not permitted under Bourinot's Rules and are considered Out of Order Motivation.

## **Order of speaking on a motion**

When a motion is subject to debate, the mover of the motion is always given the first opportunity to motivate. The seconder of the motion is then given an opportunity to motivate. Other speakers may then debate at the call of the Chair. The Chair may put limits on speakers' time or the number of times a speaker may respond to an issue in order to ensure the business of the Council is handled in an effective manner.

## **Amendments to a motion**

Motions to amend a motion must be relevant to the original motion. An amendment may propose: (a) to leave out certain words, (b) to insert or add certain words, (c) to leave out certain words in order to insert or add other words. When 'in order', an amendment takes precedence over the main motion and becomes the subject of debate. It must be accepted or rejected before debate reverts to the main motion. If accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.

A 'friendly' amendment may be incorporated into the main motion if the mover and seconder of the main motion are agreeable. No vote is required for such a friendly amendment.

Amendments may not change the original purpose of the motion. For example, a motion in favor of a particular action can not be amended to be a motion against that same action. The Chair shall rule such amendments 'out of order'.

## **Voting membership**

Per section 3 of the Constitution, the voting members are:

- the President of the University or the person delegated by the President
- two part-time undergraduate students, appointed by the Association of Part-time Undergraduate Students
- two graduate students, appointed by the Graduate Students' Union
- four full-time undergraduate students or members of the executive of the University of Toronto Students' Union (formally SAC), appointed by the University of Toronto Students' Union
- one full-time or part-time student, chosen by QSS
- one full-time or part time student, chosen by the CSS
- six other persons appointed by the President of the University of Toronto

Proxy voting is not permitted.

Persons attending on behalf of absent members may not vote.

## **Speaking rights**

In addition to voting members, the following may speak at the discretion of the Chair:

- Persons attending on behalf of absent voting members. Written notice should be provided to the chair by the voting member of who will be attending on their behalf.
- Guests called upon by voting members or the Chair to contribute expertise to a motion or to provide information requested by COSS members.

## **Guests**

COSS meetings are normally open meetings and guests may attend on a space available basis. If space is limited, seating for COSS members, COSS support staff, and those scheduled to present to COSS have precedence over other guests.

## **Changes in membership**

The body that appointed a member to COSS may permanently replace the member with a new appointee by providing written notice to the Chair, with a copy to the Secretary to COSS.