

HART HOUSE BOARD OF STEWARDS RULES AND PROCEDURES

*Approved by Hart House Board of Stewards
February 15, 1996*

*Updated:
January 20, 2000
November 9, 2006
October 6, 2022*

Hart House Board of Stewards Rules and Procedures

The Board has enacted the following as its rules concerning the calling of its own meetings and the procedures to be followed thereat as anticipated in the Constitution:

Agenda Committee

1. (a) There shall be a standing committee known as the “Agenda Committee”. The Agenda Committee shall be responsible for determining the readiness of items of business for submission to the Board and for determining the documentation required to accompany each proposal as well as any guests to be invited to each meeting of the Board.
 - (b) The Agenda Committee shall be composed of the Warden, one non-student member of the Board and up to four student members of the Board. The Chair shall be an *ex-officio* non-voting member of the Agenda Committee. The Committee shall be struck by the Board near the end of each fiscal year.
 - (c) The Chair of the Board of Stewards shall chair the Agenda Committee.
 - (d) The Agenda Committee may:
 - (i) prepare and prioritize the agenda for all regular meetings of the Board;
 - (ii) advise on a meeting package to assure adequate information on all agenda items;
 - (iii) receive and review reports from the standing committees, Stewards, and administration for motions or items to be included on the agenda;
 - (iv) review and amend the draft minutes of the Board’s previous meeting for inclusion in the meeting package;
 - (v) cancel meetings of the Board for lack of business;
 - (e) New motions, and motions adjourned or items that were given notice by a Steward at a previous regular meeting shall be included on the agenda automatically.
 - (f) The Agenda Committee shall ordinarily communicate the week prior to the next regular meeting of the Board to review and approve the agenda
- Composition
- Chair
- Duties

- (g) Quorum shall be three voting members of the Agenda Committee.

Duties of Board Chair

Appointment of
Presiding Officer

- 2. (a) The Chair of the Board shall preside at all meetings of the Board and be the Presiding Officer. Should the Chair be absent, the Board shall appoint a non-student member of the Board by simple majority, on the recommendation of the Warden, to preside temporarily, or the Warden shall preside. Should a temporary appointment be required, the Warden shall invite the motion to temporarily appoint a Presiding Officer.

Appointment Term

- (b) Upon the recommendation of the Warden, the Board shall ordinarily appoint the Chair for a three year term, in accordance with section 11 of the Hart House Constitution.
- (c) A Chair may not preside for more than two consecutive terms.
- (d) The Board may, upon the approval of two-thirds of the Stewards present and voting, extend the Chair's term to four years.
- (e) The Chair is asked to provide reasonable notice of at least 2 months to the Board of their intention prior to resigning from their position.
- (f) The Chair may be released from their position, with or without cause, by an affirmative vote of two-thirds of the Stewards present and voting. Such a release shall be effective at the time specified in the motion.
- (g) Motions under 2(f) shall not be brought forth until after the Warden, or their designate, meets together with the interested parties for the purposes of conciliation. A motion to release the Chair may not be made until either such efforts have failed, or three weeks have passed since the start of conciliation.

Record of Meetings

Duty of Warden's
Office

- 3. The Warden's Office shall be responsible for recording the proceedings of all meetings and for the preparation of minutes.

Meetings

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| Regular Meetings | 4. The Board shall schedule its regular meetings as it sees fit. The Agenda Committee may cancel any regular meeting for lack of business. |
| Special Meetings | 5. A special meeting of the Board may be called by the Chair or by any four members of the Board. Notice of a special meeting and its purpose shall be given at least seven (7) business days in advance. A special meeting may transact only that business for which it was called. |
| Joint Meetings | 6. There shall be a “joint meeting”, which will be the last meeting of the academic year, between the outgoing and incoming Boards at which members of both Boards shall have full speaking rights. Only the outgoing Board shall vote at the joint meeting. |
| Introduction of Matters to Agenda | 7. In the normal course of events, all substantive motions, must be received by the Agenda Committee the week preceding the Board meeting at which they are proposed to be considered. Such motions shall be considered by the Agenda Committee for inclusion on the Agenda. The Agenda Committee shall report to the Board the action that it has taken with respect to such motions. New motions, and motions adjourned, or items that were given notice by a Steward at a previous regular meeting shall be included on the agenda automatically. |

Votes of Board Members

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| Votes of Board Members | 8. Each Steward present is entitled to one vote and only the Stewards present may vote on any question. In cases of unavoidable absence, any Steward may send a designate, who must be a member of the House, to speak at the Board on their behalf. Such designate shall have full speaking rights but may not vote or make motions. |
| Vote of the Presiding Officer | 9. The Chair, not being a member of the Board, shall not vote and shall not participate in debate. Where, in the absence of the Chair, the Presiding Officer is a member of the Board, the Presiding Officer may not vote if that vote will affect the outcome. The Presiding Officer may not participate in debate. |
| Questions decided by majority vote | 10. All questions shall be decided by a majority of the Stewards present and voting, unless otherwise expressly |

provided in the rules or the Constitution of the Board. In the case of an equality of votes the motion shall fail.

Speaking at Meetings

Non-members may not debate unless invited

11. A person who is not a member of the Board may not participate in debate in any meeting of the Board unless:
 - (a) such person is invited by the Presiding Officer to participate in a specified manner; or
 - (b) the Stewards decide by a two-thirds majority of the Stewards present and voting that a named individual be heard; in such case, the mover shall briefly indicate reasons why the named individual should be heard, but otherwise the motion shall not be debatable.
 - (c) and any person so invited shall be bound by these rules of order.

Participation in meetings by virtual means

12. Typically, members attend Board or Committee meetings in person. However, a member(s) who is (are) unable to attend in person may participate in that meeting by means of virtual communications platforms that permit all members to communicate simultaneously and instantaneously. A member(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. For those meetings, or portions thereof, held in closed session or in camera, it is expected that members participating by such means will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality. Prior to each meeting, members will advise the Secretary of the Board of Stewards in as timely a fashion as possible, of their intention to participate in person or virtually.

Approval of certain confidential time-sensitive matters by electronic votes between meetings

13. At the discretion of the Chair, the Board or a committee of the Board may be asked to consider a matter outside of a meeting by means of an electronic vote. Such matters would, in the judgment of the Chair, be time-sensitive and delay until the next regularly scheduled meeting would have an adverse effect. Such matters would also, in the judgment of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the committee and recorded in the minutes of that meeting. Notice of the intent to use an electronic vote for a matter shall be given not less than

one business day prior to distributing materials on the matter to be considered. Members with concerns, who would like an item to be discussed by the committee in advance of the electronic vote, must notify the Chair prior to the proposed voting period. The Chair will then determine an appropriate course of action and inform the committee on the disposal of the matter.

Reports and Announcements

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| Committee Presentations | 14. | Committee representatives shall summarize their committee activities and inform the Board of significant issues within their respective areas of interest on no less than an annual basis. |
| Warden's Report | 15. | The Warden shall update the Board on House matters at regular meetings of the board. |
| Member Reports | 16. | Other members of the Board with information of interest to the Board shall also make periodic reports. |

Rules of Order

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| Duties of Presiding Officer | 17. | At all meetings of the Board of Stewards the Presiding Officer shall maintain order and decorum, exercise authority under The Constitution of the Board of Stewards, exclude or cause to be removed from the meeting any person(s) whose improper conduct impedes the orderly transaction of business of the Board and conduct the meeting in conformity with the rules of the Board. |
| Authority in matters not provided for | 18. | In matters of order arising at a meeting that are not provided for herein, the most recent edition of Bourinot's Rules of Order shall govern. |
| Presiding Officer to rule on points of order | 19. | The Presiding Officer shall rule on all points of order. The Presiding Officer's ruling may be appealed by any Steward and in such case, the Board shall decide the point by the majority of Stewards present and voting, but without amendment and without debate, except that the Steward making the appeal shall state briefly their grounds for appealing. However, if the Presiding Officer considers that a successful appeal would constitute a suspension of these rules of order, they shall rule that section 47 of these rules applies to such appeal, and accordingly such appeal shall be deemed to be defeated if any Steward supports the ruling under appeal. A ruling by the Presiding Officer that section 47 applies to an |

appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

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| Agenda | 20. | The Agenda for each regular meeting shall be prepared by the Agenda Committee and shall set forth the items of business to be discussed at that meeting. |
| Vary order of business | 21. | A motion to vary the order in which the items on the agenda are to be taken up shall be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion shall be neither debatable nor amendable. |
| Add to agenda,
two-thirds majority | 22. | No matter not on the agenda may be introduced at a regular meeting unless agreed to by two-thirds of the Stewards present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall be neither debatable nor amendable. |
| Other business | 23. | Items raised in “Other Business” shall be restricted to minor or routine matters, notice of motions, or items added on the agenda pursuant to section 21. Except in regards to section 21, no item shall be considered if objected to by a Steward. |
| Member to be
recognized | 24. | Any member desiring to speak during a meeting of the Board shall signify this to the Presiding Officer. No member shall speak until recognized by the Presiding Officer, and when so recognized shall address the Presiding Officer. |
| No member to be
interrupted | 25. | The Presiding Officer may at any time call to order any member who is speaking, but otherwise, no member shall interrupt any other member. A member called to order by the Presiding Officer shall be silent. |
| Member may speak
twice | 26. | A Steward is entitled to speak only twice to a motion, but at the discretion of the Presiding Officer may be permitted to speak again to the same motion. Questions, allowed at the Presiding Officer’s discretion, shall not be considered speeches. |
| Length of speeches | 27. | No member shall speak for more than five minutes at one time, except by leave of the majority of the Stewards present and voting, which leave shall be granted or refused without debate, or with the permission of the Presiding Officer. |

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| Member may require question to be stated | 28. Any Steward may require the question under discussion to be stated at any time during the debate, but not so as to interrupt a speaker. |
| No speaker after vote | 29. No member shall speak to a question after it has been put to vote by the Presiding Officer. |
| Motions to be seconded | 30. All motions, except those for adjournment of the meeting, shall be seconded before being debated or put by the Presiding Officer. The Presiding Officer may at their discretion require that a motion be put in writing before being debated or put by the Presiding Officer. |
| Objection to consideration of a motion | 31. Upon the seconding of a motion, and before the beginning of debate, a Steward may “object to the consideration of the motion”. Such objection need not be seconded and shall not be debatable. If, upon the Presiding Officer asking “shall the question be considered”, two-thirds of the Stewards present and voting respond in the negative the motion shall not be considered. |
| Presiding Officer may permit question period before debate | 32. After the mover and seconder have spoken to a motion presented to the Board for debate, the Presiding Officer may, at their discretion and with the consent of the mover of the motion, allow Stewards to ask questions to obtain information regarding the motion. Such questions shall be directed to the Presiding Officer who may request an answer from any Steward or any person present. During this period of questioning no further motion except a motion to adjourn the meeting or a motion to extend the time of adjournment of the meeting, may be put. The Presiding Officer shall determine and declare when the period of questioning is ended, and upon such declaration shall call for further formal debate on the motion. |
| Questions may be permitted for clarification | 33. The Presiding Officer may permit a Steward to address a question to a Steward or other person for the purpose of obtaining clarification of some matter. |
| Procedural motions | 34. When a question is under debate, no motion shall be received by the Presiding Officer except for one of the following purposes, and the order or precedence of these motions shall be as follows: |
| s. 35, not debatable
s. 36, not debatable | <ul style="list-style-type: none"> (i) to adjourn the meeting (ii) to extend the time of adjournment |

s. 37, limited debate
s. 38, not debatable
s. 39, not debatable
s. 40, not debatable
s. 41, debatable
s. 42, debatable
s. 43, debatable
s. 44, not debatable

(iii) to recess
(iv) to adjourn the debate
(v) to put the question
(vi) to withdraw the motion
(vii) to postpone / postpone indefinitely
(viii) to refer or commit
(ix) to amend
(x) to divide

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| Adjourn | 35. | A motion to adjourn the meeting shall always be in order and shall be decided without amendment and without debate. |
| Extend time of adjournment | 36. | A motion to extend the time of adjournment shall not be debatable and to be carried shall require the affirmative vote of two-thirds of the Stewards present and voting. |
| Recess | 37. | A motion to recess for a stated period of time shall always be in order and may be amended only with respect to the duration of the recess. The Presiding Officer may limit debate on the motion and amendments thereto if such debate continues for more than five minutes. |
| Adjourn debate | 38. | A motion to adjourn the debate shall always be in order, and shall be decided without amendment and without debate. The item so adjourned shall appear as a matter of course on the agenda for the next regular meeting. |
| Put the question, two-thirds majority | 39. | A motion to put the question shall be decided without amendment and without debate. If the motion to put the question is resolved in the affirmative by two-thirds of the Stewards present and voting, the question under debate shall be put forthwith without further amendment and without further debate. If the motion to put the question is not carried by two-thirds majority, debate on the question shall continue. |
| Withdraw | 40. | After a motion has been made and seconded, it may, at the request of the mover and with the consent of the Board, be withdrawn; in such case, consent shall be understood if no objection is made to the motion being withdrawn, but if objection is made, the Presiding Officer shall put the question “that this motion be withdrawn”, which shall be decided without debate by the majority of the Stewards present and voting. A motion so withdrawn may be placed on the agenda of another meeting. |

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| Postpone | 41. A motion to postpone a question to a specified or unspecified time shall always be in order and shall be debatable. |
| Refer or commit | 42. A motion to refer the question to committee or to commit it to a committee for consideration and report, shall be debatable and amendable. |
| Limit of two amendments on floor | 43. If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments has been disposed of. When no further amendments remain to be disposed of, debate will resume on the motion. |
| Divide | 44. A motion to divide the question under consideration into parts that can be considered and voted on separately may not be introduced while an amendment to the question is being considered. Such motion shall not be debatable but the mover may briefly explain reasons why the question should be divided. |
| Amendment may not contravene underlying purpose of motion | 45. An amendment which contravenes or negates the underlying purpose of the motion to which it is proposed shall be out of order |
| Reconsider or rescind | 46. A motion to reconsider or rescind a motion from a previous meeting must be submitted to the Agenda Committee in advance, and once before the Board the motion to reconsider or rescind must be seconded, is debatable, is not amendable and must be passed by two-thirds majority. |
| Voting procedure | 47. When a question is put to vote by the Presiding Officer, Stewards shall indicate their vote in such manner as the Presiding Officer may direct. The Presiding Officer shall declare the result of the vote and such declaration shall be conclusive. If, prior to the time when the Presiding Officer has undertaken to determine the vote, any three Stewards require that a count of the votes be recorded, then the number of votes for and against the question shall be counted and recorded in the minutes. If any Steward wishes to record their abstention from voting on any question, the Steward must do so immediately following the declaration by the Presiding Officer. |
| Suspend rules of order | 48. None of the foregoing rules of order shall be suspended at any meeting if any Steward present expresses an objection. |

Conflict of Interest

49. Any member of the Board of Stewards who is, in any way, directly or indirectly interested in any contract or transaction being considered by the Board shall, at any meeting of the Board at which such contract or transaction is being considered, declare their interest and the nature and extent thereof and shall abstain from participating in discussion with respect to the matter, from moving and seconding motions, and from voting thereon;

Amendments of Rules and Procedures

50. Notice of any motion to enact, amend or repeal “Rules and Procedures” shall be given at the regular Board of Stewards meeting preceding the meeting at which the motion is to be presented.

Sections 2(b) – 2(g) amendments approved by the Board of Stewards, January 20, 2000

Sections 1(e), 7, 18, 20, 21, 29, 41, 42, 45, 46, 47 amendments approved by the Board of Stewards, November 9, 2006

Sections 1(b), 1(c), 1(d), 2(a), 2(b), 2(d), 2(e), 2(f), 2(g), 4(b), 5, 6, 7, 12, 13, 14, 15, 19, 24, 25, 26, 27, 29, 30, 31, 32, 33, 34, 37, 43, 45, 47, 49, 50 amendments approved by Board of Stewards

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