



STANDING RULES FOR THE BOARD OF DIRECTORS

1. The most recent version of Robert's Rules of Order shall be the manual outlining the parliamentary procedure during Board of Directors meetings, subject to the regulations prescribed for within the Constitution and Internal Regulations of the Society.
2. Agenda items shall be made available to the Board members at least 48-hours in advance, unless otherwise permitted by the Chair.
 - a. Board members are encouraged to submit their motions at least 72 hours in advance so that the dais may thoroughly review them.
3. A default speaking time of two (2) minutes shall be enforced.
 - a. At 15 seconds remaining, the Chair will tap the gavel once.
 - b. Once the time has elapsed, the Chair will continue to tap the gavel until the individual has finished speaking, or if the individual is muted.
 - c. In the case of a Zoom meeting, a "reaction" will be used by the speaker instead of the gavel tap.
4. Default duration allotted to each motion and discussion item shall be 20 minutes. a. A maximum extension of ten (10) minutes can be granted, at the discretion of the Chair.
5. Members who wish to address the Board shall raise their hand using the Zoom 'raise hand' feature to be recognized by the Chair and be granted speaking rights, or be exempted from this requirement by the Chair. Members must refrain from speaking when they do not have the floor.
6. In the case of virtual meetings, Board members will be asked to stay muted until called upon.
7. Members addressing the Board shall address the Chair, stay on subject and refrain from personal attacks. Courtesy shall be strongly enforced by the Chair with the right to rule statements out of order at their sole discretion without the right of appeal of such rulings.
8. All members of the Board of Directors must carry themselves with decorum to demonstrate the respect they hold for their office.
9. The Dais has the authority to rule statements out of order, in instances included, but not limited to:
 - a. Utilization of leading statements/questions;
 - b. Intervention is not relevant to the motion at hand;
 - c. Utilization of personal attacks;
 - d. If the sentiment has been repeated by the same individual.
 - e. Aggressive or abusive behavior, such as shouting or personal insults;
 - f. Disrespectful or discourteous language and behavior;
 - g. Spreading malicious rumors or gossip;



- h. Discrimination or harassment;
 - i. Isolation, deliberate exclusion and/or non co-operation;
 - j. Disruption or hindrance of the ability of the meeting to continue in good order, including but not limited to, speaking out of turn, engaging in side conversations, knocking on desks, clapping, snapping, and other behavior deemed by the Chair to be disruptive;
 - k. Misgendering of Directors, whether intentional or not;
 - i. Should any Director notice the misgendering of another Director, they may call this to the attention of the Speaker on a Point of Personal Privilege;
 - ii. Should a Director be misgendered but does not feel comfortable raising a Point of Personal Privilege themselves during the meeting, they may contact the Speaker who will raise it during the next meeting of The Board of Directors;
10. Should a member be called out of order, at the Dais' discretion their speaking time will be elapsed and they will have to wait to be called on again before being given the right to speak once more.
- a. The Chair is vested with the authority to remove any individual from the meeting for repeated or extraordinary violations of the Standing Rules or Internal Regulations of Governance and may seek assistance to carry out this order when required.
11. Unless explicitly permitted by the member in question, members must address each other formally, usually in the form "Director/Officer [Last Name]", and avoid referring to one another using third person pronouns to promote a cordial environment;
12. Recognition of intervention will be first prioritized to those who have not yet participated in discussion, not solely based on the length of time a participant's hand has been raised. ~~13. Unless otherwise permitted by the Chair, individuals are not to speak more than two (2) times per discussion item. This is to ensure that discussion remains fruitful, and that points are simply not re-stated.~~
14. In addition of the Motions found within Robert's Rules, Action Items may be used:
- a. Action Items are small tasks, actions, or activities related to discussion, moved in order to expedite action on the points being discussed,
 - b. They should generally consist of an action to be done by one Board Member, but can on occasion be small actions taken by the entire Board or by a member of the Dais, i. Action Items may be stepping stones towards a bigger action approved by motion.
 - c. Action Items should be considered as being less binding than motions; they cannot be binding on someone not present at the Board meeting and rely on the trust the board has for a Board member to complete them.
 - d. If needed, a task list should be created consisting of all action items approved and the date by when they should be completed.
 - e. Action items do not require a suspension of the rules to be added,
 - i. They can be added by asking the Chair to add such an action item, describing it, the date by which it should be accomplished, who should accomplish it, and any other notes on the item such as risks or issues to look out for.



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- f. Examples of Action Items include: sending an email, sending a request to a third-party vendor, asking for someone to write a letter, creating a graphic, etc.
- g. Action Items must be voted upon and require a simple majority to pass,
 - i. A motion to vote is not needed, once the point for discussion has elapsed, voting procedures on the action items will be entered automatically,
 - 1. The default voting procedure for action items will be unanimous consent for all items at once.
 - ii. A motion can be proposed to use a different voting method in voting for action items.

Approved

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