



Prince Edward Island College of Occupational Therapists

RULES OF ORDER

1. Principles

The purposes of these rules of order are to provide a level of decorum in meetings and a formal and consistent approach to decision-making. For clarity, these rules of order will be interpreted in accordance with the following principles:

- 1.1. *Fairness*: proceedings will be conducted in such a manner to allow fair, equal, and respectful participation from all members present in the meeting.
- 1.2. *Consistency*: PEICOT will consistently follow a structured approach to proceedings.
- 1.3. *Efficiency*: A consistent and structured approach to proceedings will improve efficiency of decision-making.
- 1.4. *Accountability*: A consistent and structured approach to proceedings will result in effective decision-making, accurate minutes, and improved accountability.
- 1.5. *Consensus*: PEICOT aims for consensus in decision-making; consensus allows for more thorough discussion and improves the decision-making process. Where consensus cannot be achieved, decisions are made by majority vote.
- 1.6. *Authority*: PEICOT acknowledges that the chair of the meeting has the authority to direct proceedings and discussion.

2. Agenda

- 2.1. The agenda shall be the first item of business of any meeting.
- 2.2. The Chair will review the agenda and ask for any amendments. Any item to be discussed during the meeting must be on the agenda and will have a speaker assigned.
- 2.3. When it appears to the Chair that there is no further debate, the Chair will call for a motion to approve the agenda. Agenda's require a motion and may be passed with no dissension voiced. The Chair shall acknowledge this by stating "seeing no dissent, the motion is carried."

3. Conflict of Interest

- 3.1. After approval of the agenda, the Chair will ask for any real or perceived conflicts of interests to be declared for any item on the agenda.
- 3.2. Any member of the meeting who feels they may have a real or perceived conflict of interest must make a declaration for the assembly to consider.
- 3.3. If all members declare a conflict of interest, the conflict will be acknowledged and the business of the meeting will proceed managing the conflict in the best possible manner.

4. Discussion

- 4.1. An item on the agenda can only be discussed after the Chair has introduced the item.
- 4.2. The speaker for the item on the agenda will be the first to speak after the Chair.
- 4.3. Members of the meeting may speak in turn. A member may indicate to the Chair their intent to speak by raising their hand. The Chair may direct the order of who may speak during discussion and may require that a member not speak again until every other member has had an opportunity.
- 4.4. Members must be respectful and attentive while others are speaking. Use of electronic devices is permitted as long as they do not distract from the proceedings.
- 4.5. Discussion will be limited to the agenda item at hand. Points of interest may be raised and any emerging topics will be placed into a parking lot, to be addressed in the future. Ideally, these topics will have a time frame attached.
- 4.6. The Chair reserves the right to limit discussion for consideration of time.
- 4.7. When it appears to the Chair that discussion on a matter has ended, the Chair will call for a motion, if required.

5. Motion

- 5.1. Motions are required for any decision that relates to a future direction of PEICOT, impacts the financial or human resources of PEICOT, or documents that require approval from PEICOT. Such items will be identified on the agenda as requiring a decision.
- 5.2. Motions will consist of one of the following categories:
 - 5.2.1. *Motion to Approve*: This motion will be used for internal documents (e.g. financial reports, committee documents, policies) or a course of action.
 - 5.2.2. *Motion to Accept*: This motion will be used for external documents or an expert's opinion (eg. Auditor's report) with which the assembly has considered and agreed.
 - 5.2.3. *Motion to Recommend*: This motion will be used when the assembly would like to recommend a course of action to an external body.
 - 5.2.4. *Motion to Proceed*: This motion will be used when PEICOT is to adopt a course of action or stance proposed by a committee or an external body.
 - 5.2.5. *Motion to Appoint*: This motion will be used to appoint a committee or working group and its chair.
 - 5.2.6. *Motion to Refer*: This motion will be used to refer a matter to a committee or working group for consideration and recommendations.

5.2.7. *Motion to Adjourn*: This motion will be used to end a meeting; any items left on the agenda may be deferred to the next meeting.

- 5.3. Any member may make a motion. Once a motion is made, amendments or alternatives may be proposed and discussed. A motion, amendments or alternatives require a seconder; if there is no seconder, the motion does not proceed.
- 5.4. When it appears to the Chair that there is a clear motion, the Chair shall restate the motion, ask for someone to second the motion, and call for a vote. The motion as stated by the Chair shall be recorded in the minutes.
- 5.5. Committees and Working Groups do not require motions as they cannot make a final decision for PEICOT.

6. Voting

- 6.1. Apart from the motion to approve the agenda, all motions require a vote to be passed.
- 6.2. The Chair will call for those in favour of a motion, those opposed, and those who wish to abstain. Voting is by show of hands. The names of any members who oppose or abstain will be recorded in the minutes.
- 6.3. For teleconference meetings, voting may only occur by a roll call.
- 6.4. No voting shall occur where a member at a meeting temporarily leaves the room.
- 6.5. Every member at a meeting is entitled to one vote, including the Chair. Proxy votes are not allowed.
- 6.6. Where a vote is obtained electronically outside of a meeting, the Chair shall communicate a reasonable time frame for response, considering the urgency of the matter and the timing of the request, when calling a motion. The motion will be passed by those votes submitted within the time frame as long as quorum has been achieved.
- 6.7. Motions passed by electronic voting will be reported at the next meeting and captured in the minutes, and are not subject to a motion or voting for ratification.

7. General

- 7.1. When the Chair is of the opinion that a motion offered is contrary to these rules or the By-Laws, the Chair will rule the motion out of order and provide justification.
- 7.2. The Chair shall preserve order and decorum and shall decide questions of order without debate, subject to an appeal by the assembly.
- 7.3. The Council may have an "in Camera" session where only Council members are present and staff are absent from the meeting; no formal minutes are required.

7.4. The above rules may be relaxed by the Chair if it appears that greater informality is beneficial in particular circumstances, unless the assembly requires strict adherence.