



CARIBBEAN AREA NETWORK FOR QUALITY ASSURANCE IN TERTIARY EDUCATION (CANQATE)

STANDING RULES FOR ANNUAL GENERAL MEETINGS

- Parliamentary**
- The Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and Roberts Rules of Order and Conference Standing Rules shall govern the orderly conduct of business at the Annual General Meeting (AGM).
- Business**
- Members are expected to place their cell phones, iPhones, pagers etc on silent or vibrate for the duration of the Meeting?
- Etiquette**
- Members must demonstrate mutual respect while communicating at the AGM.
 - No member shall impute improper motives against another when communicating.
- Obtaining the floor**
- Any member wishing to speak shall raise his/her hand, on recognition by the Chair the member shall stand, address the Chair, state his/her name and affiliation prior to making his/her contribution.
 - Contributions on Main Motions or resolutions shall be clear and relevant to the subject before the meeting and limited to three (3) minutes.
 - A member wishing to speak a second time on a matter shall only do so with the permission of the membership after others who wish to speak have been recognised.
- Motion**
- A **motion** is a formal proposal by a member that the assembly take certain action (**Roberts Rules**). See **Appendix A** for the steps.
- Resolution**
- A **resolution** or main motion is a **call for action on a subject of great importance** expressed in formal wording. See **Appendix B**. Resolutions are usually submitted in writing **prior** to the meeting.
 - A resolution is designed to provide a democratic orderly process and rationale for bringing issues to the attention of the voting body. It also serves to establish the Network's position on significant matters

affecting the membership.

Types and Purpose Substantive Resolution of Resolutions

- i) Set forth/request a new policy or position or a major change in organization, structure, policy or position.
- ii) Request action of the Assembly for change in objectives or goals.
- iii) Declare position on matters directly related to CANQATE's mission, purpose or objectives.
- iv) Support or take issue with actions of other organizations involved in tertiary education.
- v) Request individuals or groups to take action on behalf of CANQATE.

Courtesy Resolution

- Resolution which honours persons, groups or organizations who have made significant contributions to CANQATE.

Emergency Resolution

- A resolution on a matter of great importance which could not have been known prior to the deadline for submission of resolutions and cannot wait until the next AGM.

Commemorative

- A resolution to commemorate an important event.

Voting

- **Only members including honorary members can vote on motions, resolutions and the election of officers.**

**STEPS IN OBTAINING THE FLOOR
AND PRESENTING A MAIN MOTION**

1. When no other member is on the Floor, a member rises and addresses the Chair, “Madam/Mister President” stating her/his name
2. Chair recognizes the member “the Chair recognizes the member by calling her/his name.
3. Member remains standing and proposes motion “**I move that**
4. If another member rises immediately and suggest one or more modifications, the proposer can accept or reject as he wishes.
5. If there is no immediate request, another member rising says “**I second the motion.**”
6. Chair states the motion “It has been moved and seconded that
.....” After the motion is stated by the Chair, the assembly and not the proposer has control over its wording.
7. If at this stage, there is an objection by any member, the Chair invites a subsidiary motion to amend the **main motion** within limits i.e. the meaning of the main motion must not be altered. This amendment must be seconded prior to debate.
8. Chair calls for debate (discussion) “Is there any discussion on the matter?”
9. Chair takes the vote when the debate has ended
“The question is on the adoption of the motion or amended motion that (**repeat the motion and amended motion**)
 - Those in favour indicate by show of hands
 - Those opposed indicate by show of hands
 - Abstentions indicate by show of hands
10. Chair announces results of the vote “The ayes have it. The motion is carried and we will (state effect of adopting the motion)”
“The ‘noes’ have it. The motion is lost and we will not (state effect of not adopting the Motion)”

RESOLUTION FORM

Proposed by.....

Seconded by.....

Whereas.....

(Why)

.....

.....

.....and

Whereas.....

.....

.....

.....and

Whereas.....

.....

.....therefore

Be it resolved.....

(Action)

.....

.....

.....

.....and be it further

resolved.....
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.....
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