

To: New Member of GFC

Re: **Question Period Procedure, Section 57.3.8 (An Index of Procedural Rules of General Faculties Council/Question Period) of the GFC Policy Manual: Excerpt from the 2006 GFC Policy Manual**

General Faculties Council has approved the practice of a Question Period of one half hour in length, which is the fourth item on the Agenda of each regular meeting of General Faculties Council.

Written questions may be submitted to the Secretary at any time before a GFC meeting. If a written response is required, then written questions must be received at least SIX working days before a GFC meeting. The questions should contain no argument or opinion or facts other than those necessary for explanation.

The administration will make every attempt to submit written responses to the University Secretariat in time for mailing to GFC members (normally by the Thursday before a Monday GFC meeting).

Supplementary questions may be asked during the Question Period providing they relate to the subject matter of the question under discussion.

The answer should contain no argument or opinion or fact other than those necessary for explanation. The answer is not debatable.

After written questions and replies have been received by Council, questions from the floor will be permitted. The total time for Question Period is 30 minutes, unless Council, at the end of that time, votes to extend. If GFC members want to have an issue debated, they are asked to submit the issue to the Executive Committee.

Questions may be submitted in writing in advance of GFC meetings. In such cases, the Secretary will direct it to the appropriate officer(s) of the University for a reply. Questions must be factual in nature and contain no argument. (GFC 24 FEB 2003)

If the recipient considers that a question is not factual, contains argument or opinion or facts other than those necessary for explanation of the question, or is outside the scope of GFC responsibilities, or that an excessive amount of time, effort, expenditure and/or resources will be required to provide an answer, the recipient shall return the question to the questioner and work with the questioner to narrow the scope of the question. (GFC 24 FEB 2003)

In cases of dispute between the recipient and questioner, or where no agreement can be reached, the recipient or questioner may refer the question to the GFC Executive Committee for a ruling on whether the question is proper. If the Executive Committee deems that the question is not proper, the question will not be answered unless General Faculties Council directs otherwise at a subsequent meeting. (GFC 24 FEB 2003)

Where a question is submitted from the floor during the Question Period, the Chair will rule on whether or not it can be answered expeditiously from the floor. If it cannot, the question will then be referred to the appropriate officer as if it were a written question. (GFC 24 FEB 2003)

NOTE FROM THE UNIVERSITY SECRETARIAT: The GFC Executive discussed this matter on November 3, 2003 and decided to retain the "six-day deadline" for receipt of questions that need a written answer from Administration. But to provide more time for Administration to submit an answer, we in the University Secretariat will:

- 1. Mail the answer to GFC members if we receive it in the University Secretariat in time for the first or second mailing.**
- 2. If we receive the answer after the last mailing but before GFC, we will set the answer out on the tables and email it to members.**

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