

SENATE PROCEDURE IN PRACTICE

INDEX

A

Acting Speaker

When the Speaker and Speaker *pro tempore* are absent, another senator is chosen 27

Address in reply to the Speech from the Throne. *See* Speech from the Throne

Adjournment 75-76

Adjournment periods 57-58

Committees

Meetings when Senate stands adjourned 194

Recall of Senate during adjournment 26, 58

When Speaker absent 26

Sittings 58

Due to lack of quorum 62

Amendments. *See also* Motions

Bills

Committee reports 146

Committee stage 139

Admissibility 140-142

Form and language 143

Order for consideration 139-140

Subamendments 143-144

Second reading 132

Third reading 148

Grouped, with leave 100

Hoist amendments 132-133

Reasoned amendments 132, 133

Receivability 90

Subamendments 90

Appendices

Commission appointing senator as Speaker 37

Debatable motions of the Senate 111

Declaration of private interest 36

Key Canadian court decisions 251-256

Key elements of a bill 160-162

Legislative process in the Senate 163

Non-debatable motions 112-113

Sitting of the Senate 81

Speaking times in the Senate 114-115

Time limits on ringing of the bells 125-126

Writ of Summons to the Senate (province or territory other than Quebec) 34

Writ of Summons to the Senate (Quebec) 35

Appropriation bills. *See* Bills, public

B

Bells

Fifteen minutes prior to a sitting	62
Time limits on ringing.....	125-126

Bills, general

Amendments at second reading.....	132-134
Committee Stage	135
Amendments	139
Admissibility	140-143
Form and language	143
Order for considering amendments	139-140
Subamendments.....	143-144
Clause-by-clause consideration of bills.....	135-136
Testimony and evidence	135
Time allocation	144
Introduction and first reading	131
Government bills	68
Legislative process in the Senate	163
Report stage.....	145-147
Observations	147
Recommend that the bill not be proceeded with	145
With amendment	145
Without amendment	145
Royal Assent	50-53, 151
Second reading.....	131-132
Conclusion.....	134-135
Third reading.....	147-148
Amendments.....	148-149

Bills, private. *See also* Bills, general

Current situation.....	166-167
Decline in frequency	165
Numbering of bills	128
Process	168
Consideration in committee	172
Report to the Senate.....	172-173
Documents	170
Drafting of petition.....	169-170
Fees	169
First reading	171
Introduction in the Senate.....	170-171
Notice	168
Role of Senate Law Clerk and Parliamentary Counsel	170
Royal Assent	173
Second reading and referral to committee	171
Senate private bills in the House of Commons	173
Third reading	173
Reading of petitions for private bills	69

Bills, public. *See also* Bills, general

Appropriation bills	155-156
Consideration by the Senate	156
Budget implementation bills	157-158
Commons Public bills	128
Definition	127
General	127
Government bills	127
Introduction and first reading	68
Commons public bills	69
Senate public bills	68
Key elements of a bill	160-162
Legislative process in the Senate	163
Money bills	152-153
Ross Report	153
New bill with same subject matter during the same parliament	159
Numbering of bills	128
Government	128
Pro forma	128
Senate public bills	128
Pre-study	151-152
Royal Recommendation	
Requirement for certain bills	153-155
Structure	128-130
Clauses	129
Coming-into-force clause	130
Coordination provisions	130
Enacting clause	129
Interpretation clause	130
Line numbering	129
Long title	129
Parts	129
Preamble	129
Purpose clause	130
Schedules	130
Short title	130

Broadcasting

Committee of the Whole	182
Committees	
Audio webcasting	213
Televised proceedings	212
Cable Public Affairs Channel (CPAC)	212
Parliamentary Television Network (PTN)	212
Senate proceedings	79

C

Canada Elections Act

Duration of a parliament	47
General elections	45
Registration as a political party	29

Canada Gazette	
Notice of private bill	168
Publication of prorogation proclamation	45
Royal Assent	151
Canadian Charter of Rights and Freedoms	11, 226
Case of privilege. <i>See</i> Privilege	
Chamber documents	77-79
<i>Debates of the Senate (See Debates of the Senate)</i>	
<i>Journals of the Senate (See Journals of the Senate)</i>	
<i>Order Paper and Notice Paper (See Order Paper and Notice Paper)</i>	
Written questions	78
Chamber Operations and Procedure Office	
Notices of motions	
Informs Speaker	93
Preparation	92-93
Principal Clerk	33
Chief Corporate Services Officer	
Senate Administration	
Executive Committee	31
Chief Electoral Officer	
Proclamation for the issuance of election writs	48
Clerk of the Parliaments. <i>See</i> Clerk of the Senate	
Clerk of the Senate	
Absence of Speaker and Speaker <i>pro tempore</i>	61
Committee report deposited with Clerk when Senate not sitting	67, 206
Duties	32
Emergency debates	
Responsible for having notice translated and distributed to senators	103
Recall of the Senate when Speaker absent	26
Receipt of notice of questions of privilege	244
Royal Assent	
Parliamentary ceremony	52
Written declaration	52-53
Senate Administration	
Executive Committee	31
Senators Attendance Register	20
Speaker's parade	61
Tabling of documents	66
Commissions	
Appointing a Senator as Speaker	37
Committee of Selection	
Appointment of members to committees	176
Composition	176
Nomination of	
Members for joint committees	180
Speaker <i>pro tempore</i>	27, 176, 180

Reports	
One day notice requirement	102
Committee of the Whole	182-184
Chair	
Role during proceedings	183
Senator other than the Speaker, generally the Speaker <i>pro tempore</i>	183
Duration of existence	182
Exceptions to the <i>Rules of the Senate</i> in Committee of the Whole	183
Proceedings	
Broadcasting	182
Consideration of a bill	144-145
Clause-by-clause consideration	144-145
Ministers who are not members of the Senate	183
Recorded in the <i>Journals of the Senate</i> and the <i>Debates of the Senate</i>	182
Purpose	182-183
Report	
Adoption	145
To the Senate once work completed	183
Witnesses	144-145, 183
Committees	
Administration	
Committee staff	
Analysts	210
Duties	210
Committee clerks	210
Duties	210
Drafting of legislative budgets	198, 210
Election of a chair	192-193
Minutes	210
Reports	210
Witnesses	210
Consultants	210-211
Committees Directorate	209-210
Administrative assistants	209-210
Deputy Principal Clerk	209-210
Legislative clerks	209-210
Principal Clerk	209-210
Budgets	196-199
Emergency funds	199
Request	199
Legislative budgets	198
Power to hire	198
Partial release of funds	198
Reporting to the Senate	197
Contents of report	197
Publication in the <i>Journals of the Senate</i>	197
Reports of expenses	199
Contents	199
Tabled in the <i>Journals of the Senate</i>	199

Special study budgets	197
Approval by Standing Committee on Internal Economy, Budgets and Administration	197
Restrictions	197
Supplementary budget	198
Chair	28
Election	199
Moving the adoption of a report	146
Participation in debate	192-193
Questions directed during Question Period	72
Role in regards to a point of order	216
Selection of witnesses	199
Subcommittee on Agenda and Procedure	
Chair of subcommittee.....	192-193
Voting.....	192-193, 195
Deputy chair	
Election	184
Presides over committee when chair not present	192
Selection of witnesses	199
Documents	
Briefs, submissions, correspondence and other documents	212
Translation and distribution	212
Evidence	
Availability	211
Blues	211
Publication on website	211
Minutes of proceedings	211
Contents	211
Prepared by committee clerk	211
Publication on website	211
Other documents and exhibits	212
Reports to the Senate	211
External relations	
Broadcasting.....	212-213
Audio webcasting.....	212-213
Meetings broadcast on	
Cable Public Affairs Channel (CPAC)	212
Parliamentary Television Network (PTN)	212
Televised meetings	212-213
Media	212
Provision of information by committee clerks	212
Senate Communications Directorate	212
Senate website	213
Historical background	175
Establishment	175
Restructuring of committees	175
Legislation referred to committees	
Amendments	139
Admissibility	140-142
Form and Language	143
Order for consideration.....	139-140
Subamendments.....	143-144

Clause-by-clause consideration	135-144
Obligation to consider	136-137
Order for considering different elements.....	137-138
Reconsideration of clauses already dealt with	138
Standing clauses	138
Committee decided against a bill	138-139
Pre-study	
Bills before the House of Commons.....	187-188
Subject matter of bills before second reading.....	133-134, 187-188
Standing clauses	138
Witnesses	187
Meetings	
General restrictions on meetings	193-194
In camera meetings	191
Contracts and contract negotiations	191
Draft agendas	191
Draft reports	191
Exceptions	191
Labour relations and personnel matters	191
Unauthorized breach of confidentiality	191
Wages, salaries and other employee benefits	191
Organization meeting	184-185
Election of a chair and deputy chair	184
Motions considered	185
Sitting times	
Meeting schedule	193
Sitting outside of usual schedule	193
Membership	
Appointment of members	176
Changes	177
No time-limit	177
Printed in the <i>Journals of the Senate</i>	177
Replacement of	
Chair	177
Deputy chair	177
Ex officio members	178
Voting	178
Non-members.....	178-179
Participation.....	178-179
Restrictions	178-179
Quorum	179
Senators who do not belong to a recognized party	178
Motions of instruction	191-192
Orders of reference	
Bills	
Pre-study of bills before House of Commons.....	187-188
Private bills	187
Study of subject-matter of bills at second reading in the Senate	187-188
Disallowance of regulations	189
Estimates	188
Mandates of a committee	185

Motions	186
Other work	189
Permanent orders of reference	186
Special studies	188-189
Hearing from witnesses	189
Travel	189
User fee proposals	189-190
Failure to report	190
Interruption of consideration by prorogation or dissolution	190
Time frame	190
Powers	190-191
Create subcommittees	190
Inquire and report on orders of reference	190
Publish papers	190
Send for persons, papers or records	190
Travel	190
Procedure	
Debate	195
Meeting notices	194
Distribution	194
Information included in notice	194
Public notice required	194
Motions	195
Without notice	195
Points of order	195-196, 216
Chair's decision	195
Appealing a decision	195
Examples	195
Questions of privilege	195-196
Report to the Senate on a breach of privilege	196
Voting	195
Recorded votes	195
Voice votes	195
Reports	
Administrative reports	205
Bills	
Amendments made by the Senate to report	146
Observations	145, 205-206
Recommendation that bill not be proceeded with	145
With amendment	145
Without amendment	145
Confidentiality.....	207-208
Reporting of alleged breach	208
Unauthorized disclosure	208
Investigation	208
Question of privilege	208
Referral to Standing Committee on Rules, Procedure and the Rights of Parliament...	208
Reporting	208
Debate	102
Depositing a report with the Clerk	
While Senate is not sitting.....	67, 206

Government responses	208-209
Interim reports	205
Minority reports	205
Motion to adopt reports	207
Presentation of a report.....	67, 206
Consideration	207
Publication in <i>Journals of the Senate</i>	67, 211
Report on expenses at the beginning of a session	199
Reporting dates	206
Reporting to the Senate	205
Substantive reports	205
Special studies	205
Tabling a report	67, 206
For information purposes only	67
Motion for consideration	206
Not read aloud	67
Rules	
Chapter in <i>Rules of the Senate</i>	176
Subcommittee on Agenda and Procedure (steering)	182
Travel	
Fact-finding work	204
Power to travel	204
Duration	204
Requests for authorization	204
Public hearings	204
Special studies	189
Types	
Committee of Selection	180
Committee of the Whole	182-184
<i>See also</i> Committee of the Whole	
Joint committees	181
Special and legislative committees.....	180-181
Standing committees	179-180
Subcommittees	181-182
Witnesses	199-204
Chairs and deputy chairs to select	199
Expenses	203
Failure to comply	201
Ministers and public servants	202
Oaths	202
Solemn affirmation and declaration for those who object.....	201, 238
Official languages	203
Provincial and territorial governments	203
Sending for persons, papers and records	200
Restrictions	200
Steps to exercise power	201
Videoconferencing	203-204
Restriction on senators.....	203-204

Committees, joint	
Appointment process	181
Composition	181
Library of Parliament	
<i>Parliament of Canada Act</i>	13
Scrutiny of Regulations	
Disallowance reports	13
Permanent orders of reference	186
Committees, special and legislative	180-181
Cessation of existence	180
Committees, standing	
Definition	179
Ethics and Conflict of Interest for Senators (<i>See</i> Ethics and Conflict of Interest for Senators, Standing Committee)	
Internal Economy, Budgets and Administration (<i>See</i> Internal Economy, Budgets and Administration, Standing Committee)	
List of committees	180
National Finance (<i>See</i> National Finance, Standing Senate Committee)	
Rules, Procedures and the Rights of Parliament (<i>See</i> Rules, Procedures and the Rights of Parliament, Standing Committee)	
Size and membership outlined in <i>Rules of the Senate</i>	180
Commons public bills. <i>See</i> Bills, public	
Conduct in the Senate. <i>See</i> Order and decorum	
<i>Constitution Act, 1867</i>	
Appointment and composition of the Senate	5
Renewed Declaration of Qualification	5
Section 17	5
<i>Constitution Act, 1982</i>	10
Constitutional amendments	10-11

D

Debate	
Address in Reply to the Speech from the Throne	103
Adjournment of debate	98
Committee meetings (<i>See</i> Committees)	
Committee reports (<i>See</i> Committees)	
Conclusion of debate	83-88
Conduct and conventions	83-88
Addressing other senators	84
Attire	84
Appropriate dress in the chamber	
Senators	84
Speaker	84
Speaker <i>pro tempore</i>	84
Table officers	84
Languages	83-84
English and French	84
Inuktitut	84

Moving around the Senate and holding private conversations	86
Quotations from parliamentary debates.....	86-87
References to members of the public	85
Reflections on certain persons and institutions	
Disrespectful references to the Queen, Royal Family, Governor General and judges	85
House of Commons as “the other place”	85
Relevance and repetition	86
Seating	84
Assigned by whips	84
Senator called to order	88
Sharp and taxing or unparliamentary language	85
Reference to presence or absence of a senator	85
<i>Sub judice</i> convention	86
Use of exhibits and notes	87
Curtailing debate and expediting decisions	106
Orders for the disposition of business	110
Previous question	107
Time allocation on Government Business.....	107-110
Debatable and non-debatable motions	88
Debatable motions	111
Non-debatable motions.....	112-113
Emergency debate	103-105
Consideration of request and decision	104
Time of debate.....	104-105
Written notice.....	103-104
Government Business.....	99-100
Right of final reply	99-100
Inquiries (<i>See</i> Inquiries)	
Leave of the Senate	93
On a motion	
Two or more senators rising at once	94-95
Orders for disposition of business	110
Other Business	98-99
Questions	95
Informal practice	95
Same question rule	96-97
Speaking only once	96
Speaking times in the Senate.....	114-115
Time limit for debate on motions	95-96
Two or more senators rising at once	94-95
Rule of anticipation	97
Time allocation	
Debate on motion without agreement	109
Yielding the floor	95
<i>Debates of the Senate</i>	
Chamber document	78-79
Index	79
Publication of	
Delayed answers to oral questions	72
Proceedings of the Committee of the Whole	182
Votes.....	119, 122

Declaration of private interest. <i>See</i> Senators	
Declaration of Qualification	36
<i>See also</i> Senators	
Delayed answers	
Oral questions	
Published in <i>Debates of the Senate</i>	72
Written questions	
Tabled and recorded in <i>Journals of the Senate</i>	72
Deputies of the Governor General	
Justices of the Supreme Court.....	39-40
Deputy Leader of the Government	
Adjournment	75
Ex officio membership of committees	27, 178
Government Business	
Notice of government inquiry	68
Notice of government motion	68
Opening of a new Parliament	
Pro forma bill, tabled	43
Role	27
Tabling of documents	66
Time allocation	
Agreement between parties	109
Failure to reach an agreement	109
User fee proposals	189-190
Deputy Leader of the Opposition	
Responsibilities	
Ex officio membership of committees	27, 178
Role	27
User fee proposals	189-190
Deputy Speaker. <i>See</i> Speaker <i>pro tempore</i>	
Dilatory motions. <i>See</i> Debate <i>and</i> Motions	
Disallowance reports	
Debate	105-106
Disqualification of senators. <i>See</i> Senators	
Dissolution. <i>See</i> Parliament	

E

Emergency debate	
Consideration of request and decision	103
Debates on the same topic	104
One per sitting	104
Presentation and content of written notice	103
Recent examples	104
Ruling on debate topic	103
Speaker's Role	26, 104
Time of debate.....	104-105

Estimates. *See* National Finance, Standing Senate Committee

<i>Ethics and Conflict of Interest Code for Senators</i>	16
Declaration of private interest	16, 23-24
Abstention from voting	24
Senators subject of a report of the Committee on Ethics and Conflict of Interest for Senators	24
Right of final reply of a senator who is the subject of a committee report	99
Role of the Speaker, limits	219, 246
Senate Ethics Officer	16

Ethics and Conflict of Interest for Senators, Standing Committee

During prorogation	
Senate Intersessional Authority on Ethics and Conflict of Interest	31, 48-49, 179
In camera meetings	191
Membership	
Election of members by secret ballot	30, 176
No ex officio members	178
Non-members – limitation on right to attend	178
Permanent orders of reference	186
Quorum	30
Report on conduct of a senator	207
Right of final reply	99, 207
Responsibilities	31
All matters relating the <i>Ethics and Conflict of Interest Code for Senators</i>	31
General direction of the Senate Ethics Officer	31

F

Federal budget	
Debate	106
Free conferences	150-151

G

Government Business. *See* Orders of the Day

Governor General

Appointment of a Speaker	39-40
Appointment of senators	7-8
Duties	39-40
Messages from the Crown	50
Nomination	39
Opening of a new Parliament	40-42
Speech from the Throne	
Address in reply	43-44
Prorogation	
Proclamation	46
Royal Assent	50-53
Royal Recommendation	
Message to House of Commons	153

H

Hoist amendments. *See* Amendments

House of Commons

Appropriation bills	155
Free conferences.....	150-151
Joint Committees	
Composition	181
Money bills	152-153
Referred to as "the other place"	85

I

Independent senators. *See* Senators

Inquiries

Conclusion	101
Debate	101-102
Government notice of inquiry	68
Notice	101
During Routine Proceedings	65, 70
Right of final reply to initiating senator	99, 101-102
Senators may speak once	96

Internal Economy, Budgets and Administration, Standing Committee

Approval of committee budgets	
Emergency funds	199
Legislative budgets	198
Partial release	198
Special study budgets	197
Composition	29
Effects of prorogation and dissolution	30, 49
Permanent orders of reference	186
Responsibilities	29-30
Pursuant to the <i>Parliament of Canada Act</i>	29-30
<i>Senate Administrative Rules</i>	
Guidance to senators and Senate Administration	15, 29

Interparliamentary groups

Activity during prorogation or dissolution	49
Effects of prorogation and dissolution	49
Interparliamentary delegations	
Tabling of reports	69

Inuktitut

Used during proceedings	84
-------------------------------	----

J

Joint addresses. *See* Parliament

Joint committees. *See* Committees, joint

Journals of the Senate	77
Attendance.....	19, 77
Senators attending to business	77
Senators in the chamber	77
Based on scroll notes of the Clerk of the Senate	32
Bound volumes	77
Certified copy to Governor General	77
Committees	
Budget and special studies	
Report of expenses	199
Special study budgets	197
Notice of membership changes	177
Presented committee reports	67, 211
Declarations of private interest	77
Delayed answers	72
Official languages	13, 77
Official record of Senate proceedings	77
Petitions	70
Proceedings of the Committee of the Whole	182
Rulings	
Points of order	220
Questions of privilege	247
Speech from the Throne	43
Tabled documents	66
Tabling of documents	66
Votes	77
Publication of senators' names.....	119, 122
Voice votes	117
Written questions	72

L

Language	83-84, 85
Sharp or taxing	85
Spoken during proceedings	
English and French	83
Inuktitut	84
Other	83
Unparliamentary	85

Law Clerk and Parliamentary Counsel. *See* Senate Law Clerk and Parliamentary Counsel

Leader of the Government in the Senate

Duties	27
Ex officio membership of committees	27
Exceptions	
Joint committees.....	27, 178
Standing Committee on Ethics and Conflict of Interest	27, 31, 178
Government responses	208-209
Introduction of government bills	127
Questions directed during Question Period	72
Royal Assent by written declaration	53

Tabling of documents	66
Time allocation motion	108
Speaking time	109
Unlimited speaking time	27, 132
With or without portfolio	27
Leader of the Opposition in the Senate	
Duties	27
Ex officio membership of committees	27
Exceptions	
Joint committees	27, 178
Standing Committee on Ethics and Conflict of Interest	27, 31, 178
Time allocation motion	
Speaking time	109
Unlimited speaking time	27, 132
Leave of the Senate. <i>See</i> Motions	
Leaves of absence. <i>See</i> Senators	
Legislative committees. <i>See</i> Committees, special and legislative	
Legislative process. <i>See</i> Bills, general	
Library analysts. <i>See</i> Committees <i>and</i> Library of Parliament	
Library of Parliament	13
Analysts	210
M	
Mace	
Description and purpose	55
Location during Committee of the Whole	182
Mace Bearer	
Role during Royal Assent ceremony	51
Speaker's parade	61
Meetings of the Senate. <i>See</i> Sitzings of the Senate	
Messages	
Between the two chambers	79
Bills passed by the Senate	149
Commons bills amended by the Senate	149-150
Senate bills amended by the House of Commons	150
Ministers	
Committee of the Whole	
Participation	183
Ministers in the Senate	28
Moments of silence	22, 63
Money bills. <i>See</i> Bills, public	

Motions

Adjournment of debate 98

Amendments

 Receivability 90

 Subamendments 90

Committees

 Motion to adopt reports 207

 Motion to instruct 191

 Without notice 195

Debatable and non-debatable 88

 Debatable 111

 Non-debatable 112-113

Dilatory 91, 113

Disposition 110

Leave of the Senate 93

 Objection 93

Moving and seconding

 Moving in another senator’s name 93-94

 Secunder 93-94

 When secunder not specified 93-94

Notice 69-70, 92-93

 Government 68

 Other Business..... 69-70

Notice given during Routine Proceedings..... 65, 69-70

Previous question 91, 107

Privileged 89-90

 Amendments 90

 Superseding motions 90

Procedural 89

 Non-debatable 112

Process 92

Subsidiary 89

Substantive 89

N

National Finance, Standing Senate Committee

Estimates

 Examination process 188

Notice

Absent senator 20

Committee meeting 194

Emergency debate 103

Inquiries

 Two days’ notice 101

Motions

 Calculation of notice periods 93

 Given during Routine Proceedings 92

 Government motions 67-68

 No notice 92

 One day notice 92

Two days' notice	92
Question of privilege	
One day's notice.....	240-241
Oral notice	244
Without notice	242-243
Written notice	244
Clerk to translate	244
Translation and distribution	244

Notice of motion. *See* Motions and Notice

Notice Paper. *See* Order Paper and Notice Paper

O

Official languages	10, 13, 83
In committee	203
Official Languages Act	13-14
Opening of a new session	45
Order and decorum	25-26, 60, 83-88
Addressing other senators	84
Attire	84
Languages	83-84
Moving around the Senate and holding private conversations	86
Quotations from parliamentary debates	86-87
References to members of the public	85
Reflections on certain persons and institutions	85
Relevance and repetition	86
Seating	84
Senator called to order	88
Sharp and taxing or unparliamentary language	85
<i>Sub judice</i> convention	86
Use of exhibits and notes	87
Order Paper and Notice Paper	
Effects of items during prorogation or dissolution	48
Inquiry dropped once concluded	101
Orders of the Day	73
Purpose.....	77-78
Written questions	72, 77, 78
Orders of the Day	73-75
Called out by table officers	33
Government Business	74
Debate and adjournment of	98-99
Government bills	127
Introduction and first reading	68, 131
Government inquiry	
Notice	101
Placed on Order Paper	101
Government notices of	
Inquiries	68

Motions.....	67-68
Order of items called	74
Speech from the Throne	
Address in Reply	43-44
Other Business	74-75
Adjournment of	98-99
Categories.....	74-75
Debate and adjournment of	98-99
Item called fifteen times without debate	75

Other Business. *See* Orders of the Day

P

Pages

Speaker's Parade	61
Usher of the Black Rod	32

Parliament

Calendar (<i>See</i> Parliamentary calendar)	
Dates of parliaments and session	257-259
Dissolution	46-47
Committees	
Ethics and Conflict of Interest for Senators	
Intersessional authority	31, 48-49
Internal Economy, Budgets and Administration	
Continues to exist and operate	30, 48-49
Effects of items on the <i>Order Paper and Notice Paper</i>	48
Effects on Parliamentary Associations and Interparliamentary Groups	49
Procedure	47
Proclamation	48
Tabling of documents, effects on	67
Duration of a Parliament	47
Joint Addresses.....	79-80
Opening.....	40-43
Ceremony	41-43
Proclamation	
Extending date of summons	41
Setting date and time of summons	41
Summoning Parliament issued at time of dissolution	40
Parliamentary associations and interparliamentary groups continues to operate during prorogation or dissolution	49
Prorogation	45
Committees	
Ethics and Conflict of Interest for Senators	
Intersessional authority	31, 48-49
Internal Economy, Budgets and Administration	
Continues to exist and operate	30, 48-49
Duration.....	45-46
Effects on	
Items on the <i>Order Paper and Notice Paper</i>	48
Procedure.....	45-46

Proclamation.....	45-46, 46
Tabling of documents	67
User fee proposals	190
Standing Committee on Internal Economy, Budgets and Administration continues to exist during prorogation or dissolution	49
Parliament of Canada Act	12-13
General (Part V)	13
Library of Parliament	13
Remuneration of Parliamentarians (Part IV)	12
Responsibilities of the Standing Committee on Internal Economy, Budgets and Administration	30
Senate (Part II)	12
Senate and House of Commons (Part I)	12
Parliamentary associations	49
Parliamentary calendar	57-58
Establishment	58
Recall of the Senate.....	26, 58
Petitions	
Private bills	
Drafting of petition.....	169-170
Reading of petitions	69
Tabling	70-71
Points of order	
Definition and purpose	215
Difference between point of order and a question of privilege	215-16, 215-216
In committee.....	195-196
Chair's role	216
Raised during Committee of the Whole	216
Raised during proceedings	216
Process for raising a point of order	216-218
Restrictions	217
Prohibited during Routine Proceedings.....	65, 217
Prohibited during standing vote	217
Prohibited when another point of order is under consideration	217
Prohibited when in relation to one's own motion	217
Use of points of order to gain the right to speak	217
When to raise	216
During committee proceedings	216
Resolving a point of order.....	218-221
Role of the Senate	218
Role of the Speaker	
Speaker's Ruling	219-220
Appealing	221
Political parties	
Conditions to be recognized in the Senate	29
Prayers	63
Pre-study. <i>See</i> Bills, general <i>and</i> Committees	

Previous question	91, 107
<i>Prima facie. See</i> Privilege	
Principal Clerk. See Table Officers	
Private bills. See Bills, private	
Privilege	
Attendance of senators	226
Collective and individual privileges and contempts.....	225-226
Contempt	230
As a question of privilege	249
Courts	
Role of the in the evolution	239
Definition	223-225
Duration of the protection of privilege	229
Freedom from	
Appearing as a witness in a court case	228
Arrest in civil matters	228
Molestation	228
Freedom of speech	228
History and evolution	
Historical evolution	
1689: <i>Bill of Rights</i>	231-232
1704: Limits on creation of new privileges	232
1737 and 1770: <i>Parliamentary Privileges Act</i>	232
1840: Protection of parliamentary papers	233
Origins	230
Pre-1688 period	231
In Canada.....	236-237
In Committee	
Breach of privilege	
Release of confidential proceedings	191
Institute inquiries, summon witnesses, and request the production of papers	227
Jury duty, exemption from	228
Key Canadian court cases	251-256
Canada (House of Commons)	255-256
Fielding v. Thomas	252
Harvey v. New Brunswick	254-255
Kielly v. Carson	251
Landers v. Woodworth	251
Limits on freedom of speech.....	252-253
New Brunswick Broadcasting Co. v. Nova Scotia.....	253-254
Patriation of the Constitution in 1982 and the Canadian Charter of Rights and Freedoms	253
Payson v. Hubert	252
Oaths	
Administering oaths to witnesses	227
Administered at the bar	238
Authority of parliamentary committees	238
Powers	237-239
Solemn affirmation and declaration who object to taking an oath	238
Divorce obtained through private bills passed by Parliament	237

Penal powers	226
Point of order and a question of privilege, difference between.....	215-216
Protection of parliamentary papers	227
Question of privilege	
By means of a committee report	242
Called case of privilege after ruling	243, 248
In committee.....	195-196
Motion to deal with case of privilege.....	248-249
No questions of privilege raised during Routine Proceedings	65
<i>Prima facie</i> case of privilege	
Criteria	247
Definition.....	246-247
Speaker's role	26, 246-247
With one day's notice.....	240-241
With respect to the unauthorized release of committee documents or proceedings.....	241-242
With written and oral notices	243-244
Consideration.....	244-245
Oral	244
Written	244
Without notice	242-243
Regulation of proceedings	226
Rules, Procedures and the Rights of Parliament, Standing Committee on	
Comprehensive study on Parliamentary privilege.....	239-240
Report	250
Speaker, Role of the	246-247
Appealing a Speaker's ruling	247-248
Resolution prior to a ruling	245
United Kingdom	
Recent studies and developments.....	234-236
Proclamations	
Dissolution	48
Extending date of summons	41
Prorogation	46
Setting date and time of summons	41
Summoning Parliament issued at time of dissolution	40
Prorogation. <i>See</i> Parliament	
Public bills. <i>See</i> Bills, public	
<i>Public Service Employment Act</i>	
Appointment process of the Clerk of the Senate	32
Q	
Qualification of a senator. <i>See</i> Senators	
Queen	39, 40
Messages from the Crown	50
Nomination of a Governor General	50
Opening of Parliament or session	50
Royal Assent	50-53

Question of privilege. *See* Privilege

Questions

Question Period	72
Decorum	72
Delayed answers.....	72-73
Published in <i>Debates of the Senate</i>	72
Duration	72
Questions directed to	
Committee chairs	72
Leader of the Government	72
Senator who is a minister	72
Written questions	
Delayed answers	
Tabled and recorded in <i>Journals of the Senate</i>	72
Included in <i>Order Paper and Notice Paper</i>	78
Submitted to Clerk of the Senate	78

Quorum

Fifteen senators including the Speaker.....	9, 62
When quorum is not present	62

R

Reasoned amendments. *See* Amendments

Recall of the Senate 26

Red Chamber. *See* Senate Chamber

Right of final reply 99, 100, 101-102

Ross Report 153

Routine Proceedings 65-71

First reading of Commons public bills	69
Government notices of inquiries	67-68
Government notices of motion.....	67-68
Introduction and first reading of	
Government bills	68
Private bills	69
Senate public bills	68
Notices of	
Inquiries	70
Motions.....	69-70
Presenting or tabling of reports from committees	67
Prohibited to raise a point of order	217
Reading of petitions for private bills	69
Tabling of	
Documents.....	66-67
Petitions.....	70-71
Reports from interparliamentary delegations	69

Royal Assent	50-53, 151, 158
Parliamentary ceremony.....	39, 51-52
Communication from Secretary to the Governor General	51
Frequency	51
Private bills	173
Written declaration.....	52-53
Royal Assent Act	13, 51
Royal Consent	158-159
Royal Recommendation	153-158
Rules of the Senate	14-15
Rules, Procedures and the Rights of Parliament, Standing Committee	
Amendments to the <i>Rules of the Senate</i>	15
Composition and responsibilities	30
Permanent orders of reference	186
Referral of case of privilege	
Unauthorized disclosure of committee reports	208
Report on privilege	250

S

Secretary to the Governor General

Royal Assent	
Communication	
Ceremony	51
Written declaration.....	52-53

Selection Committee. *See* Committee of Selection

Senate

Appointment of a Governor General	39
Bicameral legislatures before 1867	6
Chamber (<i>See</i> Senate Chamber)	
Composition of senators.....	7-8
Crown	
Messages	50
Enforcement of witnesses appearing before committees	201
Legislative process	
Powers	9-10
Opening of a new session	40
Origin	6
Charlottetown and Quebec City conferences	6
Confederation	6
<i>Parliament of Canada Act</i>	12, 202
Parliamentary privilege	
Attendance of senators	26
Collective rights	225
Penal powers	226
Protection of parliamentary papers	227
Regulation of proceedings	226
Quorum and voting	9

Recall of the Senate	25
Royal Assent	
Suspension of a sitting	51
<i>Rules of the Senate</i>	14-15
Senate Administration (<i>See Senate Administration</i>)	
<i>Senate Administrative Rules (See Senate Administrative Rules)</i>	
Sittings (<i>See Sittings of the Senate</i>)	
Senate Administration	31
Administrative support	31
Executive Committee	31
Operations during prorogation or dissolution	50
<i>Senate Administrative Rules</i>	15
Committees	
Budgets	196
Emergency funds	199
Meeting schedule	193
Room reservation	193
Sitting times	193
Internal Economy, Budgets and Administration, Standing Committee	
Guidance to senators and Senate Administration	15, 29
Steering committee	
Empowered to allocate emergency funds	199
Senate Chamber	
Access to journalists and the public	56
Bar of the Senate	56
Decor	55, 56
Decorum	60
Diagram	57
Galleries	56
Location	55
Presence of strangers	60
Rules of conduct	60
Speaker's chair	55
Visitors in the gallery	61
Senate Ethics Officer. <i>See Also Ethics and Conflict of Interest Code for Senators</i>	
All declarations of private interest must be submitted to	23
Directed by	
Senate Intersessional Authority during prorogation or dissolution	31
Standing Committee on Ethics and Conflict of Interest	31
Senate Law Clerk and Parliamentary Counsel	32
Aid in the drafting of amendments	140
Role regarding private bills	170
Senate Administration	
Executive Committee	31
Senate public bills. <i>See Bills, public</i>	

Senators	
Appointment.....	7-8
Attendance.....	19-20
Absences	19
Business vs. public business	20
Senators Attendance Register	20
Attire	
Appropriate dress in the chamber	84
Composition	7-8
Death	22
Declaration of private interest.....	16, 23
Retraction	24
Submission to Senate Ethics Officer	23
Declaration of Qualification.....	17, 36
Renewal	23
Decorum in the Senate Chamber (<i>See Order and Decorum</i>)	
Disqualification	22
Duration of membership	9
Duty to attend and circumstances for absences	19
<i>Ethics and Conflict of Interest Code for Senators</i>	
Right of final reply	99
Independent senators	29
Committee membership	178
Political affiliation may change	29
Leaves of absences	21
Oath or Solemn Affirmation	17-18
Participation in debate (<i>See Debate</i>)	
Privilege	
Attendance	226
Individual privileges	226
Qualifications	8
Resignation	22
Sessional and other allowances.....	22-23
<i>Sub Judice</i> convention	86
Summons	17
Suspensions	21
Swearing in.....	18-19
Tributes	63-64
Voting (<i>See also Votes</i>)	
Absence	122
Abstentions	122
Right to vote	121
Writ of summons.....	34-35
Senators Attendance Register	20
Senators' Attendance Policy	19-20
Senators' Statements	64-65
Duration of individual statements	64
Emergency debate, suspension of Senators' Statements	65
Oral notice of question of privilege.....	65, 244

Time constraints enforced by the Speaker	
Fifteen minutes total	64
Whips may ask permission to extend	64
Three minutes per statement	64
Sittings of the Senate	58-59
Adjournment	57-58
Broadcasting	79
Calendar	57-58
Times	58-59
Committees	
Prohibited to meet at the same time unless given permission	193
Prayers	63
Quorum	62
When quorum is not present	62
Structure	62-76, 81
Adjournment.....	75-76
Orders of the Day	73-75
Subjects	64
Speaker of the Senate	
Absence	26-27, 61
Appointment	25
Attire	84
Canadian Order of Precedence	26
Chair	55
In the chair.....	59, 64
Leaves the chair.....	51, 62
Duties	25-26
Powers under the <i>Rules of the Senate</i>	25
Presiding officer of the Senate	25
Emergency debate	
Speaker's role.....	26, 104
Evolution of the Speaker's role.....	25-26
Introduction of visitors in the gallery	25
Limitations	219, 246
Minute of silence.....	22, 63
Nomination.....	10, 25, 37
Orders of the Day	
Calls out headings under Routine Proceedings	25, 65, 73
Calls out item on the Notice Paper	75
Participation in debate	25
Point of order	
Role	219-220
Speaker's ruling	220
Appeal	221
Prayers	63
Question of privilege	
Role	246-247
Speaker's ruling	247
Appeal.....	247-248

Reading messages from the	
Crown	25, 60
House of Commons	25, 68, 69, 79
Recognition of visitors in the gallery	61
Routine Proceedings	
Calls out headings	25, 65
Royal Assent	
Written declaration, reads letter regarding	50
Speaker's parade	61
Swearing in of new senator	18
Tabling of documents	66
Temporary or extended absence.....	61-62
Voting	121
Speaker <i>pro tempore</i>	
Attire	84
Duties	26-27
Generally takes the chair during Committee of the Whole	183
Nominated by report of the Committee of Selection	27
Speaking times	
Bills	132, 148
General.....	95-96
Inquiries	101
Leaders	27
Oral notice of a question of privilege	244
Senators' Statements	64
Speaking only once	96
Speaking times in the Senate.....	114-115
Time allocation without agreement	109
Special committees. <i>See</i> Committees, special and legislative	
Speech from the Throne	42-43
Address in reply	43-44
Debate	103
Standing committees. <i>See</i> Committees, standing	
Standing votes. <i>See</i> Votes	
Steering committee. <i>See</i> Committees, standing	
Subamendments. <i>See</i> Motions	
Subcommittees	
Agenda and Procedure (steering)	182
In camera meetings	182
Membership and functions	180-181
Non-members-- limitation on right to attend	179
Power of standing committees to create subcommittees	190
Quorum and size	181
Report to committee.....	181-182
Supply bills. <i>See</i> Bills, public	

Supreme Court of Canada

Chief Justice	
Administrator of the Government (in absence of Governor General)	39
Justices	
Deputies of the Governor General.....	39-40, 51

Suspension of a senator. *See* Senators

T

Table officers

Attire	84
Calling out Orders of the Day	33, 73, 74, 75
Reading of petitions for private bills	69
Royal Assent	77-79

Tabling of documents

After prorogation or dissolution	67
“Back door”	66
Both official languages	66
Committee reports	
Informational purposes only	67
Deposited with the Clerk	66
Documents tabled by the Leader of the Government	
No leave required	66
Pursuant to an Act of Parliament	66
“Front door”	66
Recorded in the <i>Journals of the Senate</i>	66
Reports of interparliamentary delegations	69
Senators with leave	66

Time allocation to Government Business..... 107-110

Agreement between parties	108
Debate and vote on a time-allocated government order – process	109
Debate on motion to allocate time without agreement	109
Failure to reach agreement	108-109
Government legislation before a committee	144
Interruptions allowed during debate	110
Minimum duration of debate.....	108-109
No adjournment or amendment	109
Speaking time	109
Vote	109

Tributes..... 22, 63-64

U

User fee proposals

Committee study	190
Tabling process	189-190
Consultation between leaderships	189-190

Usher of the Black Rod

Protocol and logistics for parliamentary ceremonies

- Royal Assent 32-33
- Responsibilities 32-33
- Seating plan 28, 84
- Senate Page Program 32
- Speaker’s parade 61
- Speech from the Throne 42

V

Visitors in the gallery 61

Voting

- Abstentions 122
- Changing or withdrawal of a vote 122
- Deferred votes 120
- Free votes 123-124
- In Committee 195
- Missing a vote 122
- Putting the question..... 117-119
 - On division 117
 - Standing vote 118
 - Access to Senate 119
 - Ring of bells 118-119
 - Voice vote 117
- Record of a vote 119, 122
- Rescinding or correcting a decision of the Senate 123
- Right to vote 121
- Royal Assent 51
- Speaker’s vote 9, 26, 121
- Standing votes 119
 - Cancelling a request for a standing vote 123
- Tie 121
- Time allocation
 - Vote on motion once debate is concluded 109
- Time limits for ringing of bells 125-126
- Voting rights of senators 121

W

Whips 27

Committees

- Approval of organization meeting 184
- Broadcasting of committee meetings 212
- Deferred votes 120
- General responsibilities 27-28
 - Changes to committee memberships 27, 177
- Length of bells..... 118, 120
- Request to extend Senators’ Statements 64
- Seating plan assignment 27-28

Witnesses	199-204
Committee of the Whole	183
Expenses, reimbursement of	203
In committee	
Arrangement for appearance	210
Consideration of a bill	187
Failure to comply	201
Enforcement lies with the Senate	201
Selection	199
Sending for persons, papers and records	200-204
Restrictions	200
Steps to exercise power	201
Videoconferencing	203-204
Restriction on senators.....	203-204
Ministers and public servants	202
Oaths	202
Administration of oaths	227
Solemn affirmation and declaration for those who object.....	201, 238
Official languages	203
Parliamentary privilege	203
Provincial and territorial governments	203

Writ of summons to the Senate

Senator representing a	
Division in the province of Quebec	34
Province or territory other than Quebec	35

Written questions. *See* Questions