

**BYLAW
COMMITTEE**

**Thursday May 14, 2015
6.00pm
SUB 0-48**

AGENDA (BC 2015-01)

2015-01/1 INTRODUCTION

2015-01/1a **Call to Order**

2015-01/1b **Approval of Agenda**

2015-01/1c **Approval of Minutes**

2015-01/1d **Chair's Business**

Adopt relaxed Robert's Rules of Order as per standing orders 1(3).

Review Committee Meeting Schedule.

Presentation of proposed schedule for committee, and general committee information by Chair.

General discussion on committee schedule, information, etc.

Proposed changes to Standing Orders.

Please see document BS-15.01.01.

2015-01/2 DRAFTING REFERENDUM & PLEBISCITE QUESTIONS

- 2015-01/3 **DRAFTING BY-LAWS FOR SECOND READING (COMMITTEE STAGE)**
- 2015-01/4 **OTHER MATTERS REFERRED TO BYLAW COMMITTEE BY STUDENTS' COUNCIL**
- 2015-01/5 **DRAFT BILLS FOR FIRST READING**
- 2015-01/6 **MISCELLANEOUS RECOMMENDATIONS TO STUDENTS' COUNCIL**
- 2015-01/7 **ADJOURNMENT**
- 2015-01/7a **Next Meeting: TBD**

Standing Orders of the Bylaw Committee

Proposed May 14th 2015

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PART 1: RULES OF ORDER

Robert's Rules of Order

1(1) Robert's Rules of Order will be observed at all meetings of Bylaw Committee except where they are inconsistent with the Bylaws or Standing Orders of Bylaw Committee.

Chair to decide where Rules are Silent

1(2) Where the Bylaws, Standing Orders and Roberts' Rules of Order fail to provide direction with respect to procedure, the Chair will decide.

Relaxed Robert's Rules of Order

1(3) Notwithstanding Standing Order 1(1), the Chair may relax the rules prescribed in Robert's Rules of Order.

Strict Compliance Requested

1(4) Notwithstanding Standing Order 1(3), any member of the Bylaw Committee may require the Chair to strictly employ any part or all of Robert's Rules of Order by rising on a point of order to that effect.

PART 2: STRUCTURE OF SESSIONS

Order of Business & Mandate

2(1) The Order of Business for Bylaw Committee will be:

- (a) Chair's Business;
(b) Drafting Referendum & Plebiscite Questions Bylaw 100 s. 17(5)(b)
(c) Drafting By laws for Second Reading (committee stage) Bylaw 100 s. 17(5)(a)
(d) Other matters referred to Bylaw Committee by Students' Council Bylaw 100 s. 17(11)
(e) Draft Bills for First Reading Bylaw 100 s. 17(5)(c)
(f) Editorial Amendment of Bylaws Bylaw 100 s. 17(5)(d)
(g)(a) Miscellaneous Recommendations to Students Council Bylaw 100 s. 17(10)(h) General Orders.

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2(1) The Order of Business for Bylaw Committee will be:

- (a) Chair's Business,
(b) Question/Discussion Period
(c) Committee Business
(i) Drafting Referendum & Plebiscite Questions Bylaw 100 s. 17(2)(b)
(ii) Drafting Bylaws for Second Reading Bylaw 100 s. 17(2)(a)
(iii) Draft Bills for First Reading Bylaw 100 s. 17(2)(c)
(iv) Editorial Amendment of Bylaws Bylaw 100 s. 17(2)(d)
(v) Other matters referred to Bylaw Committee by Students' Council Bylaw 100 s. 17(8)
(vi) Miscellaneous Recommendations to Students' Council Bylaw 100 s. 17(7)
(d) Information Items

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Start-Up Meeting Logistics

2(2) The Administrative assistant will arrange a start-up meeting of Bylaw Committee after the start-up meeting of Students' Council and prior to the installation ceremony at the first meeting of Students' Council.

Start-Up Meeting Order of Business

2(3) The Order of Business for the start-up meeting of the incoming Bylaw Committee will be:

- (a) Election of a Chair. (see appendix 1)
- (b) Approval of Annual Meeting Schedule, and
- (c) Approval of Standing Orders.

Last Meeting Additional Orders of Business

2(4) The Order of Business for the last meeting of the year will have the following orders of the day added to Chair's Business:

- (a) Review and Revision of Standing Orders.

Additional Meetings

2(5) Within the limitations of *Bylaw 100 s. 15(2)*, additional meetings of Bylaw Committee may be called by the:

- (a) Chair, or
- (b) Bylaw Committee.

Cancelled Meetings

2(6) Meetings of Bylaw Committee may be cancelled by the Chair or Bylaw Committee.

PART 3: ORDERS OF THE DAY

Right of Submission by Bylaw Committee Members

3(1) Any voting member of Bylaw Committee may submit Orders of the Day to be considered by Bylaw Committee.

Order of Orders of the Day

3(2) Orders of the Day shall appear on the Order Paper in the order submitted or as otherwise designated by the Chair.

Deadline for Submission

3(3) Orders of the Day must be submitted to the Chair and the Administrative assistant by noon ~~two~~one business days prior to a Bylaw Committee meeting.

Late Additions

3(4) Notwithstanding Standing Order 3(3), Orders may be added to the Order Paper, at the discretion of Bylaw Committee at the meeting, if the items of business cannot be postponed to a future meeting of Bylaw Committee for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.

Deadline for Publishing

3(5) The agenda package will be published in the following manner:

- (a) paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
- (b) an electronic version will be placed on the Students' Union web page.

Deadline for Publishing

3(6) The agenda package will be published no later than 4:30 p.m. on the business day prior to a Bylaw Committee meeting.

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Deadline Exemption

3(7) For meetings called under the authority of Standing Order 2(5), there will be no submission or publishing deadline.

Special Orders

3(8) A motion to make a specific Order of the Day a Special Order is a privileged motion.

Chair made Special Orders

3(9) The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

Council made Special Orders

3(10) The Order of Business notwithstanding, Bylaw Committee may designate any Order of the Day a Special Order.

PART 4: CHAIR'S BUSINESS

Chair's Business

4(1) During Chair's Business, the Chair will address all day-to-day regulatory concerns of Bylaw Committee, including but not limited to:

- (a) attendance,
- (b) approval of the "Report to Students' Council" required in accordance with Bylaw 100 s. 16(1)(d),
- (c) resignations/recommendations to Council to nominate new members
- (d) any process by which a member is recommended for removal from Bylaw Committee, (e) reports,
- (f) announcements, and
- (g) motions making Orders of the Day Special Orders.

PART 5: PROCESS FOR DRAFTING RERERENDUM & PLEBISCITE QUESTIONS

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Chair to assign draftsperson

5(1) For each bill that passes first reading in Students' Council, the chair will assign a draftsperson to draft the question to appear on the ballot.

Draftsperson to submit for next Bylaw Committee Meeting

5(2) The draftsperson is to have a draft question prepared for the Bylaw Committee Order Paper for the first meeting of the bylaw committee immediately following First Reading passage of the bill in Students' Council.

Invitation of Primary Proponents

5(3) The chair will invite to the meeting at which the question is to be drafted the primary proponents of the question.

PART 6: PROCESS FOR DRAFTING BILLS FOR FIRST READING

Determination of Bylaws with Committees Mandate upon which to Recommend Substantive Change

6(1) The committee will determine prior to July which bylaws fall within its mandate under *Bylaw 100 s. 17(5)(c)* (i.e. those bylaws that the Bylaw Committee is mandated to make substantive recommendations on to Students' Council).

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Committee to Assign Draftsperson

6(2) Where deemed appropriate, for each bylaw identified under Standing Order 6(1), the committee will assign a draftsperson to bring forward a bill for the Bylaw Committee's consideration and potentially subsequent recommendation to Students' Council.

Consultation & Feedback

6(3) In preparing a draft bill, the draftsperson will consult with and solicit feedback from relevant or affected parties.

Draft Format to Parallel Students' Councils' First Reading Requirements

6(4) When ready, the draftsperson will submit the bill for the Bylaw Committee Order Paper in the same format specified in the Students' Council Standing Orders for Bylaws on First Reading.

Recommendation of Bill to Council

6(5) If approved, the bill is recommended to Students' Council for First Reading.

PART 7: PROCESS FOR DRAFTING BYLAWS FOR SECOND READING

Chair to assign draftsperson

7(1) For each bill that passes first reading in Students' Council, the chair will assign a draftsperson to draft amendments to the bylaws.

Draftsperson to submit for next Bylaw Committee Meeting

7(2) The draftsperson is to have the draft legislation prepared for the Bylaw Committee Order Paper for the first meeting of the bylaw committee immediately following First Reading passage of the bill in Students' Council.

Consideration of Recommendation "That Council reconsider First Reading"

7(3) Prior to consideration of the draft legislation, the committee will consider under *Students' Council Standing Order 15(3)(a)(iv)* whether or not to recommend to Students' Council that it reconsider whether the bill should be read a first time.

Formulation of Principles to accompany recommendation "That Council reconsider First Reading"

7(4) Where it is decided to recommend to Students' Council that Council reconsider whether the bill should be read a first time, the committee will provide suggested principles for Council to Consider.

Review of Draft Legislation for Compliance with First Reading Principles & Editorial Amendments

7(5) Where it is decided simply to recommend draft legislation in accordance with the principles passed on first reading, the committee will:

- (a) ensure that each principle is reflected in the draft legislation,
- (b) ensure that the draft legislation does not exceed the principles approved in first reading, and
- (c) review the entire bylaw for any editorial changes that it is appropriate to make.

PART 8: PROCESS FOR DRAFTING EDITORIAL AMENDMENTS TO BYLAW

Process for Drafting Editorial Amendments of Bylaws

8(1) The Bylaw Committee will conduct an annual review of each bylaw for editorial updates that do not alter the substantive meaning of the bylaws.

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Committee to Assign Draftsperson

8(2) Prior to July, the Bylaw Committee will assign a draftsperson(s) to review each bylaw and assign a date by which the review is to be completed.

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Consultation & Feedback

8(3) In reviewing a bylaw, the draftsperson will consult with and solicit feedback from sources that would be familiar with or affected by the bylaw under review.

Draft Format to Parallel Students' Council's Second Reading Requirements

8(4) When ready, the draftsperson will submit the proposed legislation for the Bylaw Committee Order Paper in the same format specified in the Council Standing Orders for Bylaws on Second Reading.

PART 9: MODIFIED RULES OF DEBATE

Guests of Bylaw Committee

9(1) Any person may become a Guest of Bylaw Committee upon being recognised as such by the Chair.

Guests of Bylaw Committee Speaking Privileges

9(2) The Chair may grant such speaking privileges to Guests of Bylaw Committee as deemed appropriate by the Chair.

PART 10: ATTENDANCE

Attendance

10(1) The Chair will take attendance orally twice each meeting, once during Chair's Business and once immediately prior to adjournment.

PART 11: RECORDS OF BYLAW COMMITTEE

Bylaw Committee "Report to Students' Council"

11(1) Bylaw Committee proceedings (traditionally minutes) will be recorded in a document styled "Report to Students' Council".

Report to be Circulated Prior to Submission

11(2) The "Report to Students' Council" will be circulated to members of the committee via e-mail for feedback regarding accuracy prior to submission to the Speaker.

Approval of "Report to Students' Council"

11(3) The "Report to Students' Council" is considered approved as submitted by the Chair to the Speaker for Students' Council and ultimately as received by Students' Council.

Members may identify errors

11(4) Whenever in the opinion of Bylaw Committee an error is made in the "Report to Students' Council" submitted by the Chair to the Speaker for Students' Council, such error will be noted in the next "Report to Students' Council".

Content of "Report to Students' Council"

11(5) The Report to Students' Council will consist of:

- (a) a document styled "Summary of Proceedings" which will be a brief written summary of the Bylaw Committee's activities at the relevant meeting,
- (b) a document containing a list of all motions voted on by the committee that the committee intends to be of force and effect in accordance with *Bylaw 100 s. 16(3)*, and
- (c) an appendix of all documents voted upon by the Bylaw Committee for the purpose of providing an audit trail and accurate record of actions taken.

Publication of "Report to Students' Council"

11(6) The "Report to Students' Council" shall be published electronically on the Students' Union Website, and in the next Students' Council Order Paper.

PART 12: DUTIES

12(1) The Chair of the Bylaw Committee is responsible for:

- (a) presiding over debate at meetings of the Bylaw Committee,
- (b) submitting the "Report to Students' Council" to the Administrative assistant, after each Bylaw Committee Meeting and prior to the deadline for Submissions to the next Students Council Meeting as set out in *Student's Council Standing Order 4(4)*,
- (c) assigning tasks to draftpersons in accordance with these Standing Orders,
- (d) working with the Speaker and Administrative assistant to ensure the logistical needs of Bylaw Committee are met,
- (e) recommending to Students' Council the removal of any member who in the opinion of the chair is not fulfilling their responsibilities to the Bylaw Committee, and
- (f) designating an alternate chair for any meeting of the Bylaw Committee he/she is unable to attend.

Administrative Assistant's Duties

12(2) The Administrative assistant is responsible for:

- (a) notifying members of upcoming meetings in accordance with the meeting schedule,
- (b) preparing an agenda, in accordance with these Standing Orders, based on the Orders of the Day submitted by members of Bylaw Committee and any referrals from Students' Council,
- (c) distributing the agenda to members of Bylaw Committee in accordance with Standing Order 3(6),
- (d) ensuring paper copies of the agenda are prepared for the chair to bring to each meeting, and
- (e) booking a location for each meeting and notifying members through the Order Paper.

Members' Duties

12(3) All members of the Bylaw Committee are responsible for:

- (a) Carrying out the drafting tasks assigned to them by the Bylaw Committee or Chair,
- (b) Ensuring the mandate of the Bylaw Committee is being fulfilled,
- (c) recommending to Bylaw Committee the removal of any chair who in the opinion of the members of the Bylaw committee is not fulfilling their responsibilities as Chair to the Bylaw Committee,
- (d) recommending to Students' Council the removal of any member who in the opinion of the Bylaw Committee is not fulfilling their responsibilities to the Bylaw Committee,
- (e) assigning tasks to draftpersons in accordance with these Standing Orders.

PART 13: NON-VOTING MEMBERS

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Non-Voting Members

13(1) The ~~following flowing~~ individuals are, in accordance with *Bylaw 100 s. 12(76)*, non-voting members of Bylaw Committee:

- (a) All members of Students' Council,
- (b) The administrative assistant,
- (c) Individuals appointed by the Bylaw Committee or Chair as draftpersons.

Privileges of Non-Voting Members

13(2) Non-voting members:

- a) may submit Orders of the Day to be considered by Bylaw Committee, and
- b) enjoy the same speaking privileges as any other member of the committee.

PART 14: MISCELLANEOUS

Public Meetings

14(1) Meetings of Bylaw Committee are open to the public, unless Bylaw Committee moves *in camera*.

APPENDIX 1: PROCEDURE FOR ELECTING A CHAIR

Start up meeting of Bylaw Committee

~~2(3) The Chair of Students' Council will serve as interim chair for the duration of the start up meeting of Bylaw Committee, and preside over the election of a Chair of Bylaw Committee as per this Appendix~~

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~~Senior member to preside when outgoing Chair running for re-election~~

~~2(3)(a)(i) The longest serving member of Bylaw Committee not running for Chair will preside over the election when the outgoing Chair is running for re-election.~~

~~In Case of Tie, Elder Member to Preside~~

~~2(3)(a)(ii) In the case of a tie between longest serving members, the eldest of the tied members will preside.~~

Nominations

~~2(3)(a)(i) Any voting member of Bylaw Committee may nominate themselves for the role of Chair,~~

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Speeches

~~2(3)(a)(iiii) The presiding member will ask E~~each candidate ~~may to~~ give a brief speech not to exceed two minutes.

Questions

~~2(3)(a)(iii+v) The presiding officermember~~ will allow questions to be put to the candidates from the members of Bylaw Committee.

Secret Ballot

~~2(3)(a)(iv) The vote will be by secret ballot and will be in the style of the Executive Elections.~~

Recess

~~2(3)(a)(vi) Bylaw Committee will recess while the presiding officer counts the vote.~~

Announcement

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2(3)(a)(vii) The presiding officer will announce the results of the election to Bylaw Committee.

NOTE

2(3)(a)(viii) ~~Should~~~~Where~~ the position of chair ~~become~~~~if~~ vacant, election of a new chair will take place at the next meeting of Bylaw Committee as a special order of business to be dispensed with immediately in accordance with this appendix with the exception that a voting member of Bylaw Committee who is not running for election or re-election to the position of chair will preside over elections procedure until the election of a new chair. This member will be the outgoing Chair unless they are running for re-election or no longer a voting member of Bylaw Committee, in which case the presiding member will be determined by vote cast by all members of Bylaw Committee not running for election or re-election to the position of chair. In the case that all voting members of Bylaw Committee are running for election or re-election to the position of Chair, the speaker of Students' Council will serve as presiding officer~~will be a special order of business to be dispensed with immediately.~~