

# *Standing Orders of Students' Council*

## **PART 1: RULES OF ORDER**

### **Roberts' Rules of Order**

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

### **Speaker to Decide where Rules are Silent**

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

## **PART 2: STRUCTURE OF SESSIONS**

### **Order of Business**

**2(1)** The Order of Business for Students' Council will be:

- (a) Speaker's Business,
- (b) Presentations,
- (c) Executive Committee Report,
- (d) Board and Committee Report,
- (e) Question Period,
- (f) Board and Committee business
- (g) General Orders.

### **Start-Up Meeting Order of Business**

**2(2)** The Order of Business for the start-up meeting of the incoming Students' Council will be:

- (a) Election of a Speaker,
- (b) Approval of Annual Meeting Schedule, and
- (c) Nomination to Standing Committees.

### **First Meeting after Start-Up Meeting Additional Orders of Business**

**2(3)** The Order of Business for the first meeting of the year after the start up meeting will have the following orders of the day added to Speaker's Business:

- (a) Installation Ceremony,
- (b) Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, 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 Speaker's Business:

- (a) President's Farewell Address.

### **Oath of Office**

**2(5)** The Oath of Office shall be taken by all members of Students' Council at the first meeting of each trimester.

### **Additional Meetings**

**3(1)** Additional meetings of Students' Council may be called by the:

- (a) Speaker,
- (b) Council Administration Committee,
- (c) Executive Committee, and
- (d) Students' Council.

### **Cancelled Meetings**

**3(2)** Meetings of Students' Council may be cancelled, no later than 97 hours in advance of the meeting intended to be cancelled, by the:

- (a) Speaker,
- (b) Council Administration Committee, and
- (c) Students' Council.

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## **PART 3: ORDERS OF THE DAY**

### **Right of Submission by Students' Council Members**

**4(1)** Any voting member or Board/Committee of Students' Council may submit Orders of the Day to be considered by Students' Council

### **Right of Submission by Students' Union Members**

**4(2)** Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.

### **Order of Orders of the Day**

**4(3)** Orders of the Day shall appear on the Order Paper in the order they were submitted.

### **Deadline for Submission**

**4(4)** Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students' Council by 8:00 a.m. on the 2<sup>nd</sup> business day prior to a Students' Council meeting.

### **Late Additions**

**4(5)** Late additions to the Order Paper may, at the discretion of Students' Council, be added at the meeting if the items of business cannot be postponed to a future meeting of Students' Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.

### **Deadline for Publishing**

**5(1)** 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**

**5(2)** The agenda package will be published no later than 5:00 p.m. on the 2<sup>nd</sup> business day prior to a Students' Council meeting.

### **Deadline Exemption**

**5(3)** For meetings called under the authority of Standing Order 3(1), there will be no submission or publishing deadline.

### **Special Orders**

**6(1)** Motions making specific Orders of the Day Special Orders are privileged motions.

### **Speaker made Special Orders**

**6(2)** The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.

### **Council made Special Orders**

**6(3)** The Order of Business notwithstanding, Students' Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

## **PART 4: SPEAKER'S BUSINESS**

### **Speaker's Business**

**7(1)** At the start of Speaker's Business, the Speaker will make the following oral announcement:

*Before we begin, may I remind you all of the Oath you have taken.*

**7(2)** During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:

- (a) resignations,

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- (b) any process by which a member is permanently removed from Students' Council,
- (c) reports of the Chief Returning Officer,
- (d) announcements, and
- (e) motions making Orders of the Day Special Orders.

### **PART 5: PRESENTATIONS**

#### **Presentation Abstracts**

**8(1)** All presentations must be accompanied in the agenda package by a 100-word abstract. Presentations that substantially deviate from the abstract are out of order.

#### **Length of Presentations**

**8(2)** Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.

#### **Presentations Exclude Enacting Motions on Same Topic**

**8(3)** Motions related to the subject matter of a presentation at the same meeting are out of order.

#### **Initiation of Presentations**

**8(4)** In order for Students' Council to receive a presentation, a motion to accept the presentation must first be considered by Students' Council.

#### **Tools for Presentations**

**8(5)** A computer and projector shall be available whenever a presentation appears on the main agenda of Students' Council.

### **PART 6: NOMINATIONS**

#### **Motions to Nominate Considered Special Orders**

**9(1)** A motion to nominate will be a Special Order upon completion of Presentations.

#### **Motions to Nominate Considered Approved**

**9(2)** A motion to nominate will be considered approved, and the floor open to nominations, unless a member requests a vote on the motion.

### **PART 7: REPORTS**

#### **Style of Executive Officer Reports**

**10(1)** Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

#### **Executive Officer Reports on Conferences**

**10(2)** Executive Officers will submit reports to Students' Council no later than two meetings of Students' Council after any conferences attended.

#### **Style of the Undergraduate Board of Governors Representative's Report**

**10(3)** The Undergraduate Board of Governors Representative's reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

#### **Frequency of Undergraduate Board of Governors Representative's Reports**

**10(4)** The Undergraduate Board of Governors Representative will report to Students' Council, at minimum, following each Board meeting.

#### **Executive Committee Reports**

**11(1)** The President (or designate) will compile a report on the actions of the Executive Committee listing, at minimum, formal motions approved by the Committee.

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## **Style of Board and Committee Reports**

**12(1)** Board and Committee reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed (2) minutes.

## **PART 8: QUESTION PERIOD**

### **Length of Question Period**

**13(1)** Question period will be fifteen (15) minutes in duration.

### **Extension of Question Period**

**13(2)** Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.

### **Written Questions**

**14(1)** Written questions may be submitted for inclusion with the Orders of the Day.

### **Priority of Written Questions**

**14(2)** Written questions may be responded to in writing or orally, and will have priority over questions posed orally.

## **PART 9: LEGISLATIVE PROCESS FOR BY-LAWS**

### **First Reading of Bylaws**

**15(1)** When a bylaw is being read a first time:

- (a) the motion is placed on the Order Paper;
- (b) the motion is presented in the following format:
  - (i) the principle and/or objectives are listed, and
  - (ii) specific wording of legislation is not permitted;
- (c) debate is limited to general principles and objectives; and
- (d) if approved, the motion is referred to the Bylaw Committee.

### **Committee Stage (for Bylaws)**

**15(2)** When a bylaw is in the Committee stage:

- (a) the Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading;
- (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading; and
- (c) as part of its report, the Committee may recommend that Students' Council reconsider the motion that "The bill be read a first time" if there are principles relevant to the bill that were not considered on first reading that:
  - (i) if omitted, would defeat or impair the purpose of the bill, and/or
  - (ii) will detrimentally impact the Students' Union.

### **Second Reading of Bylaws**

**15(3)** When a bylaw is being read a second time:

- (a) the motion will be presented in the following format:
  - (i) the entire bylaw(s) will be presented (may be waived by the Speaker),
  - (ii) deletions to the existing bylaw(s) will be shown by using a strike-through font,
  - (iii) additions to the existing bylaw(s) will be shown by using an underline font, and
  - (iv) a recommendation (if made) by the Committee to reconsider the motion that "The bill be read a first time" with the principles considered to make the reconsideration necessary; and
- (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that "The bill be read a first time," where debate will be limited to the suggested principles put forward by the Committee to support a return to first reading and the propriety of adopting such a motion.

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## **Coming Into Force**

**15(4)** Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

## **PART 10: LEGISLATIVE PROCESS FOR BUDGET**

### **Vice President (Operations & Finance) Recommends Principles**

**16(1)** The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Budget and Finance Committee no later than January 15.

### **Budget and Finance Committee Amends and Recommends Principles**

**16(2)** The Budget and Finance Committee shall recommend a set of Budget Principles to Students' Council no later than February 15.

### **First Reading of Budget in Council**

**16(3)** Students' Council shall approve a set of Budget Principles no later than March 15.

### **Executive Committee to Recommend Final Budget**

**16(4)** The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students' Council, to the Budget and Finance Committee no later than March 31.

### **Budget and Finance Committee to Amend and Recommend Final Budget**

**16(5)** The Budget and Finance Committee shall recommend a final Operating and Capital Budget to Students' Council.

### **Second Reading of Budget in Council**

**16(6)** When the Budget is being read a second time:

- (a) Students' Council shall approve a final Operating and Capital Budget;
- (b) the Budget will be presented in a three-part document consisting of:
  - (i) the Budget Principles passed on first reading,
  - (ii) the estimates (numerical breakdown of the budget), and
  - (iii) additional written instruction providing further instruction on how money within budget categories is to be spent; and
- (c) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

## **PART 11: LEGISLATIVE PROCESS FOR POLITICAL POLICIES**

### **First Reading of Political Policy**

**17(1)** The procedural requirements for passage of political policy on first reading are the same as those for the passage of bylaw on first reading except that the political policy will then be referred to the Policy Committee.

### **Committee Stage (Political Policy)**

**17(2)** When a political policy is in the Committee stage:

- (a) the Committee selects and assigns an Executive Officer to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
- (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.

### **Second Reading of Political Policy**

**17(3)** When a political policy is being read a second time:

- (a) the motion will be presented in the following format:
  - (i) the entire political policy will be shown,
  - (ii) deletions to existing political policy will be shown by using a strike-through font, and
  - (iii) additions to existing policy will be shown by using an underline font; and

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- (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

### **Expiration of Political Policy**

**17(4)** Political Policies adopted within a particular session of Students' Council shall expire within three (3) years after the end of that session.

**17(5)** Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students' Council as a recommendation to renew.

## **PART 12: MODIFIED RULES OF DEBATE**

### **Length of Speeches**

**18(1)** Members having obtained the floor to speak to a motion can speak no longer than six minutes.

### **Speaker may Limit Debate**

**19(1)** The Speaker may limit debate at any time on any Order of the Day.

### **Moving the Previous Question**

**20(1)** A member of Students' Council may not move the previous question at the same time as he/she speaks to the motion.

### **Speaker may Disallow Moving the Previous Question**

**20(2)** The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.

### **Subsidiary Motions Limited**

**21(1)** Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.

### **Points of Order**

**22(1)** Where a member rises on a Point of Order citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.

### **Guests of Students' Council**

**23(1)** Any person may become a Guest of Students' Council by writing his/her name on the Guest List provided by the Speaker at each meeting of Students' Council.

### **Guest of Students' Council Debate Privileges**

**23(2)** The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends his/her speaking privileges to a guest.

## **PART 13: VOTING**

### **Division**

**24(1)** A roll call vote will be taken if requested by a voting member of Students' Council and shall take precedence over any other method of voting.

### **Speaker may Refuse a Division**

**24(2)** The Speaker may refuse a dilatory request for a division except on items of business disposing of main motions.

## **PART 14: RECESS/REASSEMBLY**

### **Recess**

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**25(1)** Students' Council will recess for fifteen (15) minutes immediately after the first Order of the Day disposed of, at least ninety (90) minutes after the Call to Order.

### **Recess and Reassembly**

**25(2)** Students' Council will recess for fifteen (15) minutes at 10:00 p.m. and reconvene at a location designated by the Speaker.

## **PART 15: ATTENDANCE REQUIREMENTS**

### **Attendance**

**26(1)** The Speaker will take attendance orally twice each meeting, once after Speaker's Business and once immediately prior to adjournment or at 10:00 p.m., whichever is earlier.

**26(2)** Any member of the Executive Committee (with the exception of the General Manager) that is absent from a meeting of Students' Council shall submit a written explanation to Students' Council outlining the reason for their absence.

**26(3)** Should a Councillor be absent for 3 meetings in a semester, Students' Council will notify that Councillor's Faculty Association. Missed meetings not subject to this section are those attended by proxies or attended through alternate means as approved by the Speaker.

## **PART 16: DISCIPLINE**

### **Speaker may Discipline**

**27(1)** The Speaker may discipline a member of Students' Council for breaches of Standing Orders.

### **Call for Decorum**

**27(2)** Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.

### **Censure**

**27(3)** Students' Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

## **PART 17: PROXIES**

### **Assignment of Students' Council Proxies**

**28(1)** To appoint a proxy, a Councillor must provide a notice to that effect to the Speaker:

- (a) stating the name and e-mail address of the proxy member,
- (b) indicating the duration of the appointment, and
- (c) that is signed by the appointing Councillor, or
- (d) that, if sent by e-mail, is received no later than two (2) hours prior to the meeting.

### **Assignment of Committee Proxies**

**28(2)** To appoint a proxy for a Committee, a Councillor must provide a notice to that effect to the Chair of the Committee:

- (a) stating the name and e-mail address of the proxy member,
- (b) indicating the duration of the appointment, and
- (c) that is signed by the appointing Councillor, or
- (d) that, if sent by e-mail, is received no later than two (2) hours prior to the meeting.

## **PART 18: RECORDS OF STUDENTS' COUNCIL**

### **Audio Record of Students' Council**

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**29(1)** When feasible, an audio record of Students' Council proceedings will be recorded.

### **Approval of Audio Record**

**29(2)** The audio record is considered approved as recorded.

### **Video Record of Students' Council**

**30(1)** Anyone wishing to record or stream video at a meeting of Students' Council must provide written notice to the Speaker by noon on the business day prior to the meeting date.

**30(2)** The Speaker shall, in advance of the Students' Council meeting in question, notify all members of Students' Council and all scheduled presenters of any notices to record or stream video at the meeting.

### **Minutes of Students' Council**

**31(1)** When an audio record is not possible, minutes of Students' Council proceedings will be recorded.

### **Approval of Minutes**

**31(2)** The minutes are considered approved as transcribed.

### **Members may Clarify Comments in Minutes**

**31(3)** Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes prior to a time limit set by the Speaker.

### **Record of Votes and Proceedings**

**32(1)** A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:

- (a) all motions moved except joke motions,
- (b) any event having legal consequences extending beyond the adjournment of that meeting,
- (c) a record of all regulations and decisions approved by Students' Council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' Council, and
- (d) a record of attendance.

### **Publication of Votes and Proceedings**

**32(2)** Votes and Proceedings shall be published electronically the third business day after a Students' Council meeting and in the next agenda package.

### **Approval of Votes and Proceedings**

**32(3)** The record of Votes and Proceedings is considered approved as transcribed.

### **Confidentiality of Awards Business**

**33(1)** Applications submitted for awards administered by the Grant Allocation Committee, and deliberations surrounding the selection of recipients of awards administered by the Grant Allocation Committee shall be designated as strictly confidential and shall only be available to:

- (a) members of the Awards Adjudication Committee;
- (b) members of the Executive Committee; and
- (c) SFAIC staff.

## **PART 19: MISCELLANEOUS**

### **Speaker to Vacate Chair**

**34(1)** A motion that the Speaker vacate the chair:

- (a) is always in order,
- (b) takes precedence over any other motion, and
- (c) is not debatable.

### **Public Meetings**

**35(1)** Meetings of Students' Council are open to the public, unless Students' Council moves *in camera*.



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### **Only Official Documents Allowed**

**36(1)** Only official Students' Council documents may be distributed to members within the chamber.

### **Council Retreats**

**37(1)** A summer retreat for Students' Council members will be held before June 30 of each year.

**37(2)** A fall retreat for Students' Council members will be held before October 31 of each year.

**37(3)** The Council Administration Committee shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.

### **Joke Motions**

**38(1)** At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

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## **APPENDIX 1: PROCEDURE FOR ELECTING A NEW SPEAKER**

### **Council to be provided with cover letter and resume**

**1** Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.

### **Senior member to preside when outgoing speaker running for re-election**

**2** The longest-serving member of Students' Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.

### **In Case of Tie, Elder Member to Preside**

**3** In the case of a tie between longest-serving members, the eldest of the tied members will preside.

### **Speeches**

**4** The presiding member will ask each candidate to give a brief speech not to exceed two minutes.

### **Questions**

**5** The presiding member will allow questions to be put to the candidates from the members of Students' Council.

### **Secret Ballot**

**6** The vote will be by secret ballot and will be in the style of the Executive Elections.

### **Recess**

**7** Students' Council will recess while the presiding officer counts the vote.

### **Announcement**

**8** The presiding officer will announce the results of the election to Students' Council.

## **APPENDIX 2: OATH OF OFFICE**

*I am not here for me.*

*I am here for the people that lent me their power in exchange for a promise.*

*I will keep that promise to make decisions with their interest in mind.*

*I will vote after knowing the facts, not before.*

*I will use Robert's Rules for their purpose, not my own.*

*I will oppose ideas, not people.*

*I will think before I speak, not speak just to think.*

*I will take the job seriously or not take the job at all.*

*I will represent my fellow students' interests, not my own.*

*I am not here for me.*

## **APPENDIX 3: COUNCIL SCHOLARSHIP**

### **Overview**

**1.** Two Council Scholarships, to be administered by Students' Council, shall be offered each trimester. The value of each scholarship shall be \$500.00.

### **Criteria**

**2.** The criteria for each scholarship is:

- (a) representative of his/her constituents' opinions and concerns in Students' Council matters;
- (b) serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
- (c) excellent attendance; and
- (d) activity on committees.

### **Nomination**

**3.** Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the

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nomination containing at least two additional supporting signatures from other voting members of Students' Council. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.

4. Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.

5. All members of Students' Council nominated for a scholarship will receive a certificate from the Students' Union as well as a copy of the submitted nomination form. Their names will also be displayed as scholarship nominees on the Students' Council website.

### **Eligibility**

6. All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.

7. All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee. There shall be no limit to the number of times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

### **Selection**

8. The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.

9. Selection of scholarship winners for the preceding trimester shall take place at the final meeting of Students' Council each trimester. There shall be no debate. At the meeting a secret ballot vote shall be held, open to all voting members of Students' Council. The vote shall take place by preferential ballot and shall follow the balloting procedures used in the selection of a committee chair.

## **APPENDIX 4: COUNCILLOR MENTORSHIP PROGRAM**

### **Participation**

1 Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.

2 Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.

3 Requests to participate in a given meeting of Students' Council must be received by the Thursday prior to the meeting.

### **Administration**

4 The Council Administration Committee shall be responsible for the implementation of this program.

5 This program shall be advertised in the Fall and Winter term.

### **Processing Requests**

6 First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students' Council.

7 A mentor may have only one mentee for any given Students' Council meeting.

### **Mentor Responsibilities**

8 After being paired with a mentee, the mentor shall be responsible for:

- (i) establishing contact with the mentee prior to the scheduled Students' Council meeting,
- (ii) enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,

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- (iii) attending the scheduled meeting of Students' Council with the mentee,
- (iv) familiarizing the mentee with the role and proceedings of Students' Council, and
- (v) debrief the mentee at a future time to discuss their experience.