



## STANDING ORDERS OF COUNCIL 2016

1 April 2016

Council

### Preamble

The USC prides itself on effective and transparent governance procedures. These standing orders have been implemented to engender focused and efficient operations of Council that are reflective of the composition of the USC as a Council. These standing orders supplement the provisions contained in the USC's **By-Law #1: Corporate By-law** that relate to the operations of Council and serve to augment certain sections of Robert's Rules to reflect the unique dynamics of Council.

### 1. Scope

1. These standing orders govern the operations of Council supplemental to the USC's **By-law #1** and Robert's Rules of Order (RONR).
  - i. Where there is a question of these orders conflicting **By-law #1**, the By-law shall be held authoritative.
  - ii. Where there is a question of these orders conflicting with RONR, these orders shall augment RONR as specified.
2. Council shall, on the advice of the Senior Operations, have the authority to amend these orders insofar as any changes to these orders do not contradict the USC's By-laws, the Act, or the Letters Patent.

### 2. Meeting Times

1. General Meetings of the USC Council shall take place on Wednesday evenings, with a time and location set by the Speaker and agreed upon by Council. A list of specific dates shall be made available via the **Legislative Calendar**.
  - i. Any change to a time or location of the General Meeting of Council shall be communicated to Members as far as in advance as possible.
2. Times and locations for Special and Annual Meetings shall be set at the discretion of the Speaker based on availability of space.

### 3. Agenda

1. The Agenda for duly-called meetings of Council may include, but are not limited to, the following sections of business.
  - i. Call to Order;
  - ii. Singing of "O Canada;"
  - iii. Singing of the Western School Song
  - iv. Approval of the Agenda



- v. Approval of Minutes
  - vi. Comments from the Chair
  - vii. Presentations
  - viii. For Action
  - ix. For Information
  - x. For Discussion
  - xi. Termination
2. Items of new business may be added to the sections of For Action, For Information, or For Discussion by Members at the discretion of the Speaker.
  3. Agendas for Special Meetings of Council and Annual General Meetings shall not be required to follow the above format. The format shall be approved by the Senior Operations Standing Committee.

#### 4. Time Limits

1. To ensure efficiency, the Senior Operations Standing Committee has the right to put a time limit on any Agenda item after which Council must for an extension in order to continue.
2. The following Agenda items shall always be accompanied by a time limit, set by the Senior Operations Standing Committee.
  - i. Presentations to Council;
  - ii. Executive Reports;
  - iii. Western Student Senators Report;
  - iv. Report from the Chair of the Board of Directors.
3. Meetings of Council – General, Special, Annual, or otherwise – shall be recessed or adjourned by the Speaker no later than 12am (midnight).
  - i. Any meeting that is recessed prior to 12am with outstanding business remaining on the Agenda shall be reconvened the following week in line with the Meeting Time provisions for General Meetings contained in Section 2 of this policy.
4. If business remaining on the Agenda at 12am is of a time-sensitive nature the Speaker of Council can choose to do one of the following:
  - i. Continue the meeting and consider only those pieces of business deemed to be time sensitive in nature. All other items of business shall be tabled and discussed upon reconvention of the meeting at a later date; or
  - ii. Recess the meeting and reconvene the meeting at a time other than that specified in Section 2 above.



5. The Speaker shall have the authority to recess the meeting significantly prior to 12am should she determine the next piece of business is of a sufficiently significant nature so as to go past 12am.

## 5. Proxies

1. All Ordinary Members of Council are entitled to vote at a meeting by means of a proxy, who cannot be a voting member of Council, but must be a student.
2. A proxy form must be signed by the Member and provided to the Speaker of Council and the Coordinator of Council at least twenty-four (24) hours in advance of the start date of the meeting, in order for the proxy to be valid.
3. The proxy is valid only at the meeting for which it is given.
4. A Member may revoke a proxy by informing the Speaker of Council in writing twenty-four (24) hours in advance of the start date of the meeting.
5. A proxyholder has the same rights as the Member who appointed her in the rights to speak and vote at the meeting.

## 6. Speaker Authority

1. In addition to the regular authority given to the Speaker of Council by virtue of holding the position itself, the Speaker shall also have the authority to do the following without having to ask for a motion from Council.
  - i. The Speaker shall have authority to call for a vote on any given question or amendment should she determine debate or discussion of the question has gone off topic or has become circular in nature. The Speaker may call for a vote at any time, regardless of the number or nature of names remaining on the Speaker's List.
  - ii. The Speaker shall have the authority to recess a meeting at her sole discretion. This includes a short recess for Members to take a break, and a recess until a later date for the purposes of conducting research for the benefit of Council.
  - iii. The Speaker shall have the authority to refer any motion or question back to a Standing Committee or Ad-Hoc Committee of Council should she determine more discussion or research is necessary. The Speaker may refer a question or motion before any discussion or debate has taken at the Council meeting.
  - iv. The Speaker has the authority to enforce the **Voting Member Attendance Policy**.
  - v. The Speaker shall have authority to sanction Members who are in breach of Council decorum (i.e. personal attacks on another Member, causing disruptions,



etc.). Sanctions may include, but are not limited to the following:

- a. A verbal warning;
  - b. Removal of a Member for the duration of the question on the floor;
  - c. Removal of a Member for the duration of the meeting;
  - d. Application of a demerit point penalty to the Member no larger than 1.0 points; and
  - e. Recommend the removal of a Member from Council subject to the **Voting Member Attendance Policy**.
2. Council has the right to challenge the Speaker regarding any section of this policy, subject to a two-thirds ( $\frac{2}{3}$ ), provided said challenge does not contravene either the By-laws, or the Act.

## 7. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – By-law #1: Corporate By-law, Legislative Calendar, Voting Member Attendance Policy.
3. Date Passed – 23 October 2013
4. All previous Amendments – 30 March 2016, 23 October 2013