



SPECIAL MEETING OF COUNCIL 2016/2017

26 October 2016

USC Community Room  
7:00 PM

1. Call to Order
2. O Canada
3. Western Song
4. Roll Call
5. Approval of Agenda
6. Approval of Minutes  
Special Meeting of Council – 14 September 2016  
Meeting of Council – 28 September 2016
7. Presentations
  - i. Orientation Governance Board Presentation– *E. Avila, President*
8. For Action
  - i. Advocacy Standing Committee/Caucus' Terms of Reference Changes ([Motion 1](#)) – *Name, Title*
  - ii. Speaker of Council Terms of Reference ([Motion 2, Appendix 1](#)) – *Name, Title*
  - iii. Councillor Terms of Reference ([Motion 3, Appendix 2](#)) – *Name, Title*
  - iv. Clubs Governance Committee Terms of Reference Changes ([Motion 4, Appendix 3](#)) – *Name, Title*
  - v. Executive Officer Salaries Procedure Recommendations ([Motion 5, Appendix 4](#)) – *Name, Title*
9. For Information
  - i. Executive Reports (45 minutes)
  - ii. Report of the Chair of the Board of Directors (10 minutes)
  - iii. Report from the Chair of the Student Senators (10 minutes)
  - iv. Report from a Representative from Strategic Planning (10 minutes)
  - v. Report from Standing Committee Chairs (10 minutes)
    - a) Governance and Finance Standing Committee
    - b) Advocacy Standing Committee
    - c) Student Experience Standing Committee
    - d) Agenda and Council Operations Standing Committee
10. For Discussion
11. New Business
12. Termination



## Motion #1

### Updates to the Advocacy Standing Committee and Caucuses' Terms of Reference

#### Background

Previously there were nine caucuses of Council that were entitled to make non-binding recommendations to Council. There are currently three Caucuses of Council: First Year Caucus, Mature and Transfer Students' Caucus, and International Student Caucus. These three caucuses were enacted in 2015. Currently, the caucuses are entitled to make non-binding recommendations to the Local Campus and Affairs Standing Committee of Council.

#### Purpose

To improve the accountability of the USC with regard to caucuses.

#### Motion

WHEREAS the caucuses of Council represent important and enumerable constituencies on campus such as international students, mature and transfer students, and first year students;

WHEREAS the caucuses of Council have the opportunity to present their recommendations on behalf of their constituencies once per year at AGM II;

WHEREAS Council benefits as a representative body by acting upon the aforementioned recommendations;

WHEREAS there is currently no formalized mechanism for ensuring that the next years' Council consider for adoption the recommendations;

BE IT RESOLVED that it shall be the responsibility of the caucuses to submit their recommendations to the Chair of the Advocacy Standing Committee prior to AGM II;

BE IT FURTHER RESOLVED that the Vice President of the USC will be responsible for despatching the recommendations of the caucuses to Advocacy Standing Committee in September;

BE IT FURTHER RESOLVED that the Advocacy Standing Committee will be responsible for bringing motions to Council throughout the year on behalf of the caucuses, which are based on the recommendations;

BE IT FURTHER RESOLVED that the Terms of Reference for Advocacy Standing Committee and caucuses will be updated to reflect this change in process.

#### Notes

- There is nothing in this motion that makes the recommendations binding. ASC, and later Council, may or may not choose to move forward with recommendations, once discussed.



Motion #2

Speaker of Council Terms of Reference

Whereas, the USC currently does not have any terms of reference for the position of Speaker of Council;

Whereas, the role of Speaker of Council is one requiring definition, structure, accountabilities and parameters with respect to purview and scope of authority;

Be it resolved that, Council approve the Speaker Terms of Reference.

MOVER/Seconder



## Appendix 1

### SPEAKER OF COUNCIL TERMS OF REFERENCE

Effective:  
Last Review: N/A

USC Council  
Next Review: January 2018

#### 1. Mandate

The Speaker of Council ensures the effective organization and facilitation of Council. The Speaker ensures the rules of Council are upheld and that each Councillor is treated fairly and equally.

#### 2. Duties and Responsibilities

The duties and responsibilities of Speaker are as follows:

1. Coordinate and organize regular and special meetings of Council (agendas, voting software, location booking, minutes, etc.), including the Summer Meeting and Annual General Meeting.
2. Chair the meetings of Council, and the Agenda and Council Operations Committee.
3. Enforce the Standing Orders of Council (including Roberts' Rules of Order), the Voting Member Attendance Policy, and all other Council policies.
  - i. The Speaker of Council shall have discretion over the appropriate measures of disciplining Council members for poor attendance or unacceptable behaviour.

#### 3. Authority and Principles

1. The Speaker of Council shall be a voting member of Council, with the following stipulations:
  - i. They shall not be included in the count for quorum.
  - ii. The Speaker may only exercise their ability to move or second motions only within the realm of disciplining Councillors, and enforcing the Standing Orders of Council and/or Roberts' Rules of Order.
2. The Speaker shall have the authority to conduct any of the following without a motion from Council. These actions can be objected by Council with a motion to overrule the Chair, as outlined in Robert's Rules of Order.
  - i. The Speaker may refer any motion or item of business to a Committee of Council should Council determine more discussion or research is necessary.
  - ii. Call for a vote on any given question, amendment, or motion at any time and within reason.
  - iii. Recess the meeting at any time, including a recess for a short break or a recess for another meeting time and date.
  - iv. Adjourn the meeting at any time within reason.
  - v. Sanction Members and Non-Members who are breach of Council decorum. Sanctions may include but are not limited to,
    1. A verbal warning.
    2. Removal of the individual for the duration of the question on the floor.
    3. Removal of the individual for the duration of the meeting.
    4. Recommend the removal of a Member or Observer from Council subject to provisions of By-Law #1.



3. The Speaker of Council operates under the following principles,
  - i. To act in an apolitical and objective manner, focused on driving the needs and focus of Council further.
  - ii. To ensure Councillors have enough information to make informed decisions.
  - iii. To be a support to committees, chairs, and members of Councillors.

#### 4. Accountability

1. The Secretary-Treasurer shall be the direct supervisor of the Speaker.
  - a. The Secretary-Treasurer shall have the authority to withhold the Speaker's honorarium under the following circumstances:
    - i. The Speaker fails to attend multiple meetings of the Agenda and Council Operations Committee, or Council, without providing reasonable notice and rationale.
    - ii. The Speaker continuously fails to produce regular attendance or voting records without valid rationale.
  - b. The Secretary-Treasurer may request that Council consider a motion to remove the Speaker under the following circumstances:
    - i. The Speaker fails to attend multiple meetings of the Agenda and Council Operations Committee, or Council, without providing reasonable notice and rationale.
    - ii. The Speaker frequently fails to follow the rules of Council including the law of Canada, Ontario, and USC By-Laws, Policies, and Procedures.
2. The Speaker shall also be accountable to Council.
  - a. Council may remove the Speaker, subject to a vote, in the following circumstances:
    - i. Upon the recommendation of the Secretary-Treasurer.
    - ii. If Council deems the Speaker to be acting in a manner that violates Canadian or Ontario law, or acting contrary to USC By-Laws, Policies, or Procedures.
3. Should the Speaker be removed from office, the Deputy-Speaker will immediately take over as Speaker.
  - a. Should the Deputy-Speaker position be vacant, Council will adjourn until such time as the Chief Returning Officer can hold a Speaker election.

#### 5. Election

1. The Speaker of Council shall be elected by Council at their first meeting of each year, or as required to fill a vacancy.
2. Applicants must be an undergraduate student at the University of Western Ontario
3. Campaigning will be limited to a five (5) minute speech, presented during the Council meeting, covering the candidate's qualifications, and past experiences.
4. The election will use a ranked ballot, following procedure outlined in By-Law #2.
5. The position must be posted a minimum of two weeks before this meeting.

#### Context and Enactment

1. Documents Repealed – N/A



2. Supporting/Related Documents – Standing Orders of Council, By-law #1, By-law #2, Robert's Rules of Order Newly Revised 11<sup>th</sup> Edition
3. Date Passed -
4. All Previous Amendments – N/A



### Motion #3

#### Councillor Terms of Reference

Whereas, the USC does not currently have an outline of the role of a Councillor;

Whereas, it is the duty and responsibility of the USC to accurately represent the expectations, duties, roles and responsibilities of members of Council;

Be it Resolved that, Council pass the Councillor Terms of Reference.

MOVER/Seconder



## Appendix 2

### Councillor Terms of Reference

Effective: USC Council  
Last Reviewed: To be Reviewed: January 2018

#### 1. Mandate

Council represents and advocates on behalf of all undergraduate students at Western University. Councillors make up the Legislative Branch of the USC and are collectively responsible for making, amending and repealing USC policies related to Executive Officers, advocacy, and student-interests and positions.

#### 2. Duties and Responsibilities

1. Be a representative of the undergraduate students of Western University and the students of your constituency.
2. Be prepared for, and attend monthly Council meetings.
3. Debate and vote on items coming to Council.
4. Be a member of a standing committee of Council (Advocacy, Student Experience, and Governance and Finance)
5. Be prepared for, and attend standing committee meetings.
6. Facilitate communication between your constituency and the USC; use student feedback to inform your debate, and voting.
7. Inform your constituents of USC activities, events, and opportunities.
8. Ensure Executive members are acting in the best interests of students.
9. Act as a member of the Corporation of the Western University Students' Council.
10. Act at all times to maintain and embody the mission and vision of the USC.

#### 3. Accountability

1. University Students' Council:
  - a. Councillors are accountable to act and vote in the best interests of the University Students' Council. This can be done by following any applicable rules or laws, including the Standing Orders, Policies, By-Laws, Letters Patent, and any applicable Law of Ontario, or Canada.
2. Accountable to constituents:
  - a. Councillors must accurately represent their constituents (students, faculty, etc.) when speaking or voting.
3. Accountable to Council:
  - a. Councillors have a duty to their fellow Councillors to be prepared for all meetings. This means attending meetings, having reviewed all documents beforehand, and asking for clarification where it is needed.
  - b. Councillors are responsible for informing the Speaker of meetings they will not be able to attend, or sending a proxy member in their place.

#### 4. Powers

1. Powers of Councillors are outlined in the USC's By-Laws and the Standing Orders of Council. Listed are a few of the powers outlined within those documents.



- i. Move and second a motion on Council floor (introduce an idea for debate and consideration).
- ii. Elect the Council Speaker
- iii. Elect Standing Committee Chairs
- iv. Elect the Student Programs Officer
- v. Ratify the USC Board of Directors

## 5. Limitations

1. Limitations of Councillors are outlined in the USC's By-Laws and the Standing Orders of Council. Listed are a few of the limitations outlined within those documents.

- i. Councillors may not disclose any information deemed confidential at any time (doing so may result in loss of position, or legal action).
- ii. Councillors shall not, where possible, debate or vote on items that should be under the purview of the Board of Directors.
- iii. Councillors may not issue directives to Executive members without a successful motion of Council
- iv. Councillors are subject to all requirements of the Voting Members Attendance Policy
- v. Councillors must follow directions from the Speaker (but may issue a challenge of the Speaker's ruling if they believe it to be unfair)

## 6. Composition and Term

1. Council is comprised of undergraduate representatives from each faculty and affiliate college. These members are elected in February, and hold Office from the moment they are ratified to the moment they are de-ratified (Annual General Meeting 2 – Annual General Meeting 2).
2. The current composition of Council can be found in By-Law #1, Section 11.4.

## 8. Context and Enactment

1. Documents Repealed –
2. Supporting/Related Documents – By-law #1: Corporate By-law, Standing Orders of Council, Voting Member Attendance Policy
3. Date Passed –
4. All previous Amendments -



#### Motion #4

#### Clubs Governance Committee Terms of Reference Changes

Whereas, the USC is ever changing and governing documents require amending in order to accommodate this change;

Whereas, the Club Governance Committee Terms of Reference require updating in order to accommodate changes to the congoing success of the Club Governance Committee;

Be it resolved that, the Club Governance Committee Terms of Reference to be presented to the USC Council on October 26th, 2016.

WHELAN/Seconder



Appendix 3

TO: Chair of the Student Experience Committee

Jack Whelan

FROM: Club Policy Coordinator

DATE: October 6, 2016

SUBJECT: Update to CGC Terms of Reference -DECISION

ISSUE:

The USC is ever changing therefore the documents need to change accordingly: the following is my recommendation for the Club Governance Committee terms of Reference to be presented to council on October 26<sup>th</sup>, 2016

RECOMMENDATION:

CLUBS GOVERNANCE COMMITTEE TERMS OF REFERENCE

26 October 2016

Student Experience Standing Committee

1. Objective

To govern the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.

2. Mandate

1. To create a community that supports leadership development among students and welcome the wide range of interests within the Clubs Community.
2. To adhere to all the documents of the Clubs Policy to determine reasonable limits placed on student organizations in order to comply with USC policy as well as University policy.
3. To set strategic, long-term goals for the Clubs Community for future growth and development of clubs and their student leaders.

3. Composition

1. The Clubs Governance Committee (CGC) shall be composed of:
  - i. Associate ~~Vice President~~ Clubs, *ex-officio*, vice-chair, non-voting.
  - ii. Clubs Policy Coordinator, *ex-officio*, ~~vice~~-chair, non-voting.
  - iii. Clubs Finance Coordinator, *ex-officio*, non-voting.
  - iv. Seven (7) undergraduate students-at-large who are not Members of



- Council, voting.
  - v. Compliance Coordinator, *ex-officio*, non-voting.
  - vi. ~~Vice-President Student Events~~ Student Programs Officer, *ex-officio*, non-voting.
2. The USC Executive, and other USC staff, shall be available as a resource to CGC should the committee request their presence.
  3. A CGC member shall not be a current member of any club executive.
  4. There shall be two sub-committees of CGC,
    - i. Club Policy Review Committee.
    - ii. ~~Club Mandate Review Committee.~~
    - iii. ~~Club Audit Committee.~~ Financial Review Committee
4. Duties of the Officers
1. The Chair of the Clubs Governance Committee shall:
    - i. Set the agenda for each scheduled meeting.
    - ii. Ensure all CGC documents are filed with the Compliance Coordinator and the appropriate USC staff members.
    - iii. Ensure CGC meetings are carried out in a fair and equitable manner.
    - iv. Ensure CGC has relevant information and documentation provided to it prior to any meeting and in accordance with any deadlines provided in this policy.
    - v. Ensure quorum is maintained and to otherwise adjourn the meeting.
    - vi. Be given the right to extend invitations to the persons who could offer supplementary information relevant to the decisions made by the CGC.
    - vii. Ensure the appropriate procedure has been followed prior to making any decisions.
    - viii. ~~Represent the CGC in front of the Appeals Board if necessary.~~
  2. The Vice-Chair of the Clubs Governance Committee shall:
    - i. Assist the Chair in the member selection of CGC.
    - ii. Absorb the roles of the Chair in their absence.
    - iii. Ensure all pertinent issues are brought before the CGC.
    - iv. Advise the CGC of any immediate actions taken in accordance with the Clubs Policy, and the reasons for taking such actions.
    - v. Provide the CGC with any relevant information pertaining to the functioning of the clubs' community.
    - vi. Provide any relevant information or documentation to assist the CGC to arrive at an informed decision.
    - vii. Represent the CGC in front of the Appeals Board if necessary.
    - viii. Submit an annual report by January 31<sup>st</sup> to the Student Experience Standing Committee
    - ix. Vote in the instance of a tie
  3. The Compliance Coordinator shall:



- i. Take, or appoint an individual to take, minutes for each CGC meeting.
- ii. Report to the CGC on any club issues having to do with ~~the Campus Alcohol Policy and the USC Trips Policy for Non-Alcoholic Events.~~ USC or Western University policy
- iii. Provide any relevant information or documentation to assist the CGC to arrive at an informed decision.
- iv. Provide context and institutional memory with respect to specific events/activities of clubs, past CGC decisions and USC and University policies.
- v. Provide explanations to committee members regarding policies enforced by the USC and University in relation to student organizations, risk management, event management, insurance, sponsorship policies, budget procedures, alcohol policy, university policy, community standards policy, public safety issues, venue issues, etc.

## 5. Responsibilities of the Committee

1. The responsibilities of CGC shall be:
  - i. Ratify qualified organizations as USC clubs.
  - ii. Uphold and enforce all USC By-laws and club policies and procedures.
  - iii. Seek and consider recommendations made by sub-committees of CGC.
  - iv. Approve club constitution changes or provide clubs with recommendations to assist the club to receive approval of the CGC.
  - v. Task the Associate ~~Vice-President~~ of Clubs to conduct an investigation or to designate an individual(s) to conduct further investigations where the CGC believes it has insufficient information before it in order to come to a more informed decision.
  - vi. Determine whether or not a club has violated the Clubs Policy or any other governing document of the USC, or the University of Western Ontario by extension, and impose sanctions where appropriate.
  - vii. Undertake any further actions or decisions necessary to ensure that all clubs abide by the Clubs Policy.
  - viii. Task sub-committees of the CGC with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC.
  - ix. Receive reports and recommendations from the sub-committees of CGC in order to deliberate and enact them.
2. Committee members shall abide by the USC's Conflict of Interest Policy. Conflicts of interest must be reported to the Associate ~~Vice-president~~ Clubs and filed with the Compliance Coordinator.
- ~~3. All CGC members shall abide the member's procedure of CGC on the matter of absences.~~
4. The CGC members shall abide by the following attendance requirements
  - i. Attend all meetings set by the Chair; and,
  - ii. Be absent for no more than two (2) meetings in either semester
5. A CGC member shall not be considered absent from a meeting where an absence is the



result of:

- i. A death or family emergency;
  - ii. An unavoidable medical appointment; or,
  - iii. An unavoidable academic requirement (i.e. exam);
6. A CGC member shall be removed in accordance with By-Law #1
  7. CGC shall have the capacity to amend its term of references as well as those of its subcommittees'.

#### 6. Context and Enactment

1. Documents Repealed – Club Governance Committee terms of Reference October 2015
2. Supporting and Related Documents – [Clubs Operating Policy](#) and [Club Hearings and Sanctions Procedure](#)
3. Date Passed –
4. All Previous Amendments – October 8, 2015



Motion #5

Executive Officer Salaries Procedure Recommendations

Whereas, the Executive Officer Salaries Procedure has not been updated to reflect changes from two Executive composition changes;

Whereas, the changes from these composition changes affect four Executive positions outlined in the Executive Officer Salaries Procedure;

Be it resolved that, the recommended amendments to the Executive Officer Salaries Procedure be passed.

MOVER/Seconder



Appendix 4

EXECUTIVE OFFICERS' SALARY POLICY

DATE

Council & Board of Directors

1. Objective

To describe the earning power of an Executive Officer of the University Students' Council, as well as the procedure by which salary adjustments may be made.

2. President's Salary

a. The President's salary shall:

- i. Be adjusted upward by the percentage increase in the Consumer Price Index for the twelve (12) month period beginning April 1<sup>st</sup> and ending March 31<sup>st</sup>.
- ii. Be reviewed every five (5) years from the fiscal year ending May 31<sup>st</sup>, 2004.

3. Vice-President, Student Programs Officer, Secretary Treasurer, and Communications Officer Salaries

a. The salaries of the members of the Executive Committee other than the President shall be ninety-eight (98) percent of the President's salary.

4. Final Report

a. The Executive Officers shall be paid one (1) extra week's salary upon the approval by the Board of Directors in accordance with the Interim and Final Reports Procedure.

5. Context and Enactment

- a. Documents Repealed – None
- b. Supporting/Related Documents – Interim and Final Reports Procedure, Executive Terms of Reference
- c. Date Passed – DATE
- d. Previous Amendments – January 27 2007, April 2005