



## **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 **Senior Manager of Advocacy and Government Services** shall be the direct supervisor of the Speaker.
  - a. **They** 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 Senior Manager of Advocacy and Government Services shall have the authority to remove the Speaker under the follow 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.
    - iii.
2. 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.~~

#### 5. Selection of Speaker

1. The Speaker of Council shall be ratified by Council at their first meeting of each year, or as required to fill a vacancy using a simple majority vote.
2. Applicants must be an undergraduate student at the University of Western Ontario
3. A candidate will be recommended to council for ratification through a hiring process conducted by the USC
4. The hiring panel shall consist of;
  - a. Two councillors who are not running for re-election
  - b. Senior Manager Advocacy and Government Services



**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