



University Students' Council of the University of Western Ontario
DEPUTY SPEAKER OF COUNCIL TERMS OF REFERENCE

EFFECTIVE: DAY MONTH YEAR

SUPERSEDES: DAY MONTH YEAR

AUTHORITY: . . Committee

RATIFIED BY: Council
DAY MONTH YEAR

**RELATED
DOCUMENTS:**

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1.00 DEPUTY SPEAKER OF COUNCIL

1.01 The Deputy Speaker of Council shall:

- (1) Report to the Governance Officer;
- (2) Be a non-voting member, *ex-officio*, of the Governance and Agenda Standing Committee;
- (3) Attend all Council meetings, and where she cannot attend, shall inform the Speaker of Council of such at the earliest possible moment;
- (4) Act as Sergeant-at-Arms at meetings by enforcing the sign in/out rules, attending to the door during confidential sessions of Council, and provide assistance as required during meetings to the Speaker of Council;
- (5) Act as Speaker of Council in the absence of the Speaker of Council;
- (6) Be familiar with and have knowledge of Robert's Rules;
- (7) Act as a resource to Council with regards to meeting procedures and the Council agenda;
- (8) Assume other duties as assigned or approved by the Speaker of Council; and,
- (9) Assist the Speaker with USC Councillor Training as deemed necessary by the Speaker of Council.



3.00 DEPUTY SPEAKER OF COUNCIL

3.01 The Deputy Speaker of Council shall:

- (1) Report to the Governance Officer;
- (2) Be a non-voting member, *ex-officio*, of the Governance and Agenda Standing Committee;
- (3) Attend all Council meetings, and where she cannot attend, shall inform the Speaker of Council of such at the earliest possible moment;



- (4) Act as Sergeant-at-Arms at meetings by enforcing the sign in/out rules, attending to the door during confidential sessions of Council, and provide assistance as required during meetings to the Speaker of Council;
- (5) Act as Speaker of Council in the absence of the Speaker of Council;
- (6) Be familiar with and have knowledge of Robert's Rules;
- (7) Act as a resource to Council with regards to meeting procedures and the Council agenda;
- (8) Assume other duties as assigned or approved by the Speaker of Council; and,
- (9) Assist the Speaker with USC Councillor Training as deemed necessary by the Speaker of Council.

