



## University Students' Council of the University of Western Ontario STANDING ORDERS OF COUNCIL

**EFFECTIVE:** 20 July 2014

**SUPERSEDES:** 23 October 2013

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**AUTHORITY:** Governance and Agenda  
Committee

**RATIFIED BY:** Council  
20 July 2014

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**RELATED DOCUMENTS:**

- By-Law #1

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### **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 that relate to the operations of Council and serve to augment certain sections of Robert's Rules to reflect the unique dynamics of Council.

### **1.00 SCOPE**

1.01 These standing orders govern the operations of Council supplemental to the USC's By-Law #1 and Robert's Rules of Order (RONR).

- (1) Where there is a question of these orders conflicting with By-Law #1, the By-Law shall be held authoritative.
- (2) Where there is a question of these orders conflicting with RONR, these orders shall augment RONR as specified.

1.02 Council shall, on the advice of the Governance and Agendas Standing Committee, have the authority to amend these orders as it sees fit insofar as any changes to these orders do not directly contradict the USC's By-Laws, the Act, or the Letters Patent of the Corporation.

### **2.00 MEETING TIMES**

2.01 General Meetings of the USC Council shall take place on Wednesday evenings at 7pm in Council Chambers. A list of specific dates shall be made available via the Legislative Calendar.

- (1) Any change to the time or location of a General Meeting of Council shall be communicated to Members as far in advance of the meeting as possible.

2.02 Times and locations for Special and Annual Meetings shall be set at the discretion of the Speaker based on availability of space. Wherever possible, the Speaker shall endeavour to hold such meetings at the same time and location provided for General Meetings.



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- 2.03 The USC shall pay babysitting costs for USC meetings for Voting Members to a maximum of thirty dollars (\$30.00 CDN) per member per meeting.
- 2.04 In the event a Council meeting ends after 11:30 p.m. the USC will provide Voting Members, the Speaker of Council, and the Deputy Speaker of Council with taxi vouchers to ensure safe transportation from the meeting to their place of residence.
- (1) Every attempt will be made to ensure costs are minimized through taxi sharing, car pooling, etc.
  - (2) Exceptions for Non-Voting Members and students-at-large may be made at the discretion of the President.

**3.00 AGENDA**

- 3.01 The Agenda for duly-called meetings of Council shall consist of the following sections of business in the order presented below. In special circumstances Council may add additional sections to the Agenda to address business that cannot be addressed within an existing section.
- (1) Call to Order;
  - (2) Singing of "O Canada;"
  - (3) Singing of the Western School Song;
  - (4) Roll Call;
  - (5) Adoption of the Agenda;
  - (6) Ratification of the Minutes from the Previous Meeting(s);
  - (7) Speaker's Announcements;
  - (8) Member's Announcements;
  - (9) Comments and Questions from the Western Community;
  - (10) Presentations to Council;
  - (11) Student Caucus on Governance (SCOG) Report;
  - (12) Executive Summary and Approval of Executive Reports;
  - (13) Report of the Chair of Board of Directors;



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- (14) Standing Committee Reports;
  - (15) Council Business;
  - (16) Question Period;
  - (17) New Business; and
  - (18) Adjournment.
- 3.02 Agendas for Special Meetings of Council called for an express purpose shall not be required to follow the above format.
- 3.03 Agendas for the Annual General Meeting of the Corporation shall be determined by By-Law #1 of the Corporation.
- 4.00 TIME LIMITS**
- 4.01 To ensure efficiency, the Governance and Agendas Committee reserves the right to put a time limit on any Agenda item after which Council must move for an extension in order to continue.
- 4.02 The following Agenda items shall always be accompanied by a time limit, to be set at the discretion of the Governance and Agendas Committee:
- (1) Presentations to Council;
    - i. All presentations to Council shall have an individual time limit that accounts for the time the presenter needs as well as time for questions from Council.
  - (2) Student Caucus on Governance (SCOG) Report;
  - (3) Executive Summary and Approval of Executive Reports;
  - (4) Report of the Chair of Board of Directors;
  - (5) Standing Committee Reports; and
  - (6) Council Business.
- 4.03 Debate on all motions before Council shall have a set time limit of one (1) hour.
- (1) Debate on amendments to motions shall have a time limit of thirty (30) minutes separate from the time limit on the main motion.



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- 4.04 While Council retains the right to extend the time limit on any section of the Agenda for a duration of its choosing, any motion to extend shall be accompanied by a set duration for extension (e.g. "motion to extend debate by 30 minutes") and only one extension shall be permitted on any question, amendment, or item of business.
- 4.05 Meetings of Council - General, Special, Annual, or otherwise - shall be recessed or adjourned by the Speaker no later than 12am (midnight).
- (1) 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 2.00 of these orders.
  - (2) 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 taken up again 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 2.00 above.
  - (3) The Speaker shall have the authority to recess the meeting significantly prior to 12am should she determine that the next piece of business is of a sufficiently significant nature (i.e. will engender lengthy discussion) so as to cause the meeting to extend past 12am.
- 4.06 All General Meetings of Council, and Special or Annual Meetings occurring at the same time as a regularly-scheduled General Meeting, shall have a scheduled recess at 10pm of no longer than fifteen (15) minutes.
- (1) The Speaker shall have the authority to call the scheduled recess prior to 10pm so as to not interrupt the debate or discussion of a question on the floor.

### **5.00 SPEAKER AUTHORITY**

- 5.01 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.
- (1) The Speaker shall have the authority to call for a vote on any given question or amendment should she determine that 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.



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- (2) 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 gathering more information or conducting research for the benefit of Council.
- (3) 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 that more discussion or research is necessary before Council can make a decision. The Speaker may refer a question or motion before any discussion or debate has taken place in the Council meeting proper.
- (4) The Speaker shall have the authority to sanction Members who are in breach of Council decorum (e.g. personal attacks on another Member, causing disruptions to the meeting, etc.). Sanctions may include, but are not limited to the following:
  - i. A verbal warning;
  - ii. Removal of Member for the duration of the question on the floor;
  - iii. Removal of Member for the duration of the meeting;
  - iv. Application of a demerit point penalty to the Member no larger than 1.0 points; and
  - v. Recommend the removal of a Member from Council subject to Member Removal provisions of By-Law #1.
    - a. Removal of a Member from Council shall be considered to be a last option used only in the case of repeated offenses or grossly inappropriate behaviour.

### **6.00 COUNCIL RIGHT TO CHALLENGE**

- 6.01 Council has the right to challenge the Chair regarding any section of this policy, subject to a 2/3rds vote, provided said challenge does not contravene either the By-Laws of the USC or the Act.