

# Standing Rules

## Revision History:

April 2016

October 2016

## BACKGROUND

In the 2015-2016, AUS Council approved Rules of Conduct to supplement *Roberts Rules of Order*, and the rules contained in the AUS Constitution, subject to review and re-approval at the beginning of each academic year.



# **RULES OF ORDER FOR AUS LEGISLATIVE COUNCIL**

## **Article 1 – Definitions**

1.1 “Council” shall mean the Legislative Council as defined in Article 7.1 of the AUS Constitution;

1.2 “The Society” shall be defined as synonymous with “the Arts Undergraduate Society of McGill University”;

1.3 “Speaker” shall mean the Speaker of Council;

1.4 “Councillor” shall mean a member of Council as determined in Article 7.1 of the AUS Constitution.

## **Article 2 – Order of Business for a Regular Meeting**

2.1 The order of business for a regular meeting of Council shall be the following:

1. Call to Order
2. Territorial Acknowledgement
3. Approval of Minutes from Previous Meeting
4. Adoption of the Agenda
5. Announcements
6. Unfinished Business
7. New Business
8. Reports of Executive Officers
9. Reports of Arts Representatives to SSMU and Senators
10. Reports of Committees and Departmental Associations
11. Question Period
12. Next Meeting Time and Date
13. Adjournment

## **Article 3 – Notice, Call to Order, and Territorial Acknowledgment**

3.1 The Speaker shall give notice of the time and place of meetings of Council in accordance with the Constitution, and shall call meetings of Council to order. Should the Speaker be absent, the President or the substitute Speaker shall call the meeting to order, and Council shall then proceed to the election of a Speaker *pro tempore*.

3.2 Five Councillors may petition the Executive Committee to call an emergency meeting of Council in pressing and substantial cases.

3.2.1 If the Executive Committee rejects the petition to call an emergency Council meeting, the reasons for doing so must be delivered in writing to all Councillors.

3.3 A Traditional Territory Acknowledgment, as following, shall be stated at the beginning of all sessions of Council:

“The AUS would like to acknowledge that McGill University is situated on the traditional territory of the Kanien’keha:ka, a place which has long served as a site of meeting and exchange amongst nations. The AUS recognizes and respects the Kanien’keha:ka as the traditional custodians of the lands and waters on which we meet today.”

#### **Article 4 – Question Period**

4.1 There shall be allotted a maximum of fifteen (15) minutes to Question Period, unless extended by a two-thirds vote of Council.

4.2 Both Councillors and members of the gallery section who are not Councillors shall be allowed to ask questions during Question Period.

4.3 A maximum of one (1) minute per question and two (2) minutes per answer will be allowed, unless extended by a two-thirds vote of Council.

4.4 Questions should be inquiries of fact, not of the respondent’s opinions.

#### **Article 5 – Reports**

5.1 The reports of all Executive officers, Arts Representatives to SSMU, Senators, and Departmental Associations shall be made in writing and submitted bi-weekly when Council is in session. Reports shall be distributed to Council members and the general public prior to the meeting of Council where they are presented.

5.2 Councillors shall endeavour to keep questions on reports to Council succinct and relevant.

5.3 In addition to submitting bi-weekly written reports, each Departmental Association shall report orally to Council once per semester on its recent activities (for example recently held events and future plans).

5.3.1 The Speaker has discretion to determine which Departmental Associations report verbally at which Council meeting.

5.3.2 Departmental Associations that have failed to submit bi-weekly reports to two Council meetings throughout the academic year, with the exception of the first meeting of the academic year, shall be subject to the same consequences as a failure to attend a single meeting of Council, up to and including suspension of funding for that Departmental Association.

5.4 The Speaker has discretion to set regulations regarding the format and submission deadline of reports to Council, after consultation with the President and Councillors.

## **Article 6 – Documents for Council**

6.1 All documents that may appear on the Council meeting agenda, including but not limited to reports, resolutions, and presentations, shall be made available to Councillors and AUS members as early as reasonably possible.

6.2 Before substantive discussions at Council, members of Council shall be provided with a document that explains the background of the discussion, the issue(s) at hand, and potential courses of action, where reasonably possible.

6.3 All motions put to vote at Council shall have all insertions marked in bold, have all deletions marked with a strikethrough, be clearly marked as to if they obtained successful passage, and be distributed within 48 hours following the conclusion of a meeting of Council, except in the event of technical failure. A secondary copy, showing the final state of a motion without markup shall also be uploaded.

## **Article 7 – Members of the Gallery**

7.1 Members of the gallery may address Council when recognised by the Speaker, provided that such individuals shall be subject to all rules of order of the Society.

7.2 Members of the gallery may ask questions following reports to Council

7.3 The Speaker may refuse speaking rights to or withdraw them from a member of the gallery for any of the following reasons, and unless decided otherwise by a two-thirds vote of Council:

- a) The member of the gallery is not a Member of the Society.
- b) The member is making a point that is redundant.
- c) The agenda of Council is running behind schedule or faces other time constraints.

7.4 It shall be the responsibility of the Speaker to make available to the members of the gallery these Rules of Order through the AUS website.

## **Article 8 – Introduction before Speaking**

8.1 Prior to addressing Council for the first time in a meeting, Councillors shall state their name and constituency.

## **Article 9 – Voting**

9.1 No member of Council may vote in absence or by proxy.

### **Article 10 – Confidential Sessions**

10.1 Council may, when deemed necessary, enter a confidential session by a two-thirds vote.

10.2 At the beginning of a confidential session, the Speaker shall entertain the approval of a confidential agenda and the presentation of relevant documentation.

10.3 A two-thirds majority vote shall be required to approve a confidential agenda.

10.4 All confidential documents shall be collected before the close of the confidential session.

### **Article 11 – Withdrawal from Council Meetings**

11.1 When Councilors wish to withdraw from Council meetings before adjournment, they must request permission from the Speaker to withdraw. Such permission shall be granted at the discretion of the Speaker.

11.2 Withdrawal without obtaining permission from the Speaker shall constitute an absence from that Council meeting.

### **Article 12 – Adjournment**

12.1 A motion to adjourn shall be entertained at the resolution of all items on the agenda, unless ordered otherwise by majority vote.

### **Article 13 – Precedence of Rules of Order**

13.1 These Rules of Order are superseded by any contradictory provisions in the Constitution.

13.2 All provisions regarding voting and meeting procedure specified in the newest edition of *Robert's Rules of Order Newly Revised* shall apply, except those that contradict these Rules of Order, the Constitution, and any other AUS by-laws.

#### **Article 14 – Review, Amendment, and Suspension of Rules of Order**

14.1 The Speaker shall present these Rules of Order to Council at the first or second Council meeting of each academic year for review and possible amendment.

14.2 Requirements for the amendment or repeal of these Rules of Order shall be the same as for other bylaws of the AUS, as determined by the Constitution.

14.3 Council may suspend any one of these Rules of Order for a particular purpose by a two-thirds vote.