

## **Motion to Adopt AUS Council Rules of Conduct Bylaws**

*Whereas*, AUS Council meetings currently operate according to Roberts Rules of Order and rules contained in the AUS Constitution;

*Whereas*, The rules contained in these two documents leave gaps regarding some parts of how AUS Council meetings should operate. Furthermore, there are some parts of how AUS Council meetings operate in practice which advantageously differ from the prescriptions contained in Roberts Rules of Order;

*Whereas*, enshrining these conventions of AUS Council rules of conduct in a set of bylaws would allow for these conventions to be institutionalized and preserved for future years;

*Whereas*, these Rules of Conduct have been previously reviewed by AUS Council, and all suggested changes which were incorporated are now highlighted in yellow;

*Whereas*, these Rules of Conduct have been reviewed and approved by the AUS Constitutional and Bylaw Review Committee (CBRC);

**Be It Resolved That**, AUS Council approved the appended AUS Council Rules of Conduct Bylaws

### **Moved by:**

Jacob Greenspon, AUS President  
Erik Partridge, FEARC VP External  
Adam Templer, Arts Rep to SSMU

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

### **Article 1 – Definitions**

- 1.1 “Council” shall be defined as synonymous with the “Arts Undergraduate Society Legislative Council”
- 1.2 “The Society” shall be defined as synonymous with “the Arts Undergraduate Society of McGill University”
- 1.3 “Speaker” shall be defined as the Speaker of AUS Legislative Council, or the substitute Speaker serving as Speaker *pro tempore* for that AUS Legislative Council meeting
- 1.4 “Councillor” shall be defined as members of AUS 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 any Regular Meeting of Council shall consist of the following:
  - 2.1.1 Call to order;
    - 2.1.1.1 Territorial Acknowledgement
  - 2.1.2 Approval of Minutes from Previous Meeting;
  - 2.1.3 Adoption of the Agenda;
  - 2.1.4 Announcements
  - 2.1.5 Old Business;
  - 2.1.6 New Business;
  - 2.1.7 Reports of Executive Officers;
  - 2.1.8 Reports of Arts Representative to SSMU and Senators;
  - 2.1.9 Reports of Committees and Departmental Associations;
  - 2.1.10 Question Period;
  - 2.1.11 Next Meeting Time and Date
  - 2.1.12 Adjournment.

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

3.1 The Council shall meet for business at such time and place as shall have been duly notified by the Speaker, and shall be called to order by the Speaker. Should the Speaker be absent, the meeting shall be called to order by the President or substitute Speaker, and Council shall then proceed to the election of a Speaker *pro tempore*.

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

3.2.1 If the AUS 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 AUS Legislative Council: *“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. 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 vote of Council

4.2 Members of Council may ask questions by preference. Members of the gallery section, who are not members of Council shall as well be allowed to ask questions during the time allotted to 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 vote of Council

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

#### **Article 5 – Reports**

5.1 The reports of all Officers, Arts Representatives to SSMU, Senators, and Departments shall be in writing and distributed to Council members and the general public before that meeting of AUS Council.

5.2 Reports of the Executive Committee shall be made in writing.

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

5.4 Each Departmental Association represented on AUS Council shall submit written bi-weekly reports on the activities of their associations to the Speaker of AUS Council

5.4.1 Each Departmental association shall report verbally to AUS Council once per semester on their recent activities (for example recently held events and future plans)

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

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

5.5 The Speaker has discretion to set regulations regarding the format and submission deadline of Council reports, after consultation with AUS President and the members of AUS Council

#### **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 Councilors 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 the AUS Legislative 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 the AUS Legislative Council, except in the event of technical failure. A secondary copy, showing the final state of a motion, without mark up shall also be uploaded.

#### **Article 7 – Nomination of Councilors to Committees**

7.1 Each councilor shall sit on at least one committee

7.2 Appointment to committees shall be determined by the bylaws for that committee

7.2.1 If no appointment process is outlined in the bylaws for a committee, or if a committee does not have bylaws regulating its activities, then appointments are at the discretion of the AUS Executive Committee

#### **Article 8 – Members of the Gallery**

8.1 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.

8.2 The Speaker of Council may refuse speaking rights to or withdraw them from a member of the gallery for any of (but not limited to) the following reasons:

8.2.1 The member of the gallery is not a Member of the Society.

8.2.2 The member is making a point that is redundant.

8.2.3 The agenda of Council is running behind schedule or faces other time constraints.

8.3 Members of the gallery may ask questions to reports

8.4 It shall be the responsibility of the Speaker to make available to the members of the gallery with these Rules of Conduct and the Rules of Order through the AUS Website

#### **Article 9 – Voting**

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

9.2 Rather than requiring Council to vote on a motion to previous question, the Speaker shall have discretion to end debate and move on to voting on the issue before Council when no placards are raised and no Councilors wish to speak on an issue.

## **Article 10 – Closed Session**

10.1 The Council may, when deemed necessary, conduct closed meetings, with a vote of two-thirds (2/3) of the Council in favor of such a motion.

10.2 At the beginning of the Closed Session, the President shall submit a confidential agenda and attached documentation.

10.3 A two-thirds (2/3) majority vote of Council shall be required to approve the agenda.

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

## **Article 11 – Withdrawing 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 of Council.

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 – Other Sources of Regulations for Conduct of AUS Legislative Council**

13.1 These Rules of Conduct may be superseded by any contradictory provisions in the AUS Constitution

13.2 As outlined in Article 9.3 of the AUS Constitution, voting and procedure shall be as specified in the newest edition of Robert's Rules of Order Newly Revised except where in contradiction with these Rules of Conduct, the AUS Constitution, and other AUS by-laws.

## **Article 14 – Review, Rescission and Amendment of Rules of Conduct**

14.1 These Rules of Conduct shall be reviewed, subject to re-approval, by Council by the second Council meeting of the fall semester each academic year

14.2 Suspension and Amendment of these Rules of Conduct shall be governed by Article 23 of the AUS Constitution

14.2.1 Quorum for a motion to enact, amend or rescind these Rules of conduct shall be two-thirds (2/3) of council.

14.2.2 These Rules of Conduct may be amended or rescinded by a two-thirds vote, with previous notice of such amendment having been given at the Regular Meeting previous.