



Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15
Amended by the Legislative Council, 2015-04-09
Amended by the Legislative Council, 2016-01-14



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INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-01: STRUCTURE, FUNCTION, INTERPRETATION AND AMENDMENT OF THE INTERNAL REGULATIONS

PART I: INTERPRETATION

1. APPLICABILITY

Internal Regulations of the Presidential Portfolio-01 shall apply to all Internal Regulations unless otherwise stated.

2. EXPLANATORY NOTE

The term “Internal Regulations” shall have the same meaning as the term “By-Laws” defined in the Constitution. Any reference to “By-Laws” in the Constitution shall be understood as including any “Internal Regulations”, until such time as the Constitution is amended to replace the term “By-Laws” with the term “Internal Regulations”.

3. SINGULAR AND PLURAL

Words in the singular include the plural and vice versa, unless otherwise specified.

4. CONFLICT OF PROVISIONS

Two provisions are in conflict if the application of one provision goes against the purpose or the objective of another or if the application of one provision renders impossible or illogical the application of another.

5. PRECEDENCE

5.1 In the event of a conflict between the Constitution and the Internal Regulations, the Constitution shall prevail.

5.2 In the event of a conflict between the Internal Regulations, the following order of priority shall apply:

- (a) Internal Regulations of the Presidential Portfolio
- (b) Internal Regulations of the Finance and Operations Portfolio

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- (c) Internal Regulations of Elections and Referenda
- (d) Internal Regulations of the Clubs and Services Portfolio
- (e) Internal Regulations of the External Affairs Portfolio
- (f) By-Law Book IV: Media Rules & Regulations, and Publicity Rules & Regulation

6. HEADINGS

The headings used in the Internal Regulations are for reference purposes only. They shall not be considered in the interpretation of the words or provisions in the Internal Regulations.

7. PARTIAL INVALIDITY

Each provision of the Internal Regulations is distinct and separate. Any decision by a court of law or opinion of the Judicial Board that is ratified by the Board of Directors where a provision of the Internal Regulations is declared null, invalid, or unenforceable shall in no way affect the validity, nature, or enforceability of any other provision.

8. ILLEGAL PROVISIONS

Provisions that are illegal shall be null.

PART II: AMENDMENT AND INTERIM PROVISIONS

9. AMENDMENT

9.1 GENERAL. The Internal Regulations may be amended by a resolution adopted by a two-thirds (2/3) vote of the Legislative Council or by a Referendum.

9.2 AVAILABILITY OF AMENDMENTS. The existing wording of the Internal Regulation in question and the proposed amendment shall be provided at least two (2) weeks in advance:

- (a) in the case of a resolution to be passed by the Legislative Council, two weeks prior to the presentation of the motion; and



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- (b) in the case of a Referendum, two weeks prior to the start of the Referendum Period.

9.3 NUMBERING. Previous versions of the Internal Regulations or the Constitution may be used as a reference where the Internal Regulations refer to an out-dated section number as a result of amendment to the Internal Regulations or the Constitution.

10. INTERIM PROVISIONS

10.1 GENERAL. An Interim Provision may be adopted where a change or supplement to the Internal Regulations is necessary to provide for the proper functioning of the Society, and where the notice requirement is prohibitive or where the measure is temporary. In such cases, any member of the Legislative Council or the Chief Electoral Officer may make a motion to introduce an Interim Provision.

10.2 ADOPTION. An Interim Provision may only be adopted by a resolution passed by a two-thirds (2/3) vote of the Legislative Council.

10.3 FORCE AND EFFECT. Once adopted, an Interim Provision shall have the same force and effect as an Internal Regulation for the duration of its validity.

10.4 PERIOD OF VALIDITY. An Interim Provision shall remain valid only for the period provided for in the relevant motion and in any case shall not be valid for a period of more than one (1) year. The period of validity of an Interim Provision may be extended by a resolution passed by a two-thirds (2/3) vote of the Legislative Council, but may not be extended for a period of more than one (1) year.

PART III: DEFINITIONS

The following terms used in the Internal Regulations of the Presidential Portfolio shall have the same definitions as those given to the same terms used in the Constitution.

- (a) **“Board of Directors”**
- (b) **“Chief Electoral Officer”**
- (c) **“Constitution”**



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- (d) **“Councillor”**
- (e) **“Director”**
- (f) **“Executive Committee”**
- (g) **“External Policy”**
- (h) **“General Assembly”**
- (i) **“General Manager”**
- (j) **“Internal Regulation”** (see definition of **“By-Laws”**)
- (k) **“Judicial Board”**
- (l) **“Legislative Council”**
- (m) **“Member”**
- (n) **“Nominating Committee”**
- (o) **“Officer”**
- (p) **“Policy”**
- (q) **“Referendum”**
- (r) **“Recording Secretary”**
- (s) **“Simple Majority”**
- (t) **“Society”** and **“SSMU”**
- (u) **“Speaker”**

In the Internal Regulations of the Presidential Portfolio and in all other Internal Regulations, unless otherwise indicated:

- (v) **“Ancillary Fee”** shall mean University-wide mandatory fees, other than tuition fees, that must be paid to apply to, enroll in, and/or attend the University



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- (w) **“Base Fee”** shall mean the membership fee of the Society that is charged by the University in addition to tuition on behalf of the Society;
- (x) **“Campaigning”** and **“Campaign activities”** shall refer to any activity to promote a candidate and/or their candidacy for a position;
- (y) **“Club”** shall refer to a formal and accredited organization which has been recognized by the Society as a Full-Status Club or as an Interim-Status Club in accordance with the Internal Regulations of the Clubs and Services Portfolio;
- (z) **“Course Fee”** shall refer to Faculty-, program-, and course-related fees collected for materials, supplies, services, or use of off-site facilities used in concert with or in direct support of the academic course offering.
- (aa) **“Day”** shall include weekends but not holidays (civic and academic). Academic holidays shall include the Senate-approved Calendar of Academic Dates of the University;
- (bb) **“Election”** shall include the processes through which Officers, executive members of the First Year Council, Senators, Undergraduate Representatives to the CKUT, Representatives of the Society’s Clubs, and Representatives of the Society’s Services are elected;
- (cc) **“Elections SSMU”** shall refer to the body of the Society that is solely responsible for the administration of the Society’s Elections and Referenda and is overseen by the Chief Electoral Officer;
- (dd) **“Electoral Officer”** shall mean the persons appointed by the Society to administer the Society’s Elections and Referenda, including the Chief Electoral Officer, the Deputy Electoral Officer, and the Elections Coordinator(s);
- (ee) **“External Body”** shall refer to University governance bodies (including, but not limited to, the Board of Governors, the McGill Alumni Association and Senate) and organizations that are legally distinct from the Society and persons who are not Members. Organizations (other than University governance bodies) that are legally distinct from the Society shall not be considered External Bodies where:



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- i. all the members of the organization are Members;
 - ii. the organization has at least one representative on the Legislative Council; or
 - iii. the organization holds status with the Society as an Independent Student Group;
- (ff) **“Fee”** shall mean a fee paid by individual Members that is used to generate a stock of capital each year for a particular purpose, such as funding a Service, Affiliate Student Society or other Society initiative;
- (gg) **“Governance Documents”** shall refer to the Constitution and Internal Regulations of the Society;
- (hh) **“In-Camera Session”** shall refer to a meeting of the Legislative Council, of a committee or of the Senate Caucus that is closed to the public but is not subject to confidentiality;
- (ii) **“Independent Student Group”** shall refer to a student-based organization that is not a Service or Club but that provides some benefit to Members and that is accredited by the Society as an Independent Student Group, in accordance with the Internal Regulations of the Clubs and Services Portfolio;
- (jj) **“Interim Provision”** shall mean a temporary provision that is enacted in accordance with the Internal Regulations of the Presidential Portfolio-01 and that has the same force and effect as Internal Regulations for the duration of its validity;
- (kk) **“Land Acknowledgment”** shall mean a statement recognizing the Aboriginal people as the traditional stewards of the land;
- (ll) **“Minutes”** shall mean a list of attendance and decisions made at a meeting;
- (mm) **“Parliamentarian”** shall mean the person appointed by the Society to assist the Speaker in their duties;
- (nn) **“Plan”** shall mean a multi-year project or framework that is created by the Society;



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- (oo) **“Robert’s Rules of Order”** shall mean the book titled *Robert’s Rules of Order Newly Revised* in its most recent edition, according to which meetings of the Legislative Council, meetings of Committees, meetings of the Board of Directors and General Assemblies shall be conducted;
- (pp) **“Senate”** shall refer to the governing body that is tasked with general control and supervision over the academic matters of the University;
- (qq) **“Senate Caucus”** shall refer to the body of the Society composed of the Undergraduate Senators and other Members of the Senate Caucus;
- (rr) **“Service”** shall mean a formal and accredited organization that has been recognized by the Society as a Service in accordance with the Internal Regulations of the Clubs and Services Portfolio;
- (ss) **“Special General Assembly”** shall mean a General Assembly that is not normally scheduled;
- (tt) **“Society Staff”** shall refer to all the paid employees of the Society, excluding Officers;
- (uu) **“Standing Rules”** shall mean the rules of procedure created and amended by the Legislative Council, in accordance with the mechanism provided by Robert’s Rules of Order for the creation and amendment of such rules, which govern the procedures of the Legislative Council and General Assemblies in conjunction with Robert’s Rules of Order;
- (vv) **“Steering Committee”** shall mean the body of the Society created by the Legislative Council to be responsible for all matters relating to the operation and management of the Legislative Council’s business; and
- (ww) **“Student Association”** shall mean the faculty or school level student associations composed of elected student executives, defined by programmes of study at the University and whose members are Members, including but not limited to, the student associations of the Faculty of Arts, Faculty of Dentistry, Faculty of Education, Faculty of Engineering, Faculty of Law, Desautels Faculty of Management, Faculty of Medicine, School of Environment,



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Schulich School of Music, Faculty of Religious Studies, and Faculty of Science;

- (xx) **“University”** shall mean the Royal Institution for the Advancement of Learning/McGill University



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INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-02: ADMINISTRATION OF THE SOCIETY

PART I: BODIES OF THE SOCIETY

1. GENERAL

1.1 **AVAILABILITY.** The Constitution and the Internal Regulations shall be made public on the Society's website.

2. BOARD OF DIRECTORS

2.1 **CONSULTATION.** The Board of Directors shall be the highest governing body of the Society, and should consult the Legislative Council, the advisory body of the Society, whenever possible before making decisions.

3. EXECUTIVE COMMITTEE

3.1 **RESPONSIBILITY FOR RESOLUTIONS OF THE LEGISLATIVE COUNCIL.** The Executive Committee shall be responsible for carrying out the resolutions of the Legislative Council, subject to the restrictions outlined in the Constitution.

3.2 **REPORT TO THE LEGISLATIVE COUNCIL.** The Executive Committee shall submit to each regular meeting of the Legislative Council a report on all matters with which it has dealt with since the previous meeting of the Legislative Council. All actions taken by the Executive Committee shall be subject to ratification by a resolution of the Legislative Council.

4. FIRST YEAR COUNCIL

4.1 **GENERAL.** The First Year Council shall be a body of the Society responsible for the provision of services, representation, and programming to first year students, in accordance with the internal regulations contained herein.

5. STUDENT ASSOCIATIONS

5.1 **GENERAL.** Granting of Affiliated Student Association status shall proceed as outlined in the Memorandum of Agreement between the Society and the University



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- 5.2 **CONSTITUTING BODY.** Affiliated Student Associations shall be considered constituting bodies of the Society and shall thus be subject to the rules laid out in the Constitution and Internal Regulations of the Society and their assets and liabilities shall be considered assets and liabilities of the Society.
- 5.3 **SERVICES.** Affiliated Student Associations shall have insurance, accounting, and administrative services made available to them by the Society. The Society shall also undertake agreements with the University on behalf of Affiliated Student Associations.
- 5.4 **OTHER SERVICES.** The Society may choose to offer other services as it sees fit. The nature and terms of these services shall be defined in an agreement governing the relationship between the Affiliated Student Association and the Society.

PART II: EMPLOYEES

6. GENERAL

- 6.1 **EMPLOYEE MANUAL.** The Society shall have an Employee Manual for all Society Staff and Officers. The Employee Manual shall be maintained by the General Manager. The amendment of the Employment Manual shall require the approval of the Executive Committee.
- 6.2 **UNIVERSITY POLICIES.** The McGill University Personnel Policies shall apply to all employees of the University that also work for or with the Society.
- 6.3 **COMMISSIONERS.** All Student Staff who are responsible for coordinating a committee shall be considered a Commissioner of the Society. Commissioners must report at least once per semester to the Legislative Council.

PART IV: CONTINUITY OF SOCIETY BUSINESS

7. ORIENTATION

- 7.1 **OFFICERS.** The Officers shall undergo a one (1) month period of training, from May first (1st) to May thirty-first (31st) of the year in which they are elected. During this time, they shall be entitled to sit without voting powers on all of the Society's committees on which their incumbents sit.



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7.2 COUNCILLORS. It shall be the responsibility of the Executive Committee, facilitated by the President, to ensure that all Councillors receive sufficient orientation to the Society's activities, Governance Documents, and processes in order to be able to fulfill their role to the best of their abilities. This orientation shall include, but not be limited to, the following:

- (a) a Councillor guidebook shall be updated annually and provided to all Councillors before participating in their first meeting of the Legislative Council;
- (b) the President shall coordinate an orientation retreat for incoming Councillors to be held at the beginning of the term; and
- (c) the President, shall coordinate orientation for Councillors whose mandates begin after the orientation retreat.

7.3 STUDENT SENATORS. It shall be the responsibility of the Vice-President (University Affairs) to ensure that all student Senators receive sufficient orientation to the Senate, the Society, and their position in order to fulfill their role to the best of their abilities. This orientation shall include, but not be limited to, the following:

- (a) a Senator guidebook shall be updated annually and provided to all Senators before participating in the first Senate meeting of the academic year; and
- (b) the participation of student Senators in orientation activities organized by the McGill Secretariat and the President shall be coordinated by the Vice-President (University Affairs).

8. THEMATIC REPORTING

8.1 AVAILABILITY. The Executive Committee shall produce summary reports of the Society's activities and business at least once during the summer (May-August) and at the end of each fall and winter semester. They shall be made publicly available on the Society's website.

8.2 RESPONSIBILITY. It shall be the responsibility of the President to coordinate the creation of such reports. It shall be the responsibility of the Vice-President (Internal) to inform Members of the opportunity to read such reports.



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- 8.3 EXIT REPORTS.** Each Officer shall provide their successor with a detailed exit report providing facts and advice concerning all responsibilities of the portfolio, a summary of the major successes and challenges of the portfolio under their leadership, and recommendations for the subsequent academic year. Exit reports shall be confidential to the Executive Committee.
- 8.4 FREEDOM OF INFORMATION.** All minutes and documents of the Legislative Council shall be public documents, except for minutes and documents of confidential sessions. Decisions and documents of the Executive Committee shall remain confidential until the end of that Executive Committee's mandate unless for an In-Camera meeting or otherwise released. A Member may request the minutes and documents of a previous Executive Committee from the current President, once the mandate of that Executive Committee has ended.

PART V: SOCIETY REPRESENTATIVE TO THE BOARD OF GOVERNORS

9. GENERAL

- 9.1 PRESIDENT.** In accordance with the Constitution, the President shall be the Society's representative to the Board of Governors.
- 9.2 INABILITY TO SERVE.** Should the President be unable to serve in this capacity, the Society shall appoint the Vice-President (University Affairs) in their place. Should the Vice-President (University Affairs) also be unable to serve in this capacity, the Senate Caucus and the Executive Committee shall jointly elect a representative.

10. DUTIES

The Society's representative to the Board of Governors shall:

- (a) attend meetings of the Board of Governors and of the Senate Caucus; and
- (b) inform Members on issues before the Board of Governors, within the limits of confidentiality imposed by that body on its membership.



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INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-03: JUDICIAL BOARD

PART I: POWERS AND RESPONSIBILITIES

1. JURISDICTION

1.1 GENERAL JURISDICTION. The Judicial Board is a body of the Board of Directors which shall have the authority to render opinions on matters which the Constitution or Internal Regulations specify, including:

- (a) the interpretation of the Constitution, Internal Regulations, Policies, and Plans of the Society and the resolution of conflicts between provisions of the Internal Regulations, in accordance with the provisions relating to interpretation set out in the Internal Regulations of the Presidential Portfolio-01;
- (b) the interpretation of all motions and resolutions passed by the Legislative Council, including the authority to declare invalid any act of the Legislative Council or the Executive Committee which violates the Constitution or Internal Regulations;
- (c) the interpretation of all procedures, questions and results of all Elections and Referenda, including the authority to declare invalid any Referenda or Election that violates the Constitution or Internal Regulations and to order the placing of a Referendum question on a ballot in cases of undue procedural delay;
- (d) the interpretation of the constitutions of Clubs and Services of the Society, including the authority to declare invalid any act of a Club or Service which violates the Constitution or Internal Regulations or its own constitution; and
- (e) the interpretation of any other Governance Documents of Clubs and Services of the Society as requested.

1.2 EQUITY JURISDICTION. In accordance with the Internal Regulations of the University Affairs Portfolio, the Judicial Board shall also have jurisdiction over:

- (a) Equity Complaints that are referred to it by the Equity Complaints Investigation Committee; and

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- (b) appeals of decisions rendered by the Equity Complaints Investigation Committee.

1.3 LIMITED JURISDICTION. The Judicial Board shall not have the authority to bind the Board of Directors.

2. ADMINISTRATION

2.1 RULES OF PRACTICE. The Judicial Board may establish its own rules of practice, subject to ratification by the Legislative Council and the Board of Directors, and must file such rules with the General Manager and make such rules publicly available to the Members. The rules of practice should be reviewed by legal counsel before their implementation.

PART II: PROCEDURE

3. HEARING PROCEDURE

3.1 PRELIMINARY DECISIONS. Where necessary, the Judicial Board may rule on matters related to the central issue in the form of a preliminary decision. Any party to the proceedings may request a preliminary decision prior to the hearing, or by way of a motion at the hearing itself.

3.2 WRITTEN REASONS. The Judicial Board shall provide written reasons for its opinions to the Board of Directors and the parties within two (2) weeks of the hearing. Written reasons must be accompanied by any preliminary decisions rendered.

4. OPINIONS

4.1 RETROACTIVITY OF OPINIONS. Where an opinion of the Judicial Board results in a provision of the Internal Regulations being declared null, it shall be presumed that prior action taken under that provision remains valid. Where the Judicial Board deems it appropriate for an opinion respecting nullity to be retroactive, it shall explicitly provide for such retroactivity in its opinion.

4.2 NONBINDING NATURE OF OPINIONS. Opinions of the Judicial Board shall not have the effect of binding judgment until ratified by the Board of Directors.

5. APPEAL PROCEDURE



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- 5.1 JURISDICTION.** The Board of Directors remains the final authority of the Society. It may, at its discretion or at the request of a party to the proceedings, receive a written appeal of the Judicial Board's opinion. Preliminary decisions may be considered in the context of an appeal of the final opinion, but may not be appealed independently or before the final opinion has been released by the Judicial Board.
- 5.2 DEADLINE.** The appeal, complete with all relevant documentation, must be filed with the Speaker no more than seven (7) days after the parties receive the written reasons.
- 5.3 FINAL DECISIONS.** After reviewing the Judicial Board's opinion and considering any appeals, the Board of Directors may:
- (a) pass a resolution ratifying the Judicial Board's opinion;
 - (b) pass a resolution to send the opinion back to the Judicial Board, along with the appeal and a written rationale for its decision, at which point the Judicial Board shall have twenty-one (21) days to issue a response either upholding its original opinion or presenting a new opinion for consideration by the Board of Directors; or
 - (c) pass a resolution overturning the opinion of the Judicial Board if it concludes that the opinion of the Judicial Board was manifestly unreasonable or was motivated by factors including, but not limited to, racism, sexism, collusion, bribery, homophobia or conflict of interest – such a resolution shall require a four-fifths (4/5) majority.
- 5.4 OPINION RATIFIED.** Where the Board of Directors ratifies the Judicial Board's opinion, it shall have the force of a binding judgment and shall take immediate effect.
- 5.5 OPINION OVERTURNED.** Where the Board of Directors overturns the Judicial Board's opinion, the opinion shall be considered of no further effect and shall not be subject to further appeal.



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INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-04: FIRST YEAR COUNCIL

PART I: GENERAL

1. FUNCTION

1.1 GENERAL. The First Year Council is a body of the Society housed within the Internal Affairs portfolio which shall have the following functions:

- (a) the representation of the interests of first year students both within the Society and to the University;
- (b) the provision of programming, events, and initiatives for first year students; and
- (c) the development of programming and resources targeting first year students living off campus.

2. COMPOSITION

2.1 All executive members of the First Year Council shall be elected to their roles, in accordance with the Internal Regulations of Elections and Referenda, to terms beginning on the date of their election and extending thirteen months from the date of election.

- (a) All students enrolled in their first year in an undergraduate academic programme at the downtown campus of McGill University shall be eligible to stand for election.

2.2 The Vice-President (Internal Affairs) shall be responsible for the identification the roles to be elected in consultation with the outgoing First Year Council Executives and shall be responsible for the development of job descriptions for the positions to be elected in advance of the commencement of the electoral timeline for the First Year Council elections.

- (a) The Vice-President (Internal Affairs) must identify and create job descriptions for at least five positions to be elected.



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- (b) One job description must include the responsibility of acting as the First Year Representative on the Legislative Council and must include the time commitment for this responsibility in the position description.

2.3 The First Year Council may strike working groups as needed.

- (a) The First Year Undergraduate Network shall be a standing working group of the First Year Council intended to build partnerships and facilitate collaboration between first year groups on campus.
 - i. The First Year Undergraduate Network shall meet at least once per academic semester.
 - ii. The composition of the First Year Undergraduate Network shall be the elected members of the First Year Council, a representative from all first year councils affiliated with a faculty association, a representative from residences, and the Vice-President (Internal Affairs).

3. SUPERVISION

3.1 The First Year Council shall operate under the guidance of the Vice-President (Internal Affairs).

- (a) The Vice-President (Internal Affairs) shall be responsible for the provision of resources and support to the First Year Council.
- (b) The Vice-President (Internal) shall hold all Signing Officer responsibilities for the First Year Council, in accordance with the Internal Regulations of the Finance and Operations Portfolio.

3.2 The Vice-President (Internal Affairs) shall hold an ex-officio seat on the First Year Council as a non-voting and advisory member.

INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-05: LEGISLATIVE COUNCIL

PART I: GENERAL

1. FUNCTION



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- 1.1 **ADVISORY BODY.** The purpose of the Legislative Council is to act as the advisory body of the Society and to make recommendations to the Board of Directors. All resolutions of the Legislative Council must be ratified by the Board of Directors.
 - 1.2 **TERMS OF REFERENCE.** The Legislative Council shall abide by the Society's governing documents in the following order of priority:
 - (a) the Constitution;
 - (b) the Internal Regulations; and
 - (c) Policies, Plans and resolutions.
 - 1.3 **RESTRICTION.** The Legislative Council may not:
 - (a) alter the employment of the Society's staff except where provided for elsewhere in the Internal Regulations; or
 - (b) consider issues that the Steering Committee has determined are external and divisive, except where the Legislative Council votes by a two-thirds (2/3) vote to disregard the determination of the Steering Committee and to put such a motion on the agenda. Where such a vote is passed, the Legislative Council may subsequently debate and vote on the issue – such a vote shall require a two-thirds (2/3) vote to pass. In this instance, an “external issue” shall mean an issue that is primarily external to McGill, and “divisive” shall mean an issue that one could reasonably expect significant opposition to.
2. **MEMBERS OF THE LEGISLATIVE COUNCIL**
- 2.1 **GENERAL.** Members of the Legislative Council may make motions and vote on resolutions at the Legislative Council, in accordance with the Constitution and the Internal Regulations.
 - 2.2 **RESTRICTIONS**
 - (a) Members of the Legislative Council may not vote in absence, except in the case of an electronic motion or where they participate in a meeting of the Legislative Council by way of technical means in accordance with the Constitution.



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- (b) Members of the Legislative Council may not transfer their voting rights to any other person or body. Voting rights are conferred on each member of the Legislative Council individually and cannot be transferred under any circumstances.
- (c) Members of the Legislative Council shall not exercise their voting rights while impaired by drugs or alcohol.

3. COUNCILLORS

3.1 RESPONSIBILITIES. Councillors shall:

- (a) attend all meetings of the Legislative Council;
- (b) attend all General Assemblies;
- (c) sit on at least one (1) committee (sitting on two (2) committees is encouraged) or participate in at least one (1) other University organization whose terms of reference require the participation of one (1) or more Councillors; and
- (d) submit a report of their activities to the Speaker or the Parliamentarian for all but the first meeting of the Legislative Council each year.

3.2 ATTENDANCE. All meetings of the Legislative Council are mandatory for Councillors. If a Councillor has an unavoidable personal, academic, or other conflict that prevents them from attending a meeting of the Legislative Council, they must send regrets to the Speaker before the meeting begins.

3.3 WITHDRAWAL FROM MEETINGS. When a Councillor wishes to withdraw from a meeting of the Legislative Council before its adjournment, they must request permission from the Speaker. Such permission shall normally be granted except in instances where said withdrawal would result in a loss of quorum.

3.4 FAILURE TO NOTIFY IN ABSENCE. Failure to send regrets to the Speaker for two (2) meetings, even if they are not consecutive, may result in automatic suspension.

3.5 SUSPENSION. While suspended, a Councillor's seat shall be considered temporarily vacant and shall not be counted for the purposes of quorum.



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- 3.6 NOTICE OF SUSPENSION.** Notice of a Councillor's suspension shall be sent to the relevant constituency, which elected the Councillor in question.
- 3.7 REINSTATEMENT.** A suspended Councillor shall have two (2) weeks to apply to the Steering Committee for reinstatement.
- (a) Where the Steering Committee recommends reinstatement, it shall also consider and determine appropriate disciplinary measures (if any). The recommendation of the Steering Committee must be ratified by a resolution passed by a two-thirds (2/3) vote of the Legislative Council at the following meeting.
 - (b) Where the Steering Committee does not recommend reinstatement, or where the Councillor fails to apply for reinstatement within the two (2) weeks allotted, the Steering Committee shall make a motion that the Councillor be required to resign. If the resolution is passed by a two-thirds (2/3) vote of the Legislative Council, the Councillor shall be required to resign in accordance with the Constitution. If the Councillor refuses to resign, steps for their removal shall be taken in accordance with the Constitution.
- 3.8 VACANCIES.** Vacant seats shall be filled in accordance with the Constitution.

4. SPEAKER

- 4.1 RESPONSIBILITIES.** The Speaker shall, among the responsibilities listed in the Governance Documents, enforce the rules under which the Legislative Council and General Assemblies meet, including Robert's Rules of Order and the Standing Rules.
- 4.2 PRESIDENT TO ACT AS SPEAKER.** Should the Nominating Committee be unable to select a Speaker by the end of each academic year, the President shall act as Speaker until such selection occurs.
- 4.3 REMOVAL.** A Speaker may be removed from office for any of the following reasons:
- (a) impropriety;
 - (b) violation of the Constitution or the Internal Regulations;
 - (c) delinquency of duties; and/or



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(d) misappropriation of Society funds.

4.4 PROCEDURE FOR REMOVAL. A Speaker may be removed by a resolution passed by a two-thirds (2/3) vote of the Legislative Council. The resolution must be ratified by a resolution passed by a two-thirds (2/3) vote of the Board of Directors.

4.5 NOTIFICATION OF REMOVAL. The Speaker against whom a request for removal from office is directed shall be notified of the place, the date, and the time of the meeting of the Legislative Council calling for the removal within the same time frame provided by the Constitution for the calling of such meeting. Such Speaker shall have the right to attend and to address the meeting or, in a written statement read by the Speaker, to put forth the reasons why such Speaker opposes the proposed removal from office.

PART II: PROCEDURE

5. GENERAL

5.1 LIMITATIONS. There shall be a maximum of thirty (30) minutes allotted to each question period. A maximum of five (5) minutes per question and answer will be allowed.

5.2 PRESENTATION OF REPORTS. Committee reports must be presented by a member of the Committee. Each Officer shall present their own report.

5.3 QUESTIONS. The Speaker shall allow questions to the presenter of each report. Such questions are only in order if they address matters contained in the report or directly relating to it.

5.4 APPROVAL OF COMMITTEE REPORTS. Committee reports must be approved by way of a resolution if they include decisions regarding financial allocations, interest group status, nominations, business of the Legislative Council or any other matters as may be prescribed by the Internal Regulations. Should the resolution fail, the decisions shall be null and void.

5.5 SPEAKING OPPORTUNITY. It shall be the Speaker's responsibility to ensure that no Councillor, Officer or member of the gallery speak more than twice before all other members have been given the opportunity to speak, except if they are asked to provide information during the debate. It shall be the Speaker's responsibility to steward the atmosphere of collegial



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discourse, in which no constituency or demographic unfairly dominates debate.

6. STANDING RULES

- 6.1 **GENERAL.** Meetings of the Legislative Council shall be conducted according to Robert's Rules of Order, except for the Standing Rules mentioned herein.
- 6.2 **STANDING RULES.** Where the Legislative Council wishes to create Standing Rules, it shall do so in accordance with the provisions for Standing Rules contained in Robert's Rules of Order. Once passed, these rules shall supersede those rules contained in Robert's Rules of Order.
- 6.3 **CREATION.** The Standing Rules may be adopted by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.
- 6.4 **SUSPENSION OF STANDING RULES.** Standing Rules adopted by the Legislative Council may be suspended by a two-thirds (2/3) vote of the Legislative Council.
- 6.5 **AMENDMENT.** The Standing Rules may be amended by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.

7. BILINGUALISM AT MEETINGS

- 7.1 **GENERAL.** All members of the Legislative Council and members of the gallery are entitled to participate in business of the Legislative Council in French and/or English.
- 7.2 **NOTE OF ENCOURAGEMENT.** All Councillors are encouraged to speak French at some point during every meeting. Officers are particularly encouraged to express a part of their oral summary of their reports in French.

8. AGENDA

- 8.1 **ORDER OF BUSINESS.** The order of business for any regular meeting of the Legislative Council shall be as follows;
 - (a) Call to Order;
 - (b) Land Acknowledgement;



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- (c) Approval of Minutes;
- (d) Adoption of the Agenda;
- (e) Report of the Steering Committee;
- (f) Guest Speakers;
- (g) Question Period;
- (h) Announcements;
- (i) Old Business;
- (j) New Business;
- (k) Committee Reports;
- (l) Officer Reports;
- (m) Confidential session; and
- (n) Adjournment.

9. QUESTION PERIOD

9.1 GENERAL. All Members, including Councillors, shall be allowed to ask questions during the question period. The Speaker shall announce this to the gallery.

9.2 SUBMISSION OF QUESTIONS. Any Member may submit a question to the Speaker, addressed to any Councillor or Officer, which shall be entered on the agenda of the next meeting. The Speaker shall transmit the question to the Councillor or Officer to whom it is addressed. Questions received by the Councillor or Officer three (3) days before a meeting of the Legislative Council shall be answered by the Councillor or Officer at that meeting.

9.3 DEFERRAL OF ANSWERS. Answers to oral questions or written questions that are received by the Councillor or Officer less than three (3) days before the meeting of the Legislative Council may be deferred to the next regular meeting of the Legislative Council. In such cases, the Speaker shall inform the Councillor or Officer of their right to defer their answer.

10. REPORTS OF OFFICERS AND COMMITTEES

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- 10.1 **GENERAL.** The reports of all Officers and of all committees shall be provided to the Legislative Council electronically.
- 10.2 **RATIFICATION OF COMMITTEE DECISIONS.** In general, decisions of committees detailed in committee reports do not need to be approved by the Legislative Council.

11. MOTIONS AND RESOLUTIONS

- 11.1 **GENERAL.** All motions to adopt a particular resolution shall be made in writing and forwarded to the Speaker at least seven (7) days prior to the relevant meeting of the Legislative Council. In the case of regularly scheduled meetings of the Legislative Council held on Thursdays, this shall mean the Thursday of the previous week.
- 11.2 **RESTRICTIONS ON RESOLUTIONS.** No resolution which has not been distributed to Councillors at least two (2) days in advance of the meeting at which it is to be debated may be placed before the Legislative Council, except where a motion to waive the deadline is passed.
- 11.3 **VOTING.** For main motions and subsidiary motions of substance, as determined by the Speaker, a roll call vote will be considered the default voting method.
- 11.4 **EXCEPTION.** For motions that are not considered divisive by the Speaker, the Speaker may waive the requirement for a roll call vote and inform Council when they are doing so. This includes the motions to call the question and to lay on the table.
- 11.5 **REQUEST FOR ROLL CALL.** A member of Legislative Council may request a roll call vote for any motion at any time. If this occurs, the speaker may not override the request by waiving the requirement for a roll call.
- 11.6 **PUBLIC VOTING RECORD.** The voting record shall be public and included with all motions for which a vote is recorded on the Society's website.

12. DEBATE

- 12.1 **GENERAL.** Councillors must be given the opportunity to debate a resolution for a minimum of five (5) minutes, including time for both pro and con arguments, before a motion to call the previous question can be entertained by the Speaker.



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- 12.2 **DECORUM.** Councillors and Officers shall address the Speaker and shall confine themselves to the topic of debate.
- 12.3 **PARTICIPATION OF MEMBERS.** Members of the gallery may address the Legislative Council when recognized by the Speaker, provided that such individuals shall be subject to Robert's Rules of Order and the Standing Rules.

13. IN-CAMERA SESSIONS

- 13.1 **GENERAL.** The Legislative Council may resolve itself into an In-Camera Session by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council, at which only members of the Legislative Council may be present, except if an individual can provide important advice or information relevant to the agenda of the confidential session and their presence is approved by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.
- 13.2 **CONFIDENTIALITY.** In-Camera Sessions are not confidential sessions and business discussed during In-Camera Sessions shall not be considered confidential.
- 13.3 **MINUTES.** Minutes shall not be taken during an In-Camera Session of the Legislative Council.

14. CONFIDENTIAL SESSIONS

- 14.1 **GENERAL.** Only members of the Legislative Council shall be permitted to attend confidential sessions, except if an individual can provide important advice or information relevant to the agenda of the confidential session and their presence is approved by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council.
- 14.2 **CONFIDENTIALITY AGREEMENT.** All individuals present at a confidential session must have signed a confidentiality agreement prior to attending.
- 14.3 **AGENDA.** At the beginning of the confidential session, the President shall, on behalf of the Steering Committee, submit a confidential agenda and attached documentation. All confidential documents shall be collected before the close of the confidential session.
- 14.4 **VIOLATIONS.** Violation of a confidentiality agreement shall be considered a violation of the Internal Regulations. Councillors or Officers who breach

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the confidentiality of the session are subject to sanction, up to and including removal from office.

15. ELECTRONIC MOTIONS

- 15.1 **GENERAL.** Resolutions may be passed electronically in accordance with the Internal Regulations when reasonably required. The Speaker shall be provided with the electronic mail addresses of all Councillors.
- 15.2 **DISTRIBUTION.** The Speaker or the Parliamentarian shall electronically distribute motions to the members of the Legislative Council for approval.
- 15.3 **VOTE.** Members of the Legislative Council may vote in favour or against electronic motions by personal electronic communication. Votes shall be returned to the Speaker by a date predetermined by the Speaker, which shall not be less than twenty-four (24) hours from the electronic distribution of the motion.
- 15.4 **TABULATION.** The Speaker shall be responsible for tabulating the votes collected. Only the Speaker and Parliamentarian may access the Councillors' votes before the final vote is tallied and declared. The Speaker will declare a resolution to have been passed when a Simple Majority of Councillors have approved the motion, unless the context requires a different specific supermajority, in which case the Speaker shall declare a resolution to have been passed if the required majority of Councillors have approved the motion.
- 15.5 **ANNOUNCEMENT.** The Speaker shall inform Councillors of the result by electronic communication. The result of such electronic motions shall be recorded in the minutes for approval at the next regular meeting of the Legislative Council.

INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-06: GENERAL ASSEMBLY

PART I: GENERAL

1. ORDER OF BUSINESS



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Amended by the Legislative Council, 2016-01-14

1.1 GENERAL. The order of business for any regular General Assembly of the Society shall be as follows:

- (a) Call to Order;
- (b) Land Acknowledgement;
- (c) Approval of the Agenda;
- (d) Question Period;
- (e) Report of the Executive Committee;
- (f) Old Business;
- (g) New Business, which shall include, when necessary:
 - i. Ratification of Nominations of the Auditors; and
 - ii. Presentation of the Audited Financial Statements; and
- (h) Adjournment.

1.2 REPORT OF THE EXECUTIVE COMMITTEE. The report of the Executive Committee to the regular General Assemblies shall include, but is not limited to, any actions undertaken by the Executive Committee as a result of resolutions passed at the previous General Assembly. The report shall be made available to Members on the Society's website no less than one (1) week in advance of the General Assembly.

1.3 SPECIAL GENERAL ASSEMBLIES. The Speaker, in consultation with the Steering Committee, shall prepare the order of business for Special General Assemblies and Strike General Assemblies.

1.4 DEADLINE. The Speaker shall receive items for the agenda up to two (2) weeks in advance of the General Assembly in question and receive motions from the floor up to the day of the General Assembly.

2. PUBLICITY

2.1 GENERAL. It shall be the responsibility of the President to publicize and organize the logistics of General Assemblies.



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- 2.2 **PROMOTION AT SPECIAL GENERAL ASSEMBLIES.** Members petitioning for a Special General Assembly must provide at least ten (10) Members to act as volunteers to promote the General Assembly.
- 2.3 **MINUTES.** Following any General Assembly, a copy of the minutes and a written summary of the decisions made shall be made available on the Society's website.

PART II: PROCEDURE

3. GENERAL

- 3.1 **SPEAKER.** The Speaker shall be responsible for coordinating and chairing General Assemblies.
- 3.2 **AUDIOVISUAL RECORDING.** All reasonable efforts shall be made to live-stream and film the General Assembly. Resulting footage of the General Assembly shall be made available on the Society's website. If any motion is sent to an online vote, all reasonable efforts shall be made to place a link to the relevant section of footage on the online ballot, so that interested students may view the debate before voting.
- 3.3 **GENERAL ACCESSIBILITY.** All General Assemblies shall be in a physically accessible room and must have a room capacity of at least quorum. A designated translator shall repeat any statement in French or in English at the request of any Member. Whisper translation in French and in English shall be available at all General Assemblies.
- 3.4 **REQUESTED ACCESSIBILITY.** In addition to the abovementioned, other accommodations will be provided upon request with five (5) days notice, including but not limited to American Sign Language interpretation and childcare.

4. STANDING RULES

- 4.1 **GENERAL.** Standing Rules for the General Assembly may be adopted by the Legislative Council at least one (1) week in advance of the General Assembly. The Standing Rules shall be prepared by the Speaker in collaboration with the President and any other interested Officers or Councillors. The Standing Rules should facilitate an effective and accessible process.



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- 4.2 **PUBLICITY.** The Standing Rules for the General Assembly must be publicized to the Members at least five (5) calendar days in advance of the General Assembly.

5. MOTIONS

- 5.1 **MOTIONS IN ADVANCE.** Items for the agenda shall require either the signatures of one hundred (100) Members or the signatures of four (4) Councillors or Officers, with Members from at least four (4) faculties and no more than fifty percent (50%) of signatures coming from any one (1) faculty. Petitions to place items on the agenda shall require the name, signature, faculty, and student number of all Members signing the petition in support of placing the motion on the agenda. These motions will be subsequently translated and publicized in both English and French.
- 5.2 **DEADLINE.** Motions in advance must be submitted to the Speaker at least three (3) weeks in advance of the General Assembly.
- 5.3 **LATE MOTIONS.** Main motions may be submitted to the Speaker late, up until twenty-four (24) hours before the General Assembly begins. The Speaker will be responsible for reviewing the late motions to ensure compliance with the Governance Documents. The Speaker may request assistance from Elections SSMU or other relevant persons. Late motions will be considered if two-thirds (2/3) of the General Assembly votes to do so. All reasonable efforts will be made to translate late motions in both French and English. If the late motion is not translated prior to the meeting of the General Assembly, then the Speaker shall read the late motion aloud, so that the motion is translated via whisper translation.
- 5.4 **MOTIONS FROM THE FLOOR.** Main motions may come from the floor. In the event that this occurs, the General Assembly will automatically recess while the Speaker reviews the motion to ensure compliance with the Governance Documents. The Speaker may request assistance from the General Manager, Officers, or other relevant persons. Motions from the floor will be considered if three-quarters (3/4) of the General Assembly votes to do so. The Speaker shall read the motion from the floor aloud so that the motion is translated via whisper translation.
- 5.5 **REVIEW OF MOTIONS.** The Speaker shall, in consultation with the mover and, if requested, the Steering Committee, review and edit all motions submitted for concision and cogency.



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- 5.6 VOTE.** Any motion submitted and accepted for a General Assembly shall be decided upon by a vote of the Members present at the meeting by a raising of placards, unless another voting method is requested and approved by a vote of the Members present or unless the Speaker prescribes another voting method.
- 5.7 RULING ON MOTIONS.** It shall be the prerogative of the Speaker to rule as to whether or not motions presented for the General Assembly are in order. This ruling shall occur within twenty-four (24) hours of receipt of the motion by the Speaker for motions submitted in advance and before the start of the General Assembly for motions submitted from the floor. Should motions come to the floor of a General Assembly that, in the Speaker's judgment, directly contravene the Governance Documents, the Speaker shall have the authority to rule these motions out of order and have them stricken. Such a decision can be challenged before the Judicial Board. If the decision of the Speaker is appealed at the Judicial Board but the Judicial Board does not render its opinion in advance of the General Assembly in question or the Board of Directors does not ratify the decision of the Judicial Board in advance of the General Assembly, the motion shall come to the floor of the next General Assembly.
- 5.8 DEBATE AND AMENDMENT OF MOTIONS.** Members present at the General Assembly must be given reasonable opportunity to debate and amend each motion. The General Assembly may amend motions and resolutions in accordance with Robert's Rules of Order and the Standing Rules.
- 5.9 ONLINE VOTE.** A motion to hold an online vote on a main motion shall be in order at any time when a main motion is pending. Any Member present at the General Assembly, other than the Speaker or Parliamentarian, can move or second this motion. The online vote shall be open to all Members. A main motion may be moved to an online vote by a motion passed by a two-thirds (2/3) vote of the General Assembly. The online vote shall be held no more than forty-eight (48) hours following the close of the General Assembly. It shall be open for a period of forty-eight (48) hours, and no campaigning shall be allowed on the motions in question. Minutes from the General Assembly shall be made available during the voting period. The Speaker shall have the discretion to rule a motion for an online vote out of order if the motion is made or used in a disruptive manner.

6. ONLINE RATIFICATION



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- 6.1 **GENERAL.** All resolutions adopted at the General Assembly must be submitted to an online vote for ratification, in accordance with the Constitution. This does not include motions for which a motion to hold an online vote is made successfully.
- 6.2 **QUORUM.** Quorum for all General Assembly ratifications shall be ten percent (10%) of the Members.
- 6.3 **PROCEDURE.** Within seven (7) days of the General Assembly, Elections SSMU shall distribute the electronic ballot to ratify resolutions adopted at the General Assembly. The voting period will last a minimum of three (3) days. Elections SSMU will announce the results by electronic mail sent to all Members.
- 6.4 **CAMPAIGNING.** Campaigning is not permitted during the period for online ratification.
- 6.5 **BALLOT.** Wherever possible, the ballot shall contain the following:
 - (a) the vote at the General Assembly including the number of “Yes”, “No”, and “Abstain” votes; and
 - (b) a video recording or transcript of the question and debate periods.

7. CONSULTATIVE FORUMS

- 7.1 **GENERAL.** A consultative forum shall be established when any General Assembly fails to reach quorum or loses quorum at any point. A consultative forum may revert to a General Assembly if and when quorum is reached.
- 7.2 **MOTIONS AT CONSULTATIVE FORUM.** Motions debated at a consultative forum shall be inscribed upon the agenda of the next General Assembly or, at the discretion of the Speaker and with the consent of the movers, upon the agenda of the next meeting of Legislative Council or the following meeting of the Legislative Council.
- 7.3 **VOTING.** Voting shall take place in a consultative forum, but the decision shall not be binding. A vote count shall be taken for all main motions and recorded in the minutes.
- 7.4 **MINUTES FROM CONSULTATIVE FORUM.** The minutes from a consultative forum shall be circulated to the Legislative Council and uploaded to the Society’s website before the meeting of the Legislative



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Council designated to consider matters of the General Assembly. Minutes should be circulated in any case within two (2) weeks of the General Assembly.

PART III: SPECIAL AND STRIKE GENERAL ASSEMBLIES

8. SPECIAL GENERAL ASSEMBLY

8.1 GENERAL. A Special General Assembly shall be a General Assembly other than the required regular General Assembly or a Strike General Assembly.

8.2 CALLING OF SPECIAL GENERAL ASSEMBLIES. The Speaker shall call any Special General Assembly three (3) weeks after receipt of a petition for a Special General Assembly.

(a) Should the three (3) week requirement place the Special General Assembly in a mid-semester holiday, the Speaker shall schedule the Special General Assembly for the next available regular academic day.

(b) Should the three (3) week requirement place the Special General Assembly in either a holiday (at the end of the semester) or an exam period, the Special General Assembly shall be called for a date in the first two weeks of the next semester.

8.3 EXCEPTION. Where a Special General Assembly is called for the purpose of removing a Councillor or Director, the Speaker shall call the Special General Assembly one (1) week after receipt of the petition for the Special General Assembly.

9. STRIKE GENERAL ASSEMBLY

9.1 GENERAL. A Strike General Assembly shall be any General Assembly considering a motion to strike.

9.2 QUORUM. The quorum for a Strike General Assembly applies only to the motion to strike and not to any other agenda items.



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INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-07: RESOLUTIONS, POLICIES AND PLANS

PART I: RESOLUTIONS

1. DEFINITION

- 1.1 **GENERAL.** Resolutions are not equivalent to Policies or Plans of the Society and they must not conflict with any Governance Documents of the Society. However, a resolution may amend an existing Policy.
- 1.2 **CONTENTS.** A resolution may contain:
- (a) a call to action for the Society to undertake;
 - (b) lobbying points which have a restricted and immediate timeframe;
 - (c) a stance on a specific incident or event; and
 - (d) a change in the unwritten operating procedures of the Society.
- 1.3 **EXCEPTION.** A resolution of the Legislative Council shall not be binding on the Board of Directors, but may call for the Board of Directors to undertake a particular action or adopt a particular Policy. In those cases, the Board of Directors, as the highest governing body of the Society, shall consider the resolution at its next meeting.
- 1.4 **RESOLUTION AMENDING GOVERNANCE DOCUMENTS.** A resolution amending or adopting any Governance Document shall continue to have effect after the expiry of the initial resolution.



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2. ADOPTION

- 2.1 **GENERAL.** Resolutions may be enacted, amended, or repealed by Referendum, a General Assembly, the Legislative Council, or another body of the Society as defined herein. The procedure for the adoption of resolutions shall be pursuant to the applicable procedures of each body set out in the Constitution, Internal Regulations and Policies.
- 2.2 **LABELLING.** Resolutions shall be labelled as such before being presented to the body voting on the resolution in question.
- 2.3 **FORMAT.** Resolutions shall contain both “WHEREAS” and “BE IT RESOLVED” clauses.
- 2.4 **DURATION OF VALIDITY.** Resolutions of Legislative Council shall be valid for no longer than one (1) calendar year from the date of enactment, but can be re-enacted by Referendum, General Assembly, or Legislative Council once expired.

3. RESOLUTION BOOK

- 3.1 **GENERAL.** There shall be a compilation of resolutions passed by Legislative Council called the Resolution Book, which includes all resolutions passed by the Legislative Council since the beginning of the academic year and shall be made available on the Society’s website in English and French
- 3.2 **MANAGEMENT.** The General Manager shall maintain and make available an archive of all past and adopted resolutions of the Society.

PART II: POLICIES AND PLANS

4. POLICIES OF THE SOCIETY

- 4.1 **DEFINITION.** Policies contain principles that direct the actions of the Society. Further they shall:
- (a) be expressed in broad and guiding terms;
 - (b) be relevant to the Society and relate to its mission;
 - (c) be visionary and proactive in essence;



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- (d) be subject to the Constitution, Internal Regulations and extant Policies of the Society; and
- (e) contain an expiry date not longer than five years from the date of adoption.

5. PLANS OF THE SOCIETY

5.1 DEFINITION. Plans are multi-year projects and frameworks that aim to fulfill the goals of the Society. Further, they shall:

- (a) contain actionable items which bind the Society to an undertaking;
- (b) be relevant to the Society and relate to its mission;
- (c) be visionary and proactive in essence;
- (d) be subject to the Constitution, Internal Regulations, and extant Policies of the Society; and
- (e) be valid for a period of up to ten (10) years.

5.2 FORMAT. Plans must clearly identify:

- (a) a specific Officer to oversee the progress and implementation of the Plan;
- (b) specific responsibilities for Officers, staff and committees of Council;
- (c) a timeline for the completion of multi-year projects; and
- (d) the over-arching goals of the plan.

6. ADOPTION OF POLICIES AND PLANS

6.1 POWER TO ADOPT. Policies and Plans may be only be adopted by the Board of Directors, with the exception that Policies may also be established, amended or rescinded by a General Assembly or a Referendum.

6.2 ROLE OF LEGISLATIVE COUNCIL. Legislative Council may recommend the adoption, amendment or repeal of Policies and Plans to the Board of Directors, or a General Assembly or Referendum by way of a resolution adopted by Legislative Council by a Simple Majority, which is subsequently presented to the Board of Directors or General Assembly for a vote. There

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shall be a procedure for the adoption of such a resolution that shall consist of two (2) readings, further detailed in the Standing Rules.

(a) **FIRST READING**

- i. Notice of a motion to adopt, amend, or repeal a Policy or Plan must be sent by a member of the Legislative Council to the Speaker at least five (5) days before the meeting of the Legislative Council at which the motion is to be introduced.
- ii. The Speaker shall send the motion to all members of the Legislative Council at least three (3) days before the meeting of Legislative Council at which the motion is to be introduced.
- iii. The motion shall also be publicized to the Members through the Society's website at least three (3) days before the meeting of the Legislative Council at which the motion is to be introduced.
- iv. The motion shall be read a first time at the Legislative Council.

(b) **SECOND READING**

- i. The Steering Committee shall review the substance of the proposed adoption of, amendment to, or repeal of the Policy or Plan to ensure it fulfills the requirements for Policies and Plans laid out in the Internal Regulations and prepare a recommendation for the Legislative Council;
- ii. During this time, Councillors and Members may submit a report on the procedural integrity of the proposed adoption, amendment, or repeal of the Policy or Plan to the Speaker at least five (5) days before the meeting of the Legislative Council at which the motion is to be debated and voted upon.
- iii. The Speaker shall send any reports received to all members of the Legislative Council at least three (3) days before the meeting of the Legislative Council at which the motion is to be debated and voted upon.
- iv. The motion shall be read a second time at the Legislative Council and put to a vote.



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- (c) **PRESENTATION TO BOARD OF DIRECTORS OR GENERAL ASSEMBLY**
- i. A resolution respecting the adoption, amendment or repeal of a Policy or Plan requires the motion to be passed by a two-thirds (2/3) vote of the Board of Directors, Legislative Council, General Assembly or Referendum.
 - ii. If a resolution is passed, the proposed adoption, amendment or repeal of the Policy or Plan shall be subsequently put to the Board of Directors, Legislative Council, General Assembly, or Referendum for a final vote, in accordance with the Constitution and Internal Regulations.

7. **POLICY AND PLAN BOOK**

- 7.1 **GENERAL.** There shall be a compilation of Policies and Plans called the Policy and Plan Book, which shall include all resolutions passed since the beginning of the academic year and shall be made available on the Society's website in English and French.
- 7.2 **MANAGEMENT.** The General Manager shall maintain and make available an archive of all past and adopted Policies and Plans of the Society.
- 7.3 **PRESENTATION TO COUNCIL.** The President shall be responsible for presenting the Policy and Plan Book to the Legislative Council at least once during the academic year. The President shall introduce any relevant amendments or new Policies and Plans adopted by the Board of Directors.