



Students' Society of McGill University  
Association étudiante de l'Université McGill

Office of the Speakers  
Bureau de Présidents du Conseil

## **Motion for Revision of By-Law Book I-7 – Undergraduate University Representation**

*Whereas*, effective student representation allows for accountable and transparent governance;

*Whereas*, the current Bylaw Book I-7 has significant gaps in addressing concerns of its clarity and practical application;

*Whereas*, the Communication and Consultation Working Group called for mechanisms to better ensure accountable student representation;

*Resolved*, that the SSMU Legislative Council amend the Bylaw Book I-7 as outlined in the attached documents by the By-Law Review Committee.

Moved by:  
Emily Yee Clare, Vice-President, University Affairs

Undersigned by:  
Kady Paterson, Education Representative  
Maggie Knight, President

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# BY-LAW I-7 UNDERGRADUATE UNIVERSITY REPRESENTATION

## **Part I: General**

### **Article 1 - Purpose**

- 1.1 The purpose of the undergraduate representatives to the Board of Governors, the Senate and its Bodies is to represent, in a cohesive manner, the needs, opinions and aspirations of the student body to the Administration of McGill University.

## **Part II: Undergraduate Senators**

### **Article 2 – Duties of Undergraduate Senators**

- 2.1 The duties of the Undergraduate Senators shall be to:
  - 2.1.1 Attend Senate meetings;
  - 2.1.2 Attend Senate Caucus meetings;
  - 2.1.3 Inform the undergraduate student body of McGill University, and more specifically their faculties, of issues before Senate;
  - 2.1.4 Gather the opinions of their Constituency on matters before the Senate;
  - 2.1.5 Represent the needs and opinions of their faculties to Senate Caucus;
  - 2.1.6 Represent the needs and opinions of the undergraduate student body of McGill University at Senate;
  - 2.1.7 Serve on at least one (1) University Committee;



### **Article 3 – Distribution of Senate Seats**

- 3.1 The distribution of the thirteen (13) seats allocated to Undergraduate Senators of McGill University shall be as follows:
  - 3.1.1 Two (2) ex-officio seats:
    - 3.1.1.1 One (1) seat for the President;
    - 3.1.1.2 One (1) seat for the Vice-President (University Affairs);
  - 3.1.2 The remaining seats shall be allocated based on faculty size and shall be as follows:
    - 3.1.2.1 Two (2) seats for the Faculty of Arts;
    - 3.1.2.2 One (1) seat for each representative of the Faculties of Science, Engineering, Management, Education, Music, Law, Medicine, Dentistry, and Religious Studies.

### **Article 4 – Senate Elections**

- 4.1 Elections for faculty representatives to Senate may take place either under the auspice of the Faculty Association or the SSMU.
  - 4.1.1 If a Faculty Association wishes to conduct the election of their faculty representative to Senate, they must submit such a request by December 1<sup>st</sup> to the Vice-President (University Affairs), who shall forward it to the Steering Committee in the form of a motion to Council by December 15<sup>th</sup>.
    - 4.1.1.1 The CEO of Elections McGill shall notify the Faculty Associations of this option no later than November 1<sup>st</sup>.
    - 4.1.1.2 This request shall be submitted for approval by the Legislative Council at its subsequent meeting,
  - 4.1.2 If no such request is submitted, or approved by the Legislative Council, the elections for faculty representatives to Senate shall take place according to the rules and procedures outlined in By-Law I.
- 4.2 Any faculties who have not produced at least one candidate for their allocated seat(s) by the end of the nomination period as described in By-Law I shall have this seat declared vacant.
- 4.3 Seats left vacant after the end of the nomination period will be reallocated to the Faculties in descending order according from the Faculty with the most students enrolled per Undergraduate Senator to the Faculty with the least, according to figures provided by the Registrar of McGill University.
- 4.4 If a faculty has been allocated a second seat but does not have a second candidate, the seat shall be allocated to the next faculty with the highest enrollment per Undergraduate Senator.
  - 4.4.1 No faculty shall be allocated more than three (3) seats in Senate Caucus.

### **Article 5 – Loss of Senate Seat and Resignations**

- 5.1 Undergraduate Senators who are absent from two (2) consecutive Senate meetings, from three (3) consecutive Senate Caucus meetings, from two (2) consecutive University Committee meetings, or from any consecutive combination of three (3) Senate, Senate Caucus, and University Committee meeting, shall have their seats deemed forfeited by a majority decision of Senate Caucus.
  - 5.1.1 Absences will be calculated and excused at the discretion of the Vice-President (University Affairs) in consultation with Senate Caucus.
- 5.2 The Vice-President (University Affairs) must report vacant seats of Senate to Council.
- 5.3 Following Council notification of the vacant seat, the faculty whose seat has been vacated will be given a ten day nomination period. The faculty association shall publicize this event to its constituents.
- 5.4 Upon the closing of the nomination period, the faculty association council shall select applications and forward them to the Senate Caucus no later than two (2) days after the closing of the nomination period.
- 5.5 Should there be only one application, the candidate shall be deemed acclaimed.
- 5.6 If no candidate comes forth from the faculty, then the Vice-President (University Affairs) shall follow the formula established in article 4.3.
- 5.7 Should there be several applications forwarded, the applicants shall be interviewed at the next Senate Caucus meeting and one applicant shall be selected by a simple majority vote of the Senate Caucus.
- 5.8 The Vice-President (University Affairs) shall inform Council of the decision of the Senate Caucus.



## **Article 6 – Undergraduate Senator Appointment to Council**

6.1 The process of electing Councilors representing the Senate Caucus shall follow Bylaw Book I-6, Article 25.

## **Part III: Undergraduate Senators and Student Representatives Appointed to University Committees**

### **Article 7 – Appointments**

- 7.1 In March of each year, the Vice-President (University Affairs) shall advertise on the SSMU Listserv the availability of seats on various University Committees.
- 7.2 Applications shall be submitted to SSMU to the attention of the Vice-President (University Affairs) no later than Friday of the first week of April.
  - 7.2.1 Any student who will be a member of the Society throughout the following academic year may serve as a representative to a University Committee.
  - 7.2.2 Undergraduate Senators do not need to submit a formal application to serve on a University Committee; however, they must submit a statement of purpose and preference to the Vice President (University Affairs) no later than Friday of the first week of April.
  - 7.2.3 A student may apply to be a Student Representative on multiple Committees.
- 7.3 The Vice President (University Affairs) shall make recommendations of appointments of Undergraduate Senators and Student Representatives to University Committees to the Nominating Committee for approval.
- 7.4 The Vice President (University Affairs) shall submit to first meeting of Council in the fall term a list of Undergraduate Senators and Student Representatives appointed to University Committees for ratification.
- 7.5 In the event of the resignation of an Undergraduate Senator or Student Representative, or the creation of a new Committee during the course of the academic year, appointments to Committees shall be made by the Vice President (University Affairs) subject to approval by Nominating Committee and ratification by Council.

### **Article 8 – Duties of Student Representatives to University Committees**

- 8.1 Undergraduate Senators and Student Representatives to University Committees shall make every reasonable effort to attend all meetings of their respective Committee(s).
- 8.2 Undergraduate Senators and Student Representatives to University Committees shall submit a short summary report to the Vice-President (University Affairs) or delegate, no later than two (2) business days after every University Committee meeting.
- 8.3 At the request of the Vice-President (University Affairs), Undergraduate Senators and Student Representatives shall meet with the Vice-President (University Affairs).
- 8.4 Undergraduate Senators and Student Representatives on University Committees may be removed at the discretion of the Vice-President, University Affairs, in consultation the University Affairs Secretary General and subject to ratification by the Nominating Committee, should their performance be deemed inadequate as outlined in Book I-2, Article 5.

## **Part IV: SSMU Representative to the Board of Governors**

### **Article 9 – Appointment of the SSMU Representative to the Board of Governors of McGill University**

- 9.1 The SSMU shall, at the beginning of each academic year, appoint a representative to the Board of Governors of McGill University.
  - 9.1.1 This representative shall, in accordance with the Constitution, be the SSMU President.
  - 9.1.2 Should the President be unable to serve, the SSMU shall appoint the Vice-President (University Affairs) as its representative.
  - 9.1.3 Should the Vice-President (University Affairs) be unable to serve, Senate Caucus and the Executive Committee shall elect a representative, subject to approval by Nominating Committee.



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## **Article 10 – Duties of the SSMU Representative to the Board of Governors**

- 10.1 The duties of the SSMU representative to the Board of Governors shall be to:
- 10.1.1 Attend Board of Governors meetings;
  - 10.1.2 Attend Senate Caucus meetings;
  - 10.1.3 Inform the undergraduate student body of McGill University of issues before the Board of Governors, within the limits of confidentiality imposed by that body on its membership.
  - 10.1.4 Survey the needs and opinions of the student body and Council on the general issues before the Board of Governors within the limits of the confidentiality imposed by that body on its membership;
  - 10.1.5 Represent the needs and opinions of the Undergraduate Student Body of McGill University at the Board of Governors.

## **Part V: Senate Caucus**

### **Article 11 – Membership and Administration**

- 11.1 The membership of the Senate Caucus shall include:
- 11.1.1 The thirteen (13) undergraduate representatives to Senate;
  - 11.1.2 The Undergraduate Representative to the Board of Governors of McGill University;
  - 11.1.3 The Senate and Committee Secretary General;
  - 11.1.4 The Academic Research Commissioner;
- 11.2 Meetings of Senate Caucus shall ordinarily be open to all members of SSMU, unless a motion for an *in camera* session is passed by the members of Senate Caucus.
- 11.3 The Vice-President (University Affairs) shall chair Senate Caucus.
- 11.4 Upon a motion of the Vice-President (University Affairs), Caucus may elect a Co-Chair.
- 11.4.1 The Co-Chair shall preside over meetings and generally administer Caucus.
- 11.5 The Senate Caucus shall meet at least every second week, including each week leading up to the Senate and Joint Senate-Board meetings.