



**Notice of Motion Regarding the Replacement of By-Law Book I with the Internal Regulations of the President's Portfolio**

Whereas, the SSMU has undertaken a multi-year Governance Document revision process in order to ensure that its governance structures and processes are stable and lawful;

Whereas, the SSMU Constitution was amended in the Fall 2013 semester and adopted, as amended, by the SSMU Members on November 15, 2013;

Whereas, the changes made to By-Law Book I, annexed hereto as the "Internal Regulations of the President's Portfolio" were either:

(a) removed from the version of the SSMU Constitution in existence immediately prior to the amendment mentioned above with the intention of reviewing said provisions and thereafter integrating said provisions into the By-Laws of the SSMU; or

(b) drafted by the By-law Review Committee and By-Law Review Commissioners;

Whereas, interim provisions for the Winter 2015 semester were adopted in January 2015;

Whereas, in the interim provisions motion adopted in January 2015, it was mandated that amended and finalized Internal Regulations for the Presidential Portfolio shall be presented to the Legislative Council no later than March 5, 2015;

Whereas, all substantive changes have been reviewed by By-Law Review Committee;

Whereas, it was the recommendation of SSMU's legal counsel to call the documents currently termed "By-Laws", "Internal Regulations" because the SSMU's Constitution is technically its corporate By-Law in the eyes of the QC government;

Whereas, the SSMU's legal counsel has reviewed the annexed Internal Regulations of the President's Portfolio and concerns previously raised by legal counsel have been addressed.

Be it resolved, that the Internal Regulations of the President's Portfolio be adopted and replace By-Law Book I.

Moved By,  
Courtney Ayukawa, President  
Daniel Chaim, VP Internal  
Kathleen Bradley, VP Finance and Operations



# Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15



# Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15



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

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### **PART I: INTERPRETATION**

#### **1. APPLICABILITY.**

The Internal Regulations of the Presidential Portfolio-01 regarding the structure, function, interpretation and amendment of the Internal Regulations 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 of the Society. 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 over the Internal Regulations, in accordance with Section 1.2 of the Constitution.

**5.2** In the event of a conflict between the Internal Regulations of the Presidential Portfolio and other Internal Regulations, the Internal Regulations of the Presidential Portfolio shall prevail over all other Internal Regulations.



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**5.3** In the event of a conflict between Internal Regulations that are not the Internal Regulations of the Presidential Portfolio, the latter shall be used as a reference to resolve the conflict.

## **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 an opinion of the Judicial Board that is ratified by the Board of Directors under which 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) majority of Legislative Council or by a Referendum.

**9.2 AVAILABILITY OF AMENDMENTS.** The existing wording, as well as the proposed amendment to the relevant Internal Regulations, shall be provided at least two weeks in advance:

- (a) in the case of a Resolution to be passed by Legislative Council, two weeks prior to the presentation of the relevant Motion; and
- (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 sections by an out-dated section number as a result of amendments to the Internal Regulations or the Constitution.



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## 10. INTERIM PROVISIONS

- 10.1 GENERAL.** Interim provisions may be adopted where a change or supplement to the Internal Regulations is necessary to provide for the proper functioning of the Society, but where the two weeks notice required for an amendment is prohibitive or where the necessary change is a temporary measure. In such cases, Officers of the Society, on behalf of the Executive Committee, may make a Motion to introduce interim provisions.
- 10.2 ADOPTION.** Interim provisions may only be adopted by a Resolution passed by a two-thirds (2/3) majority of Legislative Council.
- 10.3 FORCE AND EFFECT.** Once adopted, interim provisions shall have the same force and effect as other Internal Regulations for the duration of their validity.
- 10.4 PERIOD OF VALIDITY.** Interim provisions 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 interim provisions may be extended by a Resolution passed by a two-thirds (2/3) majority of Legislative Council, but may not be extended for a period of more than one (1) year.



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## PART III: DEFINITIONS

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

- (a) **“Act”**
- (b) **“Chief Electoral Officer”**
- (c) **“Constitution”**
- (d) **“Councillor”**
- (e) **“Director”**
- (f) **“Executive Committee”**
- (g) **“External Policy”**
- (h) **“General Assembly”**
- (i) **“General Manager”**
- (j) **“Internal Regulations”** (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”**
- (u) **“Speaker”**



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

- (a) **“Ancillary Fee”** shall mean fees charged by the University that are in addition to tuition;
- (b) **“Academic Research Commissioner”** shall mean the individual appointed by the Society to assist the Vice-President (University Affairs) with the research portfolio of that office;
- (c) **“Administration”** or **“University”** shall mean the Royal Institution for the Advancement of Learning/McGill University;
- (d) **“Affiliated Association”** shall refer to the student associations at the University which have been afforded administrative services by the Society;
- (e) **“Base Fee”** shall mean the portion of Member’s tuition fees that are allocated to the Society;
- (f) **“Campaign Period”** shall mean the duration of time which Elections SSMU has designated for campaigning;
- (g) **“Campaigning”** shall mean any activity that promotes the candidacy of a Member standing for Election;
- (h) **“Campus Publication”** shall mean any campus publication that is published more than four (4) times a year;
- (i) **“Censure”** shall mean a Public Notice disseminated by Elections SSMU in response to a campaign infraction which describes the infraction and explains why Elections SSMU issued the Censure;
- (j) **“Club”** shall refer to the formal and accredited organizations which have been recognized by the Society as a Full-Status Club or as an Interim-Status Club in accordance with the Part A of the Internal Regulations of the Clubs and Services Portfolio;
- (k) **“Commissioner”** shall mean the individuals appointed by the Society who are responsible for supporting a Committee of Legislative Council or assisting an Executive Officer;
- (l) **“Committee Terms of Reference”** shall refer to the document created by Legislative Council to govern Committees of Council;
- (m) **“Committee of Legislative Council”** shall refer to the bodies of the Society created by Legislative Council from time to time;



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- (n) **“Confidential Session”** shall refer to a meeting of Legislative Council that is subject to confidentiality;
- (o) **“Days”** shall include weekends but not holidays (civic and academic);
- (p) **“Deputy Electoral Officer”** shall mean the person appointed by the Society, in accordance with the Internal Regulations, who shall report to the Chief Electoral Officer and be responsible for the administration of the Society’s Elections and Referenda;
- (q) **“Election”** shall include the processes through which the Directors, the Officers, the executive members of the First Year Legislative Council, the Senators and the Councillors are elected;
- (r) **“Elections Coordinator”** shall mean the persons appointed by the Society to assist the Chief Electoral Officer and the Deputy Electoral Officer in the administration of the Society’s Elections and Referenda;
- (s) **“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 shall be overseen by the Chief Electoral Officer;
- (t) **“Electoral Officer”** shall refer to 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 Coordinators;
- (u) **“Electoral Period”** shall include, but is not limited to, Nomination Periods, Campaign Periods, Referendum periods, debates, and Polling Periods;
- (v) **“Electoral Review Committee”** shall refer to the body of the Society charged with review decisions of the Chief Electoral Officer to disqualify a candidate in an Election or invalidate an Election or Referendum;
- (w) **“Employee Policy”** shall mean the Policy of the Society which was created to govern the activities of the employees of the Society;
- (x) **“External”** shall mean persons who are not Members of the Society, 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. Organizations (other than University governance bodies) that are legally distinct from the Society shall not be considered External where:
  - i. all the members of the organization are Members of the Society;



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- ii. the organization's governance body includes at least one Director;
  - iii. the organization has at least one representative on Legislative Council; or
  - iv. the organization holds status with the Society as an Independent Student Group;
- (y) **“Fair Market Value”** shall mean the lowest price for any given product available in the Montreal region to all persons who approach a person or company that sells or deals in that product or service;
- (z) **“First Year Legislative Council”** shall refer to the elected body of the Society that represents all first year students;
- (aa) **“Human Resources Advisor”** shall mean the person appointed by the Society to administer part of the human resources portfolio;
- (bb) **“Independent Student Group”** shall refer to student-based organizations that are not Services or Clubs but that provide some benefit to the Members of the Society and that are accredited by the Society as Independent Student Groups, in accordance with Part A of the Internal Regulations of the Clubs and Services Portfolio;
- (cc) **“Internal Policy”** shall mean such Policies, that address the manner in which the Society is run internally, as may be adopted, from time to time, by the Board of Directors;
- (dd) **“Internal Regulations of the Presidential Portfolio”** shall mean the present Internal Regulations;
- (ee) **“Lease”** shall mean the Lease agreement between the University and the Society respecting the physical building that the head office of the Society occupies;
- (ff) **“Managing Officer”** shall mean the Officer responsible for hiring and managing a specific Commissioner;
- (gg) **“McGill University Personnel Policy”** shall mean the policies created by the University that govern its staff and personnel;
- (hh) **“Member of Legislative Council”** shall include the individuals listed in Section 8.2 of the Constitution;
- (ii) **“Memorandum of Agreement”** shall mean the document outlining the agreement between the University and the Society;



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- (jj) **“Motion”** shall mean a Motion that a particular Resolution be adopted by Legislative Council or General Assembly;
- (kk) **“Nomination Period”** shall mean the duration of time that Elections SSMU designates for the collection of nomination signatures in an Election;
- (ll) **“Parliamentarian”** shall mean the person appointed by the Society to assist the Speaker in their duties;
- (mm) **“Pensketch”** shall mean a brief outline of the platform of a candidate for Election
- (nn) **“Plan”** shall mean multi-year projects and frameworks that are created by the Society from time to time;
- (oo) **“Plebiscite”** shall mean a question of opinion on a ballot where the question is not binding on the Society;
- (pp) **“Policy and Plan Book”** shall refer to the book containing all the Policies and Plans of the Society;
- (qq) **“Polling Period”** shall mean the duration of time that Elections SSMU designates for the casting of votes in an Election;
- (rr) **“Public Notice”** shall mean a written notice that is sent to all Members of the Society by electronic means;
- (ss) **“Resolution”** shall refer to a Resolution passed by a Simple Majority of Legislative Council or a General Assembly, except where the Internal Regulations specifically provide for the Resolution to be passed by a different specific supermajority;
- (tt) **“Resolution Book”** shall refer to the book containing all the Resolutions passed by Legislative Council;
- (uu) **“Roberts’ 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 Legislative Council, meetings of the Board of Directors and General Assemblies shall be conducted;
- (vv) **“Sanction”** shall mean any fine or penalty imposed by the Chief Electoral Officer in an Election or Referendum, up to and including disqualification of a candidate in an Election or invalidation of an Election or Referendum;
- (ww) **“Secretary General”** shall mean the person appointed by the Society to assist the President with administrative tasks;



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- (xx) “**Senate**” shall refer to the governing body of the University that is tasked with general control and supervision over the academic matters of the University;
- (yy) “**Senate Caucus**” shall refer to the body of the Society composed of the student Senators;
- (zz) “**Senator**” shall mean the persons elected by the Members of the Society to represent the student body at Senate;
- (aaa) “**Service**” shall mean the formal and accredited organizations that have been recognized by the Society as a Service in accordance with Part A of the Internal Regulations of the Clubs and Services Portfolio;
- (bbb) “**Special General Assembly**” shall mean a General Assembly that is not normally scheduled;
- (ccc) “**Standing Rules**” shall mean the rules of procedure created and amended by Legislative Council, in accordance with the mechanism provided by Roberts’ Rules of Order for the creation and amendment of such rules, which govern the procedures of Legislative Council and General Assemblies in conjunction with Roberts’ Rules of Order;
- (ddd) “**Steering Committee**” shall mean the body of the Society created by Legislative Council to be responsible for all matters relating to the operation and management of Legislative Council business;
- (eee) “**Strike General Assembly**” shall mean a General Assembly where a motion to strike is being considered;



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

## **PART I: BODIES OF THE SOCIETY**

### **1. GENERAL**

- 1.1 TERMS OF REFERENCE.** The Board of Directors, Executive Committee, and Legislative Council shall not act in a manner inconsistent with the Constitution, Internal Regulations and Policies of the Society.
- 1.2 GOVERNANCE DOCUMENTS.** The Constitution and Internal Regulations shall be maintained by the General Manager and 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 Legislative Council, the advisory body of the Society, whenever possible before making decisions.

### **3. EXECUTIVE COMMITTEE**

- 3.1 RESPONSIBILITY FOR RESOLUTIONS OF LEGISLATIVE COUNCIL.** The Executive Committee shall be responsible for carrying out the Resolutions of Legislative Council, subject to the restrictions contained in Section 11.7 of the Constitution.
- 3.2 REPORT TO LEGISLATIVE COUNCIL.** The Executive Committee shall submit to each regular meeting of Legislative Council a report of all matters with which it has dealt with since the previous meeting of Legislative Council. All actions taken by the Executive Committee shall be subject to ratification by a Resolution of Legislative Council.
- 3.3 RATIFICATION BY BOARD OF DIRECTORS.** The Executive Committee shall not enter the Society into any financial arrangement that binds the Society for longer than twelve (12) months with any organization autonomous of the Society, prior to receiving ratification by the Board of Directors, who shall take notice, but not be bound by, a Resolution of Legislative Council related to the proposed financial arrangement.



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- 3.4 EMPLOYMENT OF STAFF.** The Executive Committee shall be responsible for the hiring, conduct, discipline, and dismissal of all paid employees of the Society in a manner not inconsistent with the general guidelines set out from time to time by the Board of Directors. In accordance with Section 11.7 of the Constitution, the Executive Committee shall not have the power to select or remove the General Manager of the Society in accordance with Section 11.7 of the Constitution.

### 4. AFFILIATED ASSOCIATIONS

- 4.1 GENERAL.** The Society shall make available certain administrative services for student associations at the Society, such as faculty and departmental associations that meet the conditions set out forthwith. Associations receiving said services shall be said to have affiliation status and shall be known as Affiliated Associations.
- 4.2 ELIGIBILITY.** Only those student associations that are defined by programmes of study of the University and whose members are Members of the Society are eligible for status as Affiliated Associations.
- 4.3 APPROVAL.** Legislative Council shall have final approval of an application for Affiliated Association status.
- 4.4 SERVICES.** Affiliated 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 Associations. The Society may choose to offer other services as it sees fit. The nature and terms of these services shall be defined in the agreement governing the relationship between the Affiliated Association and the Society.
- 4.5 DUTIES.** All Affiliated Association activities that are conducted through the Society's services shall be considered endeavours of the Society and shall be subject to the Constitution, notably the Preamble. Affiliated Associations shall follow relevant procedures as set out by the Society from time to time.
- 4.6 PRECEDENCE.** The memorandum of agreement between the Affiliated Association and the Society shall take precedence over any procedures set out by the Society where there is a conflict between the two.
- 4.7 TERMINATION.** An association shall no longer be considered an Affiliated Association when either the relevant body of the Affiliated Association or Legislative Council chooses to exercise the termination clause contained in the memorandum of agreement between the Society and the Affiliated Association.



## PART II: EMPLOYEES

### 5. EMPLOYEE POLICY

- 5.1 GENERAL.** The Society shall have an Employee Policy for regular staff and Officers and an Employee Policy for casual staff members.
- 5.2 UNIVERSITY POLICIES.** The McGill University Personnel Policies shall apply to all employees of the University employed by the Society.
- 5.3 UNIVERSITY EMPLOYEES.** When University employees work for the Society, the General Manager shall be responsible for the conduct, discipline, and dismissal of those employees in a manner not inconsistent with the McGill University Personnel Policies and the current Memorandum of Agreement between the University and the Society. The Human Resources Advisor may act as an advisor to the General Manager in these matters.

### 6. THE GENERAL MANAGER

- 6.1 POWERS AND RESPONSIBILITIES.** In addition to the powers and responsibilities outlined in Section 12 of the Constitution, the General Manager of the Society shall:
- (a) supervise and manage all permanent staff of the Society;
  - (b) have the authority to delegate the supervision and management of permanent staff of the Society;
  - (c) not commit more than one-tenth of one percent (0.1%) of the Society's budget without the approval of either the Executive Committee or Legislative Council, except where necessary for reasons of physical safety;
  - (d) accompany delegated Officers to all Lease or Memorandum of Agreement negotiation meetings with the University; and
  - (e) be a full-time employee of the Society.



## PART III: COMMISSIONERS

### 7. INTRODUCTION

**7.1 GENERAL.** All student staff members who are responsible for supporting or coordinating the work of a Committee of Legislative Council or assisting the policy or legislative work of an Officer shall be considered a Commissioner of the Society.

### 8. HIRING OF COMMISSIONERS

**8.1 GENERAL.** In February of each year, the Human Resources Advisor shall advertise on the Society's listserv the application process for Commissioners of the Society.

**8.2 ELIGIBILITY.** Candidates for Commissioner positions must:

- (a) remain students at the University throughout their terms of office, with special preference for undergraduate students, except by special consideration of the Executive Committee; and
- (b) reside in the Montreal area from September to April.

**8.3 JOB DESCRIPTIONS AND HIRING.** The Managing Officer for each position shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of the Commissioners in their portfolio, subject to ratification by the Executive Committee and Legislative Council.

**8.4 TERM.** New Commissioners should be hired on a yearly basis, prior to the commencement of the fall term.

**8.5 COMPLIANCE.** Notwithstanding the above, the Society's hiring practices shall comply with all applicable laws.

### 9. COMPENSATION

**9.1 GENERAL.** The Executive Committee shall set and adjust the annual pay according to the Society's pay scale, maintained by the President, the General Manager, and the Human Resources Advisor.

### 10. RESPONSIBILITIES

**10.1 GENERAL.** Commissioners must perform all duties incidental to their office and such other duties as may be assigned from time to time by their Managing Officer.



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- 10.2 BI-WEEKLY REPORTS.** Commissioners must report at least once every two (2) weeks to their Managing Officer.
- 10.3 REPORTS TO LEGISLATIVE COUNCIL.** Commissioners must report at least once a semester to Legislative Council, with the exception of the Speaker and the Recording Secretary.
- 10.4 EXIT REPORTS.** Commissioners must present a draft exit report to their Managing Officer no later than April first (1<sup>st</sup>) of each year and a final exit report no later than May thirty-first (31<sup>st</sup>) of each year, on what has been accomplished by their position, ongoing tasks and projects, and any advice or suggestions for the subsequent year.

### 11. RESIGNATION AND REMOVAL

- 11.1 RESIGNATION.** Commissioners wishing to resign must submit a letter of resignation to their Managing Officer two weeks prior to their chosen date of departure.
- 11.2 REMOVAL.** Should a Commissioner's performance be deemed inadequate, they may be removed at the discretion of their Managing Officer, in consultation with the Human Resources Officers, subject to all applicable laws.
- 11.3 REPLACEMENT.** In the event of the resignation or removal of any Commissioner of the Society, occurring in the first half of their mandate, the Human Resources Advisor shall advertise the application process for the vacant position on the Society's listserv. In the event of the resignation or removal of any Commissioner, occurring in the second half of their mandate, the Executive Committee shall determine whether the position needs to be filled or may remain vacant.

### 12. PORTFOLIO OF THE PRESIDENT

- 12.1 POSITIONS.** The following positions shall have the President as the Managing Officer:
  - (a) Secretary General – General Assembly & Events;
  - (b) Secretary General – Governance and Administration
  - (c) Environment Commissioner;
  - (d) Green Building Coordinator
  - (e) Green Event Coordinator
  - (f) Parliamentarian



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- (g) Recording Secretary; and
- (h) Ethics Commissioner

### 13. PORTFOLIO OF THE VICE-PRESIDENT (UNIVERSITY AFFAIRS)

**13.1 POSITIONS.** The following positions have the Vice-President (University Affairs) as Managing Officer:

- (a) Academic Research Commissioner;
- (b) Senate and Committee Secretary General;
- (c) Equity Commissioners (2);
- (d) Equity Outreach Coordinator;
- (e) Library Improvement Fund Coordinator;
- (f) Social Justice Days Coordinator;
- (g) Mental Health Coordinator; and
- (h) Equity Conference Coordinator.

### 14. PORTFOLIO OF THE VICE-PRESIDENT (CLUBS AND SERVICES)

**14.1 POSITIONS.** The following positions have the Vice-President (Clubs and Services) as the Managing Officer:

- (a) Interest Group Coordinator;
- (b) Culture Shock Coordinator;
- (c) Activities Night Coordinator; and
- (d) Club Website Designer.

### 15. PORTFOLIO OF THE VICE-PRESIDENT (EXTERNAL AFFAIRS)

**15.1 POSITIONS.** The following positions have the Vice-President (Clubs and Services) as the Managing Officer:

- (a) Political Affairs Coordinator;
- (b) Community Affairs Coordinator; and
- (c) Community Engagement Commissioner.



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### 16. PORTFOLIO OF THE VICE-PRESIDENT (FINANCE AND OPERATIONS)

**16.1 POSITIONS.** The following positions have the Vice-President (Finance and Operations) as the Managing Officer:

- (a) Funding Coordinator;
- (b) Financial Ethics Research Commissioner; and
- (c) Mini-Courses Supervisor

### 17. PORTFOLIO OF THE VICE-PRESIDENT (INTERNAL AFFAIRS)

**17.1 POSITIONS.** The following positions have the Vice-President (Internal Affairs) as the Managing Officer:

- (a) Francophone Commissioner; and
- (b) Frosh Coordinators.



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## PART IV: CONTINUITY OF SOCIETY BUSINESS

### 18. ORIENTATION

**18.1 OFFICERS.** The Officers shall undergo a one (1) month period of training, from May first (1<sup>st</sup>) to May thirty-first (31<sup>st</sup>) 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.

**18.2 COUNCILLORS.** It shall be the responsibility of the Executive Committee, led by the President, to ensure that all Councillors receive sufficient orientation to the Society's activities, legislation, 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 actions:

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

**18.3 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 actions:

- (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 shall be coordinated by the Vice-President (University Affairs).



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**18.4 STAFF.** It shall be the responsibility of each Officer, with support of the General Manager and Human Resources Advisor, to ensure that all student staff members receive sufficient orientation to the Society and their position in order to fulfill their roles to the best of their abilities. This orientation shall include, but not be limited to, the following actions:

- (a) a student staff orientation guide shall be annually updated and provided to all student staff members in advance of the academic year; and
- (b) each student staff member shall be given an orientation to the Society's office and permanent staff.

### 19. THEMATIC REPORTING

**19.1 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.

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

**19.3 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.

**19.4 FREEDOM OF INFORMATION.** All minutes and documents of the Legislative Council shall be public documents, except for minutes and documents of confidential sessions. Minutes and documents of the Executive Committee shall remain confidential until the end of that Executive Committee's mandate unless otherwise released. A Member of the Society may request the minutes and/or documents of a previous Executive Committee from the current Executive Committee, once the mandate of that Executive Committee has ended. The President shall not be obliged to publicly release information, documents or minutes concerning ideas, actions or motions which were not acted upon. Any Member of the Society who feels unjustly treated with respect to this policy may appeal to the Judicial Board.

### 20. ARCHIVING

**20.1 GENERAL.** Copies of all legal documents and contracts must be filed with the General Manager for archiving.



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- 20.2 ARCHIVES OF OFFICERS.** It is the responsibility of all Officers to provide competently organized electronic and paper files to their successor.
- 20.3 ARCHIVES OF SENATORS.** It is the responsibility of the Vice-President (University Affairs) to ensure that all new undergraduate student representatives to University committees receive all reports from the previous years' student representatives serving on the relevant committee(s).
- 20.4 ARCHIVES OF STAFF.** It is the responsibility of Officers to ensure that exit reports from their student staff are transmitted to incoming staff members.



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## PART V: FEES

### 21. GENERAL

**21.1 MEMBERSHIP FEES.** All Members shall pay the full Society fee except:

- (a) full-time students registered in “B” faculties, who shall be defined as students registered in the Faculties of Religious Studies, Law, Dentistry, students registered in the School of Architecture pursuing a B. Arch. Degree, and Medicine (except those students registered in the School of Nursing and the School of Physical and Occupational Therapy), who shall pay seventy-two percent (72%) of the Society fee;
- (b) part-time students registered in the Faculties of Arts, Music, Management, Engineering, Education, Science, the Schools of Social Work, Physical and Occupational Therapy, and Nursing, who shall pay fifty percent (50%) of the Society fee;
- (c) part-time students registered in “B” faculties, who shall pay thirty-six percent (36%) of the Society fee; and

**21.2 MODIFICATION OF THE SOCIETY FEE.** The base Society fee may only be modified through a Referendum. Once modified, the base membership fee cannot be modified for a period of twelve calendar months.



# **INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-03: JUDICIAL BOARD**

## **1. POWERS AND RESPONSIBILITIES**

**1.1 GENERAL.** 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 and Internal Regulations 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 Legislative Council, including the authority to declare invalid any act of Legislative Council, the Executive Committee or the General Manager which violates the Constitution or Internal Regulations;
- (c) the interpretation of all procedures, questions and results of all Referenda and Elections, 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 EXCEPTION.** The Judicial Board shall not have the authority to bind the Board of Directors.

**1.3 GUIDING PRINCIPLES.** 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 all Members of the Society. The rules of practice should be reviewed by legal counsel in advance of their implementation.

**1.4 DEADLINE.** The Judicial Board shall provide written reasons for its opinions within thirty (30) days of the hearing in question.



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## 2. INTERPRETATION OF INTERNAL REGULATIONS

**2.1 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.

## 3. RATIFICATION OF OPINIONS

**3.1 GENERAL.** Opinions of the Judicial Board do not have the effect of binding judgment until ratified by the Board of Directors.

**3.2 PRELIMINARY DECISIONS.** Where necessary, the Judicial Board may rule on matters related to the central issue in the form of a preliminary decision.

**3.3 PROCEDURE.** Every final written opinion of the Judicial Board must be presented to the Board of Directors by the Judicial Board within two (2) weeks, accompanied by any preliminary decisions rendered, at the request of either party to the proceedings or as the result of a motion that the Judicial Board heard.

**3.4 APPEAL PROCEDURE.** Notwithstanding the above, the Board of Directors remains the final authority of the Society and may, at its discretion or at the request of a party to the proceedings; receive a written appeal of the final decision if the appeal, complete with all relevant documentation, is filed with the Speaker no more than seven (7) days after the final written opinion is released by the Judicial Board. 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.

**3.5 APPEAL DECISIONS.** After reviewing the opinion in its entirety and considering such an appeal, the Board of Directors may:

- (a) ratify the original Judicial Board opinion by a Simple Majority vote;
- (b) send the opinion back to the Judicial Board, along with the appeal and the Board of Directors' written rationale, for further consideration by a Simple Majority vote, to which the Judicial Board must issue a response either upholding their original opinion or presenting a new opinion for consideration by the Board of Directors within twenty-one (21) days; or
- (c) overturn the opinion of the Judicial Board by a vote passed by four-fifths (4/5) majority of the Board of Directors 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.



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- 3.6 BINDING AUTHORITY.** Where the Board of Directors overturns the Judicial Board's opinion, it will be considered of no further effect and will not be subject to further appeal.



# **INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-04: LEGISLATIVE COUNCIL**

## **PART I: GENERAL**

### **1. FUNCTION**

- 1.1 ADVISORY BODY.** The purpose of Legislative Council is to act as the advisory body of the Society, and to make recommendations to the Board of Directors.
- 1.2 TERMS OF REFERENCE.** Legislative Council shall abide by the Society's governing documents in the following order of priority:
- (a) the Constitution;
  - (b) the Internal Regulations
  - (c) Policies and Resolutions
- 1.3 RESTRICTION.** Legislative Council may not:
- (a) make decisions concerning Human Resources; or
  - (b) take a position on external and extremely divisive issues as reasonably determined by the Steering Committee, except where a determination of the Steering Committee is overturned by a Resolution passed by a two-thirds (2/3) majority of Legislative Council.

### **2. MEMBERS OF LEGISLATIVE COUNCIL**

- 2.1 GENERAL.** Members of Legislative Council may make Motions and vote on Resolutions at Legislative Council, in accordance with the Constitution and Internal Regulations.
- 2.2 RESTRICTIONS**
- (a) Members of Legislative Council may not vote in absence, except in the case of an electronic motion or where they participate in a meeting of Legislative Council by way of technical means in accordance with Section 9.2 of the Constitution.



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- (b) Members of Legislative Council may not transfer their voting rights to any other person or body. Voting rights are conferred on each Member of Legislative Council individually and cannot be transferred under any circumstances.
- (c) Members of 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 Legislative Council;
- (b) attend all General Assemblies;
- (c) sit on at least one (1) Committee of Legislative Council or participate in at least one (1) other University organization whose terms of reference require the participation of one or more Councillors; and
- (d) submit a report of their activities to the Speaker of Legislative Council or the Parliamentarian for all but the first Legislative Council meeting of each year.

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

**3.3 WITHDRAWAL FROM MEETINGS.** When Councillors wish to withdraw from Legislative Council meetings before adjournment, they must request permission from the Speaker to withdraw. Such permission would normally be granted except in such instance where the said withdrawal would break 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, shall 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.

**3.6 NOTICE OF SUSPENSION.** Notice of a Councillor's suspension shall be sent to the relevant constituency.



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- 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 two-thirds (2/3) majority of 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) majority of Legislative Council, the Councillor shall be required to resign in accordance with Section 8.5 of the Constitution.
- 3.8 VACANCIES.** Vacant seats shall be filled in accordance with the Section 8.8 of the Constitution.

### 4. EMPLOYMENT OF COUNCILLORS

- 4.1 CONFLICT OF INTEREST.** A Councillor who is also employed by the Society shall be deemed to be in a conflict of interest but may continue to serve as a Member of Legislative Council, provided certain conditions are met.
- 4.2 RESTRICTION.** A Councillor who is also employed by the Society may not serve on the Board of Directors.
- 4.3 NOTIFICATION TO SPEAKER.** Where a conflict of interest exists or arises, the Councillor shall notify the Speaker and the Ethics Commissioner of the conflict of interest:
- (a) in the case of a Councillor who is employed by the Society at the time of their Election or is employed shortly thereafter, prior to the first meeting of Legislative Council at which they will serve as a Councillor; or
  - (b) in the case of a Councillor who becomes an employee of the Society during their term, prior to the next meeting of Legislative Council.
- 4.4 NOTIFICATION TO LEGISLATIVE COUNCIL.** The Speaker shall notify Legislative Council of the existence of a conflict of interest.
- 4.5 REMOVAL.** Following notification by the Speaker, any Member of Legislative Council who feels the conflict of interest is too egregious to allow the Councillor to properly serve their constituency, may make a Motion that the Councillor be required to resign. Such a Motion may only be passed by a two-thirds (2/3) majority of Legislative Council.



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- 4.6 ABSTENTION FROM VOTING.** Councillors with a conflict of interest shall abstain from voting on matters materially connected with their employment at the Society.
- 4.7 REMOVAL FROM MEETINGS.** Councillors with a conflict interest shall remove themselves from confidential sessions where the matters discussed are materially connected with their employment at the Society, but may be present for any in-camera sessions, provided they continue to comply with the requirement to abstain from voting on matters materially connected with their employment at the Society.
- 4.8 CONFLICT OF INTEREST POLICY.** Councillors with a conflict of interest shall at all times comply with the Conflict of Interest Policy contained in the Policy and Plan Book of the Society.
- 4.9 FAILURE TO COMPLY.** Failure to notify the Speaker of a conflict of interest or to comply with any other provisions herein constitutes a violation of the Internal Regulations. In those circumstances, any Member of Legislative Council or the Steering Committee may make a Motion that the Councillor in question be required to resign. If the Resolution is passed by a two-thirds (2/3) majority of Legislative Council, the Councillor shall be required to resign in accordance with Section 8.5 of the Constitution.

## 5. SPEAKER

- 5.1 DUTIES.** The duties of the Speaker of Legislative Council shall be:
- (a) to open and preside over all meetings of Legislative Council in a fair and impartial manner in both official languages;
  - (b) to enforce the rules under which Legislative Council meets, including Roberts' Rules of Order and any other special rules of procedure;
  - (c) to open and preside over all General Assemblies of the Society;
  - (d) to assist the President in organizing Councillor orientation and Legislative Council retreat;
  - (e) to publicize the decisions of Legislative Council; to notify the constituency should any member of Legislative Council miss two (2) meetings without sending regrets;
  - (f) to insert announcements of impending Legislative Council meetings in the campus media;
  - (g) to serve as secretary for the Steering Committee;



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- (h) to collect all available summer addresses, electronic mail addresses, and phone numbers of Councillors, to be submitted to the President by May first (1<sup>st</sup>); and
- (i) to fulfil any other duties as determined in the Speaker of Legislative Council job description, as approved by the Executive Committee.

**5.2 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.

**5.3 SUPERVISION.** The Speaker of Legislative Council shall report to the Board of Directors, represented by the President.

**5.4 BILINGUALISM.** Should the Executive Committee be unable to select a bilingual speaker who is otherwise qualified, a candidate may be recommended with the understanding that the candidate will attempt to acquire the skills to run Legislative Council meetings in both official languages. If a speaker without sufficient mastery of both official languages is selected, the Society's Legislative Council budget will pay for the Speaker to participate in a Society Mini-Course in French.

**5.5 SUPERCEDING AUTHORITY.** The Speaker who is acting as chair shall have the final decision making authority on procedural matters until he or she relinquishes the chair.

**5.6 REMOVAL.** A Speaker may be removed by from office for any of the following reasons:

- (a) impropriety;
- (b) any violation of the Constitution or Internal Regulations;
- (c) delinquency of duties; and/or
- (d) misappropriation of the Society funds.

**5.7 PROCEDURE FOR REMOVAL.** A Speaker may be removed by way of a motion adopted at a meeting of the Legislative Council called for this purpose, by a two-thirds (2/3) vote of the members of Legislative Council present. The Board of Directors may, upon resolution passed by two-thirds (2/3) of the Board of Directors, present the Speaker for removal before the Legislative Council in accordance with the previous sentence.



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- 5.8 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 and read by the Speaker, to put forth the reasons why such Speaker opposes the proposed removal from office.
- 5.9 VACANCY.** If the office of the Speaker is vacant by reason of death, resignation, removal from office, or otherwise, the Legislative Council may, by Resolution, fill the vacancy upon the recommendation of the Nominating Committee.



## PART II: PROCEDURE

### 6. CONDUCT OF MEETINGS

- 6.1 GENERAL.** Meetings of Legislative Council shall be conducted according to *Roberts' Rules of Order*, except for the Standing Rules mentioned herein.
- 6.2 STANDING RULES.** Where Legislative Council wishes to proceed according to Standing Rules, or create Standing Rules for a General Assembly, it shall do so in accordance with the provision for Standing Rules contained in Roberts' Rules of Order.
- 6.3 SUSPENSION OF ROBERTS' RULES.** If Standing Rules are in conflict with Roberts' Rules of Order, Legislative Council shall suspend Roberts' Rules of Order by a Motion to suspend, as provided for in Roberts' Rules of Order.
- 6.4 CREATION.** Standing Rules may be adopted by way of a Resolution passed by a two-thirds (2/3) majority of Legislative Council.
- 6.5 AMENDMENT.** The Standing Rules may be amended by way of a Resolution passed by two-thirds (2/3) majority of Legislative Council.
- 6.6 NOTICE OF AMENDMENT.** Notice of any proposed amendment to the Standing Rules must have been given at the previous regularly scheduled meeting of Legislative Council.

### 7. BILINGUALISM AT MEETINGS

- 7.1 GENERAL.** All Councillors and members of the gallery are entitled to participate in Legislative Council business in French and/or English.
- 7.2 NOTE OF ENCOURAGEMENT.** All Councillors are encouraged to speak in 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 Legislative Council shall be as follows;
- (a) Call to Order;
  - (b) Approval of Minutes;
  - (c) Adoption of the Agenda;
  - (d) Report of the Steering Committee;



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- (e) Guest Speakers;
- (f) Question Period;
- (g) Announcements;
- (h) Old Business;
- (i) New Business;
- (j) Committee Reports;
- (k) Officer Reports;
- (l) Question Period;
- (m) Confidential Session; and
- (n) Adjournment.

### 9. QUESTION PERIOD

- 9.1 GENERAL.** All Members of the Society, including Councillors, shall be allowed to ask questions during the question period. The Speaker shall announce this to the gallery.
- 9.2 LIMITATIONS.** There shall be a maximum of thirty (30) minutes to each question period. A maximum of five (5) minutes per question and answer will be allowed.
- 9.3 SUBMISSION OF QUESTIONS.** Any Member of the Society 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 Legislative Council shall be answered by the Councillor or Officer at that meeting.
- 9.4 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 Legislative Council may be deferred to the next regular meeting of Legislative Council. In such cases, the Speaker shall inform the Councillor or Officer of their right to defer their answer.
- 9.5 OPINION.** Questions that ask solely for an opinion from the respondent shall be deemed out of order.



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**9.6 SUPPLMENTAL QUESTIONS.** Supplemental questions shall be allowed if the Speaker deems them germane to either the original question or to the response.

### 10. REPORTS OF OFFICERS AND COMMITTEES

**10.1 GENERAL.** The reports of all Officers and of all Committees shall be provided to Legislative Council in writing.

**10.2 PRESENTATION.** Committee reports must be presented by a member of the Committee who is a Member of the Society. Each Officer shall present their own report.

**10.3 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.

**10.4 RATIFICATION OF COMMITTEE DECISIONS.** In general, decisions of Committees detailed in Committee reports do not need to be approved by Legislative Council.

**10.5 EXCEPTION.** Committee reports must be approved by way of a Resolution if they include decisions regarding financial allocations, interest group status, nominations or Legislative Council business. Should the Resolution fail, the decisions shall be null and void.

**10.6 EXCEPTION.** Committee reports recommending or requiring any action or expression of opinion by Legislative Council, other than those outlined above, shall be accompanied by Resolutions considered by Legislative Council under new business.

### 11. MOTIONS AND RESOLUTIONS

**11.1 GENERAL.** All Motions to adopt a particular Resolution shall be in writing and forwarded to the Speaker at least six (6) days prior to the relevant meeting of Legislative Council. In the case of regularly scheduled meetings of Legislative Council held on Thursdays, this shall mean the Friday of the week before.

**11.2 RESTRICTIONS ON RESOLUTIONS.** No Resolution which has not been distributed to the Councillors at least two (2) days in advance of the meeting at which it is to be debated may be placed before Legislative Council, except where a Motion to waive the deadline is passed.



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## 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 Motions to call the previous question are entertained by the Speaker. If Councillors do not wish to debate a Resolution, a Motion to call the previous question may be entertained.

**12.2 DECORUM.** Councillors and Officers shall address the Speaker and shall confine themselves to the topic in debate. 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 discourse, in which no constituency or demographic unfairly dominates debate.

**12.3 PARTICIPATION OF MEMBERS.** Members of the gallery may address Legislative Council when recognized by the Speaker, provided that such individuals shall be subject to Roberts' Rules of Order or the Standing Rules, whichever is in force. It shall be the responsibility of the Speaker to provide the members of the gallery with an outline of the rules of decorum and relevant rules of procedure. This information shall be made available online, in print at Legislative Council meetings, and at the Society's front desk. The Speaker may refuse to grant speaking rights to, or withdraw speaking rights from, a member of the gallery for reasons including, but not limited to:

- (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 member of the gallery is perceived to be violating the spirit of the section titled "Leadership" in the Preamble of the Constitution.

## 13. IN-CAMERA SESSIONS

**13.1 GENERAL.** Legislative Council may resolve itself into an in-camera session by way of a Resolution passed by two-thirds (2/3) majority of Legislative Council, at which only members of Legislative Council may be present.

**13.2 CONFIDENTIALITY.** 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 Legislative Council.



## Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15

### 14. CONFIDENTIAL SESSIONS

- 14.1 GENERAL.** Only members of 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) majority of Legislative Council.
- 14.2 CONFIDENTIALITY AGREEMENT.** All Councillors, Officers and any other 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. A Resolution passed by a two-thirds (2/3) majority of Legislative Council shall be required to approve the agenda. All confidential documents shall be collected before the close of the Confidential Session.
- 14.4 VIOLATIONS.** Councillors or Officers who breach 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 a listserv and contact email of all Councillors.
- 15.2 DISTRIBUTION.** The Speaker, or the Secretary of Legislative Council on behalf of the Speaker, shall electronically distribute Motions to Legislative Council members for approval. Once electronic Motions have been distributed, the Speaker will receive written electronic confirmation that the Motions have been received.
- 15.3 VOTE.** Legislative Council members will approve/disapprove electronic Motions by personal electronic communication. Votes must be returned to the Speaker by a date to be 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 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.



## Internal Regulations of the Presidential Portfolio

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- 15.5 ANNOUNCEMENT.** The Speaker shall inform Councillors of the result by written electronic communication. The result of such electronic Motions will be recorded in the minutes for approval at the next regular meeting of Legislative Council.



# **INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-05: GENERAL ASSEMBLY**

## **PART I: GENERAL**

### **1. ORDER OF BUSINESS**

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

- (a) Call to Order;
- (b) Approval of the Agenda;
- (c) Question Period;
- (d) Report of the Executive Committee;
- (e) Old Business;
- (f) New Business; which shall include, when necessary:
  - i. Ratification of Nominations of the Auditors; and
  - ii. Presentation of the Audited Financial Statements; and
- (g) 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 Motions passed at the previous General Assembly. The report shall be made available to Members of the Society on the Society's website no less than one week in advance of the General Assembly.

**1.3 SPECIAL GENERAL ASSEMBLIES.** The order of business for Special General Assemblies and Strike General Assemblies shall be prepared by the Speaker in consultation with the Steering Committee.

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



# Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15

## 2. PUBLICITY

- 2.1 **GENERAL.** It shall be the responsibility of the Speaker and voting members of Legislative Council to accurately and extensively publicize General Assemblies.
- 2.2 **PROMOTION.** In order to ensure that quorum is met, the President, in conjunction with the Executive Committee and the Speaker, shall be responsible for the wide scale promotion of the General Assembly, including but not limited to: emails, website promotions and publicity in campus media.
- 2.3 **ORGANIZATION.** It shall be the responsibility of the President to organize the logistics of the General Assembly.
- 2.4 **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.
- 2.5 **TRANSLATORS.** A designated translator shall repeat any statement in French or in English at the request of any Member of the Society. Whisper translation in French and in English shall be available at all General Assemblies.
- 2.6 **PROMOTION AT SPECIAL GENERAL ASSEMBLIES.** The members petitioning for a Special General Assembly must provide at least ten (10) Members of the Society to act as volunteers to promote the General Assembly.



# Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15

## 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 will 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 **MULTIPLE GENERAL ASSEMBLIES.** Should more than one (1) General Assembly be called for the same time period, it shall be the purview of the Speaker to combine these multiple General Assemblies, providing that the appropriate quorum requirements are applied to the relevant Motions.
- 3.4 **ACCESSIBILITY.** All General Assemblies shall be in a physically accessible room and building according to the 1996 University standards for accessibility on campus and must have a room capacity of at least quorum.

### 4. STANDING RULES

- 4.1 **GENERAL.** Standing Rules for the General Assembly shall be adopted by Legislative Council at least one (1) week in advance of the General Assembly. In accordance with Section 6.3 of the Internal Regulations of the Presidential Portfolio-04, a Motion to suspend Roberts' Rules of Order must be passed if they conflict with the proposed Standing Rules. The Standing Rules shall be prepared by the Speaker in collaboration with the President and any other interested Officers or Councillors. The Standing Rules for the General Assembly must not substantively change the rights of an individual under Robert's Rules of Order, but rather seek to facilitate an effective and accessible process.
- 4.2 **PUBLICITY.** These Standing Rules for the General Assembly must be publicized to the membership at least five (5) calendar days in advance of the General Assembly.



## Internal Regulations of the Presidential Portfolio

Created by the Legislative Council, 2015-01-15

### 5. MOTIONS

- 5.1 MOTIONS IN ADVANCE.** Items for the agenda shall require either the signatures of one hundred (100) Members of the Society or the signature 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 students in support of placing the Motion on the agenda. These Motions will be subsequently translated and publicized in both English and French to the Members of the Society.
- 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 MOTIONS FROM THE FLOOR.** Motions from the floor may be submitted to the Speaker up until twenty-four (24) hours before the General Assembly begins. The Speaker will be responsible for reviewing Motions from the floor to ensure compliance with the Constitution, the Internal Regulations, and the Policies. The Speakers may request assistance from Elections SSMU. Each Motion from the floor will be considered only if two-thirds (2/3) of the General Assembly votes to do so. All reasonable efforts will be made to translate motions from the floor in order to provide them in both French and English.
- 5.4 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.
- 5.5 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 a ballot or electronic ballot is requested by the Members and approved by a majority of the Members present or unless the Speaker prescribes a ballot, electronic ballot, or another voting method. At any General Assembly a statement by the Speaker to the effect that a Motion has been passed or defeated unanimously or by a specified majority shall constitute conclusive evidence thereof without it being necessary to prove the number or the percentage of votes cast in favour of, or against, the Motion.



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- 5.6 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 which, in the Speaker's judgment, directly contravene the section titled "Leadership" in the Preamble of the Constitution, Section 13 of the Constitution, or any other sections of the Constitution or Internal Regulations, the Speaker shall have the authority to rule these Motions out of order and have them stricken. Such decisions shall not be subject to appeal by the General Assembly, and can only be challenged at the Judicial Board of the Society. 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, the motion shall come to the floor of the General Assembly.
- 5.7 DEBATE AND AMENDMENT OF MOTIONS.** Members present at the General Assembly must be given the opportunity to debate and amend each Motion. The General Assembly may amend Motions and Resolutions in accordance with the Standing Rules.
- 5.8 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 of the Society 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 of the Society. A main Motion may be moved to an online vote by a Motion passed by two-thirds (2/3) majority 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. There shall be no quorum for this online vote. 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**
- 6.1 GENERAL.** All Resolutions adopted at the General Assembly must be submitted to an online vote for ratification, in accordance with Section 13.8 of the Constitution.
- 6.2 QUORUM.** Quorum for all General Assembly ratifications shall be ten percent (10%) of the membership of the Society.



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Created by the Legislative Council, 2015-01-15

- 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 Polling Period will last a minimum of three (3) days. Elections SSMU will announce the results by e-mail sent to all Members of the Society.
- 6.4 CAMPAIGNING.** Campaigning for the online ratification is not permitted.
- 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.



## PART III: SPECIAL AND STRIKE GENERAL ASSEMBLIES

### 7. SPECIAL GENERAL ASSEMBLY

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

**7.2 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. STRIKE GENERAL ASSEMBLY

**8.1 GENERAL.** A Strike General Assembly shall be any General Assembly considering a Motion to strike.

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

### 9. CONSULTATIVE FORUMS

**9.1 GENERAL.** A consultative forum shall be established when any Special General Assembly fails to reach quorum or loses quorum at any point. A consultative forum established in accordance with this Section may revert to a Special General Assembly if and when quorum is reached.

**9.2 TABLED MOTIONS.** Motions tabled from a Special General Assembly that loses quorum shall be inscribed upon the agenda of the next General Assembly or, at the discretion of the Speaker in consultation with the movers and the Steering Committee, upon the agenda of the next Legislative Council meeting or the following Legislative Council meeting.

**9.3 MINUTES.** The minutes shall be circulated to Legislative Council and uploaded to the Society's website before the next Legislative Council meeting designated to consider matters of the Special General Assembly. Minutes should be circulated in any case within two (2) weeks of the Special General Assembly.



# **INTERNAL REGULATIONS OF THE PRESIDENTIAL PORTFOLIO-06: ELECTIONS AND REFERENDA**

## **PART I: GENERAL**

### **1. CREATION OF THE INDEPENDENT AGENCY - ELECTIONS SSMU**

- 1.1 GENERAL.** Elections and Referenda shall be conducted in accordance with the Constitution and the Internal Regulations. The independent body responsible for conducting Elections and Referenda shall be Elections SSMU.
- 1.2 POWERS.** Elections SSMU shall be the sole body to administer the Society's Elections and Referenda. The Chief Electoral Officer shall oversee Elections SSMU.

### **2. COMPOSITION**

- 2.1 ELECTORAL OFFICERS OF THE SOCIETY.** Elections SSMU shall be composed of the Electoral Officers of the Society. The Electoral Officers shall be the following: the Chief Electoral Officer, the Deputy Electoral Officer, and two (2) Elections Coordinators. The signing officers of Elections SSMU shall be limited to the Chief Electoral Officer and the Deputy Electoral Officer.
- 2.2 CHIEF ELECTORAL OFFICER.** The Chief Electoral Officer, appointed by the Society, shall be responsible for the general conduct and execution of elections and Referenda, and shall fulfill these duties with due diligence and impartiality. A decision by the Chief Electoral Officer on the interpretation of the Constitution and Internal Regulations regarding Elections and Referenda shall be considered binding, subject only to appeal to the Judicial Board. The Chief Electoral Officer shall supervise all Electoral Officers, oversee the operations of Elections SSMU, and be responsible for overseeing the administration of the Society's Elections and Referenda.
- 2.3 DEPUTY ELECTORAL OFFICER.** The Deputy Electoral Officer shall assist the Chief Electoral Officer in the fulfilment of the Chief Electoral Officer's duties as requested. In particular, the Deputy Electoral Officer shall be responsible for enforcing and policing campaign regulations. Wherever possible, investigations of infractions should be conducted by the Deputy Electoral Officer. In the event of an extended absence of the Chief Electoral Officer, the Deputy Electoral Officer shall assume the duties of the Chief Electoral Officer. The Chief Electoral Officer may perform any duty that is specified herein for the Deputy Electoral Officer.



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- 2.4 ELECTIONS COORDINATORS.** The Elections Coordinators shall assist the Chief Electoral Officer and Deputy Electoral Officer in the administration of elections including, but not limited to, the preparation and coordination of polls, the review of nomination and petition forms submitted to Elections SSMU, the promotion and advertisement of elections events, and the enforcing and policing of campaign regulations. In the event of an extended absence of the Deputy Electoral Officer, the Elections Coordinators shall assume the duties of the Deputy Electoral Officer. The Chief Electoral Officer and Deputy Electoral Officer may perform any duty that is specified herein for the Elections Coordinators.
- 2.5 RESTRICTIONS.** No Electoral Officer may be:
- (a) a member of Legislative Council (including the Speaker), an Officer of the Society, a member of the Judicial Board, a member of the Senate Caucus, or a member of any committee or working group of Legislative Council;
  - (b) a former member of Legislative Council or a former Officer of the Society;
  - (c) a councillor or executive of a faculty association;
  - (d) an executive of any group that endorses candidates or a Referendum committee(s);
  - (e) a Society staff member in any other capacity;
  - (f) a member of the editorial staff of any campus publication or media source;
  - (g) a candidate or members of a campaign committee; or
  - (h) a person who can be reasonably held to be involved with a candidate's campaign or a referendum committee.
- 2.6 APPOINTMENT.** The Electoral Officers shall be appointed by the Nominating Committee and ratified by Legislative Council. The President, Vice-President (University Affairs), and the incumbent Chief Electoral Officer may provide recommendations to the Nominating Committee.
- 2.7 TERM OF OFFICE.** The term of office of each Electoral Officer shall be the first (1<sup>st</sup>) of June of the year in which they are appointed until the thirty-first (31<sup>st</sup>) of May the following year unless otherwise specified by their contract with the Society.



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- 2.8 RESIGNATION.** Any Electoral Officer may resign from office at any time by forwarding a letter of resignation to the head office of the Society by electronic mail, courier, or by registered mail. The resignation shall become effective a minimum of two weeks after the letter of resignation has been received by the head office of the Society.
- 2.9 REMOVAL FROM OFFICE.** Any Electoral Officer may be removed from office by way of a Resolution passed by three-fourths (3/4) of Legislative Council for impropriety, violation of the Constitution or Internal Regulations, delinquency of duties, failure to act impartially, or misappropriation of Society funds.

The Electoral Officer against whom a request for removal from office is directed shall be notified of the place, the time, and the date of the Legislative Council meeting called to remove him/her within one week of the Legislative Council meeting. Such Electoral Officer shall have the right to attend and to address the meeting or, in a written statement and read by the Speaker, to put forth the reasons why such Electoral Officer opposes the proposed removal from office.

- 2.10 END OF TERM OF OFFICE.** The term of office of an Electoral Officer shall end in the event of death, resignation, or removal from office.
- 2.11 STIPENDS.** The stipends of the Electoral Officers shall be set according to the Society's pay scale for student staff. No Electoral Officer shall be deprived of any part of their stipend unless the term of office for the officer has ended in accordance with the Internal Regulations of the Presidential Portfolio.
- 2.12 ADVISEMENT.** The Electoral Officers shall be advised by the President, the Vice-President (University Affairs), the General Manager, and, where necessary, the legal counsel of the Society.
- 2.13 PRECEDENCE.** In the event of a contradiction between the rulings of the Electoral Officers, the ruling and interpretation of the Chief Electoral Officer shall prevail over those of the Deputy Electoral Officer and Elections Coordinators.

### 3. MANDATE

- 3.1 ELECTIONS.** Elections for the following positions shall be conducted under the auspices of Elections SSMU:
- (a) the Officers of the Society;
  - (b) the executive members of the First Year Council;
  - (c) the three (3) members of Legislative Council representing the Society's Activities, Productions, Media, Services, and Interest groups;
  - (d) the eleven (11) undergraduate student Senators;



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- (e) the Directors of the Society; and
- (f) any special Elections or By-elections provided for in the Constitution, the Internal Regulations, or those which are assigned to Elections SSMU by Legislative Council.

### **3.2 REFERENDA.** Elections SSMU shall administer the following Referenda:

- (a) the Fall Referendum, which shall take place during the Fall academic semester;
- (b) the Winter Referendum, which shall take place during the Winter academic semester;
- (c) the Referendum Respecting the Election of Councillors to the Board of Directors, which shall take place during the month of April; and
- (d) any other special Referenda provided for in the Constitution, the Internal Regulations, or those which are assigned to Elections SSMU by Legislative Council.

### **3.3 GENERAL ASSEMBLY.** The Chief Electoral Officer shall conduct the online ratification of General Assembly motions in collaboration with the Society's President in accordance with Section 13.8 of the Constitution.

### **3.4 EXCEPTIONAL RULES.** During an Election or Referendum, the Chief Electoral Officer may define and enforce the additional regulations, or changes to existing regulations, if it is necessary for the administration of Elections and Referenda or to uphold the spirit of a fair campaign. These changes can be overturned by Legislative Council with a simple-majority vote or by appealing to the Judicial Board. Modifications will only be in effect for the duration of the Election or Referenda. The Chief Electoral Officer will notify candidates, Referendum committees, Councillors and other relevant parties within 24 hours of the modification. No candidate or Referendum committee may be sanctioned before notification of the modification.

## **4. LEGISLATIVE COUNCIL AND ELECTIONS SSMU**

### **4.1 REPORTS TO LEGISLATIVE COUNCIL.** At Legislative Council's request, the Chief Electoral Officer shall report to Legislative Council on any matters pertaining to Elections, Referenda, and their conduct.

### **4.2 CENSURE AND REMOVAL.** Legislative Council shall reserve the right to censure an Electoral Officer by a way of a motion passed by three-fourths (3/4) of Legislative Council, or to remove an Electoral Officer in accordance with the Internal Regulations of the Presidential Portfolio.



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- 4.3 TRANSMISSION OF MOTIONS TO ELECTIONS SSMU.** The Speaker, or President when the Speaker is absent, shall transmit all motions pertaining to Elections and Referenda to Elections SSMU no less than ten (10) days prior to the opening of polls. Any motion of Legislative Council pertaining to Elections or Referenda that is not transmitted to Elections SSMU ten (10) or more days prior to the opening of polls shall be deemed spent and of no force or effect unless this requirement is waived by the Chief Electoral Officer.

### 5. ELECTIONS PERIODS

- 5.1 SETTING OF ELECTORAL PERIODS.** The Chief Electoral Officer shall submit the electoral dates for Elections and Referenda outlined in the Internal Regulations of the Presidential Portfolio for approval by Legislative Council. Provisional electoral dates for the following year shall be submitted to Legislative Council before the end of the end of the academic year. Finalized dates for Elections and Referenda occurring in the Fall academic semester shall be determined before the first (1<sup>st</sup>) of October each year. Finalized dates for Elections and Referenda occurring in the Winter academic semester shall be determined by the last Legislative Council meeting of the Fall academic semester.
- 5.2 REFERENDUM PERIODS.** Referenda are regularly held during the periods from the fifteenth (15<sup>th</sup>) of February to the fifteenth (15<sup>th</sup>) of March and from the fifteenth (15<sup>th</sup>) of October to the fifteenth (15<sup>th</sup>) of November.
- 5.3 EXCEPTIONAL REFERENDUM PERIODS.** Legislative Council may define exceptional Referendum periods by way of a Resolution passed by two-thirds majority. Such periods must occur before the first and last day of classes of the Fall or Winter academic semester.
- 5.4 DURATION.** The electoral periods shall normally consist of a Nomination Period that is at least ten (10) days, an extended Nomination Period, if necessary, of forty-eight (48) hours – twenty-four (24) of which should be on a business day, a Campaign Period of at least ten (10) days, and a Polling Period of at least three (3) consecutive days. The Campaign Period and Polling Period may overlap. The required duration for the periods may be suspended by way of a Resolution passed two-thirds (2/3) of Legislative Council and approval by the Chief Electoral Officer.



## PART II – ELECTIONS

### 6. NOMINATIONS AND CANDIDACY

- 6.1 NOMINATION PERIOD.** Nominations for Elections shall be open for at least ten (10) days unless otherwise provided for in accordance with the Internal Regulations of the Presidential Portfolio.
- 6.2 EXTENDED NOMINATION PERIOD.** Where one or fewer Members declare themselves as candidates for an elected position, nominations for the vacant position shall be extended by forty-eight (48) hours regardless of the scheduled Campaign Period. Appropriate Public Notice must be made of the extended Nomination Period. Where no Members declare themselves a candidate during the extended Nomination Period, the seat will be left vacant and filled in accordance with the Constitution.
- 6.3 MEETING WITH THE INCUMBENT.** All Members wishing to stand for Election to become an Officer of the Society must make all reasonable efforts to meet with the incumbent Officer to discuss the position and its responsibilities. Failure to do so may result in sanctions at the discretion of Elections SSMU.
- 6.4 ELIGIBILITY.** All Members wishing to stand for Election shall provide proof that they were Members of the Society at the beginning of the Nomination Period and will continue to be Members throughout the rest of the electoral period. They must also provide reasonable assurance to the Chief Electoral Officer of their ability to remain Members of the Society throughout the term of office for which they wish to stand for.
- 6.5 STATEMENT OF UNDERSTANDING.** All Members wishing to stand for nomination shall submit alongside their nomination a statement of understanding, which states that they have read and understood the provisions of the Constitution, the Internal Regulations, and the electoral guidelines, and that they understand that they will be subject to the judgment and sanctions imposed by Elections SSMU.



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**6.6 COLLECTION OF SIGNATURES.** Nominations for Elections have the required number of signatures from Members of the Society as follows:

- (a) one hundred (100) signatures for nominations of Officers of the Society;
- (b) the lesser of fifty (50) signatures or signatures from twenty-five percent (25%) of the respective constituency for student Senators; and
- (c) fifty (50) signatures by other first year students for executive members of the First Year Council.

A signature for nominations shall only be valid if it is accompanied by a corresponding name, student identification number, faculty, and program year. A Member of Society may nominate more than one (1) candidate for each position.

**6.7 LIMITATIONS ON CANDIDACIES.** Members of the Society may present themselves as candidates for only one (1) elected position within the Society in any given electoral period. Candidates attempting to seek more than one elected post in the same electoral period shall be subject to removal from all Elections by the Chief Electoral Officer.

**6.8 WITHDRAWALS.** Withdrawals of candidates will be accepted by Elections SSMU up to twenty-four (24) hours before the beginning of the Polling Period.

**6.9 VACANCIES.** If a position is vacant after the extended Nomination Period or as a result of withdrawals, the electoral period shall carry on. To fill the position, Legislative Council may call a by-election, fill the vacancy by appointment, or delegate the responsibilities to a sitting representative.

## 7. INFORMATION MEETING

**7.1 GENERAL.** Elections SSMU shall organize and promote an information meeting for all candidates before the start of an Election's Campaign Period. The purpose of this meeting shall be to inform candidates about electoral regulations and of important times and dates. All candidates absent from this meeting will be deemed to be in full knowledge of the information dispersed at this meeting.

**7.2 MANDATORY MEETING.** This meeting is mandatory for all candidates; any absences must be approved by the Chief Electoral Officer. Unapproved absences are subject to sanction.

**7.3 CLARIFICATIONS.** All clarifications regarding Internal Regulations and campaign guidelines made during the information meeting are binding and considered to be a part of the campaigning guidelines during that Campaign Period.



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## 8. CANDIDATES DEBATE

- 8.1 GENERAL.** Elections SSMU shall organize and promote at least one debate for all candidates for Officers of the Society to be held no later than twenty-four (24) hours prior to the beginning of the Polling Period. The purpose of this meeting shall be to give students an opportunity to ask questions to the candidates, and for candidates to make their views known to the McGill community.
- 8.2 BROADCASTING.** Where possible, Elections SSMU should broadcast debates using electronic live-streaming.

## 9. CAMPAIGN COMMITTEES

- 9.1 FORMATION OF A CAMPAIGN COMMITTEE.** Each candidate may form a campaign committee by submitting their name and phone number and a list of the committee members with their student ID, faculty, and year of studies, all of whom are required to be Members of the Society.
- 9.2 RESPONSIBILITIES OF MEMBERS.** After a campaign committee is formed in accordance with these Internal Regulations, the candidate may recruit additional members by submitting their names to Elections SSMU. Additional committee members may only begin campaigning upon receipt of written acknowledgement of their admission to the campaign committee by Elections SSMU. All committee members are equally responsible for adhering to these Internal Regulations. The candidate may be subject to sanctions due to violations by any of its committee members.



## PART III – REFERENDA

### 10. REFERENDUM QUESTIONS

**10.1 GENERAL.** Referenda may be initiated by the Legislative Council or by Members of the Society. Each question for Referenda shall deal with only one issue.

**10.2 LEGISLATIVE COUNCIL-INITIATED REFERENDUM QUESTIONS.** Legislative Council may initiate a Referendum question by way of a motion passed by Legislative Council. Any motion to place a question before the Society by Legislative Council must be presented as a written motion and signed by at least four (4) Councillors and distributed to all Councillors at a meeting of the Legislative Council. The motion shall then be inscribed on the agenda of the next meeting of the Legislative Council at which time it will be discussed and voted upon. If passed, it will be put to the Society during the following Referendum period. The wording of a Referendum question must be approved by the Legislative Council twenty-one (21) days prior to the opening of polls.

**10.3 STUDENT-INITIATED REFERENDUM QUESTIONS.** Any Member of the Society may initiate a Referendum question by presenting a question to the Chief Electoral Officer who shall indicate to the Member within twenty-four (24) hours whether the proposed question respects the requirements of the Internal Regulations of the Presidential Portfolio. The Member must then collect on a petition, clearly stating the Referendum question at the top of each page, the signatures of five hundred (500) Members from at least seven (7) different faculties or schools, with not more than thirty percent (30%) from any one faculty or school. All signatures shall be collected in the academic year in which the Referendum is to be held. A signature shall only be valid if it is accompanied by a corresponding name, student identification number, faculty, and program year. A Member of Society may sign multiple petitions for Referendum questions. The Member shall submit the complete petition of signatures to the Chief Electoral Officer at least twenty-one (21) days prior to the beginning of the Polling Period. Student-initiated Referenda may not alter the composition of the Society's staff or the membership fees or other financial matters of the Society. The Chief Electoral Officer shall either approve or reject each Referendum petition within three (3) days of its receipt. All student-initiated Referendum questions shall be transmitted to the Society's Speaker and President to be circulated to Legislative Council within twenty-four (24) hours after the petition is approved.



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- 10.4 WAIVER OF DEADLINE.** The twenty-one (21) day deadline for approval of Legislative Council-initiated and student-initiated referendum questions may be extended for a question by a motion passed by a two-thirds (2/3) majority of Legislative Council and approval by the Chief Electoral Officer. If this deadline has been waived or postponed by Legislative Council, there shall be a Public Notice, either posted on the Society's website or distributed by the Society's listserv indicating so. Each question shall be considered separately, and a motion to waive or postpone this deadline shall only apply to one question at a time.
- 10.5 EXCEPTION.** The twenty-one (21) day deadline for approval of Legislative Council-initiated Referendum questions shall not apply to the Referendum Respecting the Election of Councillors to the Board of Directors.
- 10.6 APPROVAL OF REFERENDUM QUESTIONS.** All Referendum questions must be approved by the Chief Electoral Officer. The Chief Electoral Officer shall ensure that Referendum questions are clear, concise, and do not violate the Constitution or Internal Regulations (unless they are proposed amendments to the Constitution or Internal Regulations). The Chief Electoral Officer may reject any Referendum question he or she deems unconstitutional or in violation of the Internal Regulations. Any dispute or uncertainty arising from the Chief Electoral Officer's interpretation of a Referendum question shall be referred to the Judicial Board for an opinion.
- 10.7 QUORUM.** Quorum for all Referenda shall be fifteen percent (15%) of the Members of the Society.
- 10.8 CONSTITUTIONAL AMENDMENT.** The Constitution may only be amended by Referendum, except for instances otherwise provided by law. All amendments to the Constitution shall be adopted in both official languages. Furthermore, the existing wording as well as the proposed amendment to the Constitution shall be provided at every polling station.
- 10.9 NOTICE OF QUESTIONS.** Notice of the Referendum and detailed instructions regarding the formation of "Yes" and "No" committees shall be distributed by a Public Notice to all Members of the Society.
- 10.10 WITHDRAWALS.** "Yes" or "No" Referendum Committees may withdraw up to twenty-four (24) hours before the beginning of the Polling Period by a submission of a petition of two-thirds (2/3) of a referendum committee for student-initiated committees or by a motion passed by Legislative Council for Legislative Council-initiated committees. Referendum questions may not be withdrawn.



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## 11. PLEBISCITES

**11.1 APPROVAL OF PLEBISCITES.** Legislative Council shall approve annually by the end of the Nomination Period for Referendum questions a list of no more than ten (10) single-part questions on which students will be asked to voice their opinion at the bottom of the Elections ballot. The President shall be responsible for facilitating a consensus among Councillors on what subjects to call the plebiscites.

**11.2 CAMPAIGNING.** Campaigning for plebiscites is prohibited.

**11.3 NON-BINDING.** Plebiscites are non-binding and are used for acquiring the opinion of the Members of the Society.

## 12. INFORMATION MEETING

**12.1 GENERAL.** Elections SSMU shall organize and promote an information meeting for all Referendum committees before the start of an Election's Campaign Period. The purpose of this meeting shall be to inform Referendum committees of electoral regulations and important times and dates. All committees absent from this meeting will be deemed to be in full knowledge of the information dispersed at this meeting.

**12.2 MANDATORY MEETING.** This meeting is mandatory for all Referendum committee chairs or a representative from the Referendum committee; any absences must be approved by the Chief Electoral Officer. Unapproved absences are subject to sanction.

**12.3 CLARIFICATIONS.** All clarifications regarding Internal Regulations and campaign guidelines made during the information meeting are binding and considered to be a part of the campaigning guidelines during that Campaign Period.

**12.4 RECORDING.** The information meeting shall be recorded by Elections SSMU. An audio recording must be taken but a video recording may also be used.

## 13. REFERENDUM COMMITTEES

**13.1 FORMATION OF A REFERENDUM COMMITTEE.** A "Yes" or "No" committee can be formed for accepted Referenda questions by:

- (a) a Legislative Council motion where the name and phone number of a chair, plus a list of committee members, all of whom are Members of the Society, must be submitted to Elections SSMU prior to the beginning of the Polling Period; or



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- (b) a petition signed by one hundred Members of the Society for that purpose where the Referendum question and goal of the committee must appear at the top of each page of the petition. A signature shall only be valid if it is accompanied by a corresponding name, student identification number, faculty, and program year. The name and phone number of a chair, plus list of committee members, all of whom are Members of the Society, must be submitted to Elections SSMU prior to the beginning of the Polling Period.

**13.2 RESTRICTIONS.** Legislative Council may not form both a “Yes” and a “No” committee for the same question. No Member of the Society may act as a member of both “Yes” and “No” committees of the same question.

**13.3 RESPONSIBILITIES OF MEMBERS.** After the “Yes” or “No” committee is formed in accordance with these Internal Regulations, the chair of the committee may recruit additional members by submitting their names to Elections SSMU. Additional committee members may only begin campaigning upon receipt of written acknowledgement of their admission to the campaign committee by Elections SSMU. All committee members are equally responsible for adhering to these Internal Regulations. The Referendum committee may be subject to sanctions due to violations by any of its committee members.



## PART IV - CAMPAIGNING

### 14. CAMPAIGN GUIDELINES

- 14.1 GENERAL.** The Chief Electoral Officer shall distribute copies of relevant Internal Regulations and University regulations to all candidates prior to the beginning of the Campaign Period. Failure to comply with these Internal Regulations may result in the disqualification of a candidate or Referendum committee, invalidation of election or Referenda, or any other sanctions deemed appropriate by Elections SSMU. All provisions of the Internal Regulations of the Presidential Portfolio apply equally to all candidates, campaign committees, and Referendum committees unless otherwise specified.
- 14.2 SPIRIT OF A FAIR CAMPAIGN.** Candidates and Referendum committees shall respect the spirit of a fair campaign and shall conduct themselves with full respect of other candidates or committees. Any activity deemed by the Chief Electoral Officer to impinge on these principles may be subject to sanction.
- 14.3 CAMPAIGNING.** Campaign activities may only be carried out by Members of the Society. All campaigning for an Election must be carried out by the candidate and their authorized campaign committee. All campaigning for a Referendum may only be carried out by members of the Referendum committee. Campaigning shall be considered by the Chief Electoral Officer as any activity to promote a candidate and/or their candidacy for a position.
- 14.4 CAMPAIGN PERIOD.** The Chief Electoral Officer shall designate a specific period in which campaigning is permitted. Such a period shall be called the Campaign Period. Candidates and Referendum committees shall be permitted to campaign throughout the voting period. There shall be no campaigning during any other period, including the Nomination Period.
- 14.5 EXTERNAL GROUPS.** No organization or individual external to the Society may be directly or indirectly involved in the activities of, or in the implicit or explicit support of, Referendum committees or candidate's campaign committees. Any Referendum committee or candidate believed by the Chief Electoral Officer to have received assistance, either direct or indirect, from an external person or organization may be subject to sanction up to and including disqualification of a candidate or Referendum committee and/or invalidation of an Election or Referendum.
- 14.6 INTERFERENCE WITH CAMPAIGNING.** Candidates shall refrain from interfering with the distribution of campaign material or engaging in slanderous campaigning.



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**14.7 CAMPAIGNING AREAS.** Campaigning is not permitted within the vicinity of polling stations or within the theft security perimeters of McGill libraries or McGill designated study areas.

**14.8 IDENTIFICATION.** Any individual campaigning must produce their McGill Student ID Card and any other relevant documentation when asked to do so by an Electoral Officer. Failure to produce adequate identification will result in the uncompensated confiscation of campaign material in the person's possession as well as any sanctions deemed appropriate by the Chief Electoral Officer.

### 15. ABUSE OF POSITIONS.

**15.1 GENERAL.** No candidate, campaign committee member, or Referendum committee member may abuse positions they hold with any group to provide greater resources, exposure, or support to their campaign. Such abuses shall include, but are not limited to, subversion of, or exertion of undue influence on, any established systems for issuing endorsements, using privileged access to contact lists or social media platforms to campaign, and any other actions deemed inappropriate by the Chief Electoral Officer.

**15.2 ASSOCIATION EXECUTIVES.** No officer, director, or employee of the Society or of a school, faculty, or departmental association may use his or her position, and any benefits associated with it, in order to aid a campaign or Referendum committee.

**15.3 GROUPS, CLUBS, SERVICE EXECUTIVES.** No member of a club, service, independent student group, or media organization may use his or her position in order to aid a campaign or Referendum committee.

**15.4 TEMPORARY SUSPENSION OF DUTIES.** During the Campaign Period, all candidates, campaign committee members, or Referendum committee members with an position providing access to broadcasting and/or programming abilities shall forgo their programming and broadcasting responsibilities. Likewise, all candidates, campaign committee members, or Referendum committee members who have editorial duties, including contributions, with a campus publication shall refrain from fulfilling those duties during the Campaign Period.

### 16. CAMPAIGN LITERATURE

**16.1 POSTER LIMITATIONS.** Each candidate or Referendum committee shall be permitted to post posters no larger than eight and a half by eleven inches (8.5" x 11") in accordance with the following limitations:

- (a) candidates running to be an Officer of the Society and each Referendum committee shall be entitled to post no more than two hundred (200) posters; and



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- (b) candidates running to be a student Senator, an executive of the First Year Council, a member of Legislative Council representing the Society's Activities, Productions, Media, Services, and Interest groups shall be entitled to post no more than fifty (50) posters.

**16.2 AFFIXATION OF POSTERS.** Posters may only be affixed indoors in buildings operated by McGill University or the Society. No paper campaign materials may be distributed, affixed, or publically shown within the theft security perimeters of McGill libraries, in the vicinity of polling stations, or in McGill designated study areas. No campaign literature may be affixed within classrooms.

**16.3 REMOVAL OF POSTERS.** Candidates and Referendum committees are responsible for the removal of all campaign posters by the end of the Campaign Period, in accordance with the deadline established by the Chief Electoral Officer.

**16.4 HANDBILL LIMITATIONS.** Each candidate or Referendum committee shall be permitted to distribute handbills no larger than a quarter (1/4) of a letter sized page (4.25" x 10.5") in accordance with the following limitations:

- (a) candidates running to be an Officer of the Society and each Referendum committee shall be entitled to distribute no more than two hundred (200) handbills; and
- (b) candidates running to be a student Senator, an executive of the First Year Council, a member of Legislative Council representing the Society's Activities, Productions, Media, Services, and Interest groups shall be entitled to distribute no more than fifty (50) handbills.

**16.5 DISTRIBUTION OF HANDBILLS.** Single handbills may only be distributed indoors on McGill Campus directly to Members of the Society unless permitted otherwise by the Chief Electoral Officer in writing. Handbills shall not be distributed *en masse*.

**16.6 RECYCLED PAPER.** All campaign literature shall be produced on reused paper (i.e. one-side already used) or Forest Stewardship Council certified recycled paper.

**16.7 APPROVAL.** All campaign literature shall be approved by Elections SSMU prior to distribution. The Chief Electoral Officer shall implement a system to inform candidates of whether campaign literature has been approved.

**16.8 CAMPAIGN STICKERS.** Campaign stickers may not be attached to the University, City of Montreal, or the Society's property.



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- 16.9 BUILDING RULES.** Postering and the distribution of other campaign literature must respect each building's regulations. The Chief Electoral Officer shall not be responsible for enforcing University building regulations, but may issue sanctions if regulations are not followed.
- 17. PENSKETCHES AND THE ELECTIONS SSMU WEBSITE**
- 17.1 PENSKETCHES.** All candidates' pensketches shall be made available to the Elections SSMU and/or the Society website at the start of the Campaign Period, provided that they are submitted according to the deadline and requirements set by the Chief Electoral Officer.
- 17.2 HYPERLINKS.** Elections SSMU shall provide up to four hyperlinks from the Elections SSMU website to each candidate or campaign committee's online campaign platforms (e.g. website, Facebook group, Twitter account, campaign video, etc.)
- 18. SOCIAL MEDIA AND ONLINE CAMPAIGNING**
- 18.1 PUBLICATION OF REGULATIONS.** The Chief Electoral Officer shall issue clear regulations concerning the use of websites, social media, and all other means of online campaigning before the start of the Campaign Period; these regulations shall be made publicly available on the Elections SSMU website. Any further clarifications deemed necessary by the Chief Electoral Officer during the Campaign Period will be made publicly available on the Elections SSMU website.
- 18.2 CONSULTATION OF ELECTIONS SSMU.** Where the Chief Electoral Officer has not issued clear regulations regarding campaigning on a specific online platform, the candidate, campaign committee member, or Referendum committee member shall consult Elections SSMU prior to using the platform for campaigning purposes.
- 18.3 ELECTRONIC MAIL.** Candidates may not send unsolicited electronic mail for the purpose of campaigning. This refers to any electronic mail that the receiver did not opt in or sign up to receive. This includes but is not limited to listservs of which they were automatically included, such as Faculty Association listservs.
- 18.4 EXTERNAL MEMBERS.** External groups and individuals are restricted from any form of campaigning or support on any social media, mobile, or online platform. Each candidate shall be expected to make a reasonable effort in enforcing this rule. The Chief Electoral Officer shall have final consideration as to what constitutes as unauthorized support on a social media, mobile, or online platform.



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## 19. OTHER RESTRICTIONS ON CAMPAIGNING.

- 19.1 GIFTS AND PROMISES.** Candidates may not distribute or promise gifts of any kind during the Electoral Period. The Chief Electoral Officer shall have the discretion to determine what gifts or promises violate the principles of a fair campaign.
- 19.2 FOOD.** Food may only not be distributed during the Electoral Period with the exception of food for campaign committee members at campaign committee meetings. Food provided at campaign committee meetings may not exceed five dollars (\$5.00) per person and must be declared as part of a candidate or Referendum committee's total expenses. Food may not be used to recruit campaign team members.
- 19.3 CAMPUS MEDIA.** Other than news coverage, no candidate, campaign committee member, or Referendum committee member shall have access, either directly or indirectly, to radio features or public service announcements. Candidates and Referendum committees are not permitted to approach campus publications or student media; the Chief Electoral Officer shall send the candidates and Referendum committees' contact information to campus publications and student media once they become available.
- 19.4 SLATE CANDIDACY.** Slate candidacy is not permitted. As a general reference, this refers to two (2) or more candidates campaigning together with their names appearing together for the purposes of campaigning. This includes, but is not limited to, any written campaign material or classroom announcements.
- 19.5 RESTRICTION ON CAMPAIGNING.** The Chief Electoral Officer may prohibit campaigning activity or the dissemination of any campaign materials that, in their judgment, contravenes the Constitution, Internal Regulations, or Policies of the Society or the spirit of a fair campaign. Candidates should seek the approval of the Chief Electoral Officer before disseminating any materials or engaging in any campaign activity but they shall nevertheless be ultimately responsible for activity engaged in, or material disseminated, on their behalf that contravenes the Constitution, Internal Regulations, or Policies of the Society or the spirit of a fair campaign.

## 20. CAMPAIGN FUNDING

- 20.1 MAXIMUM CAMPAIGN EXPENSES.** Each candidate or Referendum committee shall be permitted to spend the following maximum amount, in Canadian dollars (CAD), on campaigning:
- (a) candidates for a position as an Officer of the Society shall be permitted to spend up to a maximum of one hundred and fifty dollars (\$150.00);



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- (b) Referendum committees shall be permitted to spend up to a maximum of two hundred dollars (\$200.00); and
- (c) candidates seeking a position as an executive of the First Year Council, as a student Senator, or as a member of Legislative Council representing the Society's Activities, Productions, Media, Services, and Interest groups shall be permitted to spend up to a maximum of fifty dollars (\$50.00).

- 20.2 SPENDING REPORTS.** Candidates must publish an updated spending report on their website during the Campaign Period as expenses are incurred.
- 20.3 REIMBURSEMENT.** All candidates who receive at least ten percent (10%) of the total vote, and all Referendum committees, shall be entitled to reimbursement by the Society of the amount they have spent on campaign materials, less the amount of any financial sanctions imposed by the Chief Electoral Officer. Candidates who receive less than ten percent (10%) of the total vote may also be entitled to reimbursement so long as the candidate did actively, and earnestly, solicit votes throughout the Campaign Period as determined by the Chief Electoral Officer.
- 20.4 EXPENSE REPORTS AND REIMBURSEMENTS.** All candidates and Referendum committees shall submit a complete expense report, campaign receipts, and requests for reimbursement to the Chief Electoral Officer within two (2) days of the announcement of the Election results or by the deadline set by the Chief Electoral Officer. No candidate or Referendum committee shall be entitled to reimbursement of campaign expenses if original itemized receipts are not provided.
- 20.5 FAIR MARKET VALUE.** All candidates and Referendum committees must pay at least Fair Market Value for any campaign expenses. Where a candidate or Referendum committee receives or purchases materials for less than Fair Market Value, the candidate or Referendum committee must declare the Fair Market Value for such expenses on their expense report. The Fair Market Value of materials shall be counted towards total campaign expenditures. The Chief Electoral Officer shall have final say in what constitutes as Fair Market Value.
- 20.6 PUBLICATION OF EXPENSES.** Elections SSMU shall review all receipts and shall prepare and make available a summary of all expense reports to all Members of the Society within four (4) days of the announcement of results.
- 20.7 AUDITS.** All Members of the Society are entitled to request an inquiry into the campaign spending of a candidate within three (3) days of the Chief Electoral Officer's publication of a candidate's expenditures. In the case of such a request, the Chief Electoral Officer shall evaluate the campaign spending of the candidate in question.



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### 21. ENDORSEMENTS

**21.1 GENERAL.** Any organization which is not external to the Society shall be entitled to issue endorsements according to their established decision-making processes, subject to the specifications in this section, for all Elections and Referenda which are under the jurisdiction of Elections SSMU and in which all Members of the Society are eligible to vote. The Chief Electoral Officer, President, and Vice-President (Clubs and Services) shall make every effort to ensure that all potential organizations and all eligible voters are aware of these regulations in advance of the Campaign Period.

**21.2 RESPONSIBILITIES OF CANDIDATES AND COMMITTEES.** Candidates or Referendum committees wishing to be endorsed must do the following:

- (a) ensure that all candidates for the position in question or representatives from both Referendum committees attend an in-person meeting of, and/or submit a written statement to, the relevant decision-making body in advance of an endorsement decision;
- (b) not seek endorsement from, or attend the Legislative Council session of, any Faculty Association to assist their campaign; and
- (c) disclose any affiliations to the organization of which the endorsement is sought from to opposing candidates or the opposing Referendum committee.

**21.3 RESPONSIBILITIES OF THE ORGANIZATION.** After meeting the candidates or Referendum committees, an organization is not obliged to give an endorsement. Should they choose to give an endorsement, the organization shall:

- (a) exclude any campaign committee members or Referendum committee members from the endorsement decision-making process;
- (b) disclose any affiliations of candidates or Referendum committee members to their organization (e.g. membership, positions held, financial, material, or in-kind donations received, etc.) in any Public Notice regarding an endorsement decision;
- (c) limit endorsements to electronic communications, such as an electronic mail to the membership, or through any of the organization's social media channels.



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- 21.4 INFRACTIONS.** Failure to comply with these regulations may result in issuance of sanctions to the candidates or Referendum committees by the Chief Electoral Officer and/or, at the recommendation of the Interest Group Committee, removal of, or disqualification from, support from the Society. Organizations which do not receive direct or indirect support from the Society are urged to act in the spirit of these regulations.
- 21.5 IMPARTIALITY OF OFFICERS.** The Officers of the Society shall remain neutral in a Society Election or any other Elections run by Elections SSMU. This does not extend to Referendum questions.



## PART V – POLLING, SCRUTINEERING, VOTING, & COUNTING

### 22. ELECTRONIC VOTING SYSTEM

- 22.1 **GENERAL.** All voting shall be conducted using Elections SSMU’s electronic voting system.
- 22.2 **PASSWORDS.** Administrative passwords to the electronic voting system shall be changed at the beginning of each electoral period.
- 22.3 **UPLOADING OF BALLOTS.** The Chief Electoral Officer shall upload official ballots to the electronic voting system in the presence of at least one other Electoral Officer.
- 22.4 **LOANING.** The online voting system may be loaned to external groups by Elections SSMU subject to a fee and contract established by Elections SSMU.

### 23. PAPER BALLOTS

- 23.1 **GENERAL.** In the event that the electronic voting system is not operational, or at the discretion of the Chief Electoral Officer, Elections SSMU shall make paper ballots available to all eligible electors. The Chief Electoral Officer will ensure that the paper ballot system is secure such that each eligible electoral may vote only once and that only Electoral Officers have access to ballots.
- 23.2 **AVAILABILITY AND ACCESSIBILITY.** Elections SSMU shall ensure that polling stations are available on campus for at least three (3) hours on each weekday when paper ballots are used. Elections SSMU shall make every reasonable effort to ensure that polls are held in a variety of locations across campus and in residences in order to promote voting by the entire membership of the Society. There must be at least one polling station with wheelchair access that is accessible to persons with physical, visual, or auditory disabilities. Said station must have sufficient facilities to ensure that all Members of the Society may be able to vote.
- 23.3 **ANNOUNCEMENT.** When paper ballots are used, all eligible voters shall be informed of the date, time, and location of polls by electronic mail no later than twenty-four (24) hours prior to the beginning of the Polling Period. Polls whose locations have not been made public at least twenty-four (24) hours in advance shall be deemed unofficial and all ballots cast at an unofficial poll will be null and void unless all candidates or committees involved agree otherwise before the opening of the poll concerned.



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**23.4 SETUP.** Polling stations shall be cleared of any campaign material. The setup of the polling station shall ensure that a Member of the Society may cast a vote in private. All ballots, Referendum questions, plebiscite questions, and instructions shall be available in English and French at all polling stations.

**23.5 CASTING OF VOTES.** Under no circumstances may a Member cast a paper ballot without their valid student identification card. No appeals on this matter will be considered. All paper ballots shall be cast in the presence of at least one Electoral Officer or Elections SSMU staff. Each Member wishing to vote at a polling station must do so in person. Voting by proxy is prohibited.

### 24. POLLING STATIONS

**24.1 GENERAL.** Polling stations may be used during the voting period if deemed necessary by the Chief Electoral Officer. A Member may vote at any open polling station during an Election or Referendum, on a computer provided by Elections SSMU.

**24.2 SETUP AND PROVISIONS.** The setup of polling stations should follow same provisions that apply to paper ballots.

### 25. BALLOTS AND CASTING OF VOTES

**25.1 BALLOT ORDER.** The position of each name on an Elections ballot shall be randomized for all ballots. Referenda options shall appear in the following order unless otherwise required:

- (a) “Yes”;
- (b) “No”; and
- (c) “Abstain”.

**25.2 ABSTENTIONS.** All ballots must include an additional option of “Abstain”.

**25.3 PENSKETCHES.** All candidates and Referendum committees are entitled to submit a picture, pensketch, and up to two hyperlinks to appear on the ballot. These must be submitted by a deadline set by the Chief Electoral Officer; the Chief Electoral Officer has the discretion to accept or reject any submissions submitted after this deadline.



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**25.4 CASTING OF VOTES.** Each Member shall have a single ballot and may cast their vote only once. All votes shall be cast on Elections SSMU's electronic voting system unless a paper ballots are being used, in which case votes may be cast electronically or by authorized paper ballots. A Member must cast their own vote. No candidate, campaign committee member, or Referendum committee member shall observe, interfere, or be actively involved in the process of a Member casting their vote.

### 26. ACCLAIMED CANDIDATES

**26.1 BALLOT.** If there is only one candidate for any position, the ballot shall offer the following options: "Yes", "No", and "Abstain". Elections SSMU shall include a clear explanation in the pensketch to outline the consequences of voting "No".

**26.2 SUCCESSFUL CANDIDATES.** If the acclaimed candidate receives a plurality of "yes" votes, or an equal number of "yes" and "no" votes, the candidate shall be declared elected.

**26.3 UNSUCCESSFUL CANDIDATES.** If the acclaimed candidate receives a plurality of "no" votes, the candidate shall not be declared elected. The Chief Electoral Officer shall immediately declare a Nomination Period of four (4) business days via a notice to all eligible voters via electronic mail. Regular nomination rules and procedures follow. Any Member, including any previously acclaimed candidates, shall be eligible to declare themselves a candidate during this Nomination Period, subject to the standard eligibility requirements. Following the Nomination Period, there shall be a five (5) day Campaign Period followed by a two (2) day Polling Period. Standard campaign and polling regulations shall apply. If no candidate is declared elected by this procedure, Legislative Council shall fill the position using procedures outlined in these Internal Regulations.

### 27. THE COUNT AND OPTIONAL PREFERENTIAL BALLOT VOTING

**27.1 GENERAL.** In an Election, or a Referenda in which the ballot offers more than two (2) options, a preferential voting system (instant-runoff voting) shall be employed for the counting of ballots. Electors shall mark their choices in order of preference. All first choice votes shall be counted and allocated to each candidate. If no candidate receives a majority of the total vote, the candidate with the least votes shall be declared eliminated and the first choice ballots allocated to that candidate shall redistributed in accordance with the following choice indicated on each voters' ballot. This system of eliminating the candidate with the least votes and redistributing ballots according to the next choice of remaining candidates shall continue until one (1) candidate or referendum question option achieves a majority.



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- 27.2 PARTIAL PREFERENTIAL BALLOT.** Voters do not need to indicate a preferred rank for all candidates and may indicate preference for only a subset of voters.
- 27.3 MULTIPLE WINNERS.** In an election with multiple winners, the lowest candidate shall be eliminated until the number of candidates remaining is equal to the number of positions available.
- 27.4 DISQUALIFICATION OR INVALIDATION.** If a candidate or referendum option, in referenda where preferential voting is applicable, is disqualified, the disqualified candidate shall be declared eliminated, and his or her first choice ballot recounted in accordance with the stated preference on the ballot.
- 27.5 ABSTENTIONS.** Abstentions, declined, or spoiled ballots shall not count in the calculation of a majority.
- 27.6 PLURALITY VOTING.** In Elections or Referenda where only two options exist, a plurality voting system shall be employed for the counting of ballots.
- 27.7 TABULATION.** Votes cast through Elections SSMU's electronic voting system shall be tabulated by the Chief Electoral Officer in the presence of at least one other Electoral Officer.
- 27.8 PAPER BALLOTS.** A paper ballot is to be rejected if there is no clear indication of preference of candidates or Referendum question or if the initials of the poll clerk do not appear on the paper ballot. Any candidate or Referendum committee chair may request one (1) recount of the paper ballots. The Chief Electoral Officer may order further recounts if necessary. All paper ballots shall be kept in a secure location for seven (7) days following the announcement of results.
- 27.9 SCRUTINEERS.** Paper ballots shall be tabulated in the presence of no less than two Electoral Officers. At the request of any one candidate or Referendum committee, one (1) neutral scrutineer may be appointed to observe the count of paper ballots. This neutral scrutineer may not be a member of any campaign committee, or Referendum committee and shall be chosen by the Chief Electoral Officer from a list of Members submitted by the candidate or Referendum committee submitting this request and any opposing candidates or committees. Each candidate or committee must submit at least two names.
- 27.10 TIE VOTES.** If two or more leading candidates have received an equal number of votes, the Chief Electoral Officer will issue a Public Notice of a new vote for the position in question. The vote shall be open for three (3) days, beginning the day after the announcement of the previous Election's result. Campaigning shall be allowed through this voting period, subject to the regulations in these Internal Regulations. Should this vote also result in a tie, a drawing of lots shall determine



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which candidate shall be declared elected. In the event of a tie vote for a Referendum question, the Referendum question shall be deemed defeated.

### 28. ANNOUNCEMENT OF RESULTS

**28.1 OFFICIAL RESULTS.** Upon completion of the ballot counting, the Chief Electoral Officer shall publically announce the unofficial results of the Elections. The Chief Electoral Officer shall submit the official results in writing to the General Manger on the business day following the tabulation of results. The Chief Electoral Officer shall include the total votes cast, full text of all pensketches and Referendum questions, including all clauses, vote count, percentage of votes received for each candidate or Referendum question option, and a copy of the ballot.

**28.2 TIME AND LOCATION.** Results of an Election and Referenda are to be announced by Elections SSMU at a pre-established time and, where applicable, place.



## PART VI – INVESTIGATION AND SANCTIONS

### 29. INVESTIGATION

- 29.1 GENERAL.** The Chief Electoral Officer has the discretion to develop any investigative process as they see fit so long as it is equally applied to all candidates in that elections period.
- 29.2 STANDARD OF PROOF.** As a reference, the standard of proof for an investigation of Elections SSMU shall be a balance of probabilities.
- 29.3 TESTIMONIAL EVIDENCE.** Where the only evidence of an infraction comes from personal testimony, the Chief Electoral Officer shall seek the testimony of the individual who is the subject of the allegation in order to obtain as complete and impartial of an understanding of the situation as possible barring any restrictions due to provisions concerning confidentiality. The Chief Electoral Officer should also seek additional evidence that can corroborate testimony. The Chief Electoral Officer may also ask that all testimonies that are to be used as evidence be submitted as an affidavit in the presence of a Commissioner of Oaths.
- 29.4 CONFIDENTIALITY.** The Chief Electoral Officer should ask any individuals submitting a report of an infraction, or a testimony, if they wish for Elections SSMU to keep their identity confidential. Where express permission to reveal an individual's identity has not been given, the Chief Electoral Officer shall maintain confidentiality of that individual.
- 29.5 PROCEDURAL FAIRNESS.** During an investigation of Elections SSMU, the minimum procedural fairness owed to the party subject to investigation shall be a written explanation of any decisions taken by Elections SSMU regarding such investigation.

### 30. SANCTIONS

- 30.1 GENERAL.** The Chief Electoral Officer has the discretion to disqualify, withhold reimbursement or deposit from, and/or officially censure a candidate or Referendum committee, and in addition declare an Election of a candidate or Referendum question invalid, for any infraction of the electoral Internal Regulations or the Constitution, depending on the severity of the offence. The Chief Electoral Officer may, at his/her discretion, provide for other sanctions.
- 30.2 DEPOSIT.** All candidates and Referendum committees shall be required to give a deposit of fifty dollars (\$50.00 CAD) upon submission of their nomination. Elections SSMU shall return the deposit in full minus any fines from sanctions at the end of the Polling Period. The Chief Electoral Officer may waive this requirement at their discretion.



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- 30.3 DEMERIT SYSTEM.** The Chief Electoral Officer may choose to employ a demerit system as a tool to quantify the severity of infractions and to indicate when it is necessary to consider certain recourses. A demerit system assigns values to particular offences and provides suggested or standard sanctions when particular thresholds of demerits have been exceeded. The demerit system shall be a reference tool for Elections SSMU and the Chief Electoral Officer has the final say in the use of such a system.
- 30.4 CONFISCATION OF MATERIAL.** Material that contravenes the Constitution, the Internal Regulations, or the Policy Manual of the Society will be subject to confiscation by the Chief Electoral Officer.
- 30.5 REPETITIVE INFRACTIONS.** The Chief Electoral Officer may disqualify a candidate or invalidate the Election of any successful candidate who has continued to repeat behaviour that is the same as, or substantially similar to, that which was previously sanctioned and prohibited by the Chief Electoral Officer. In the case of a Referendum, the Chief Electoral Officer is empowered to disqualify a Referendum committee, or declare a Referendum invalid, if a Referendum committee continues to repeat behaviour that is the same as, or substantially similar to, that which was previously sanctioned and prohibited by the Chief Electoral Officer.
- 30.6 GRAVE VIOLATIONS.** In the case of any grave violation of the Constitution, Internal Regulations, or Policies on the part of a candidate, candidate's campaign team or Referendum committee, the Chief Electoral Officer shall invalidate the Election or Referendum if, in their determination, a violation of the Constitution, Internal Regulations, Policies or electoral decisions by the Chief Electoral Officer has adversely affected the outcome of the Election or Referendum. In making this decision, the Chief Electoral Officer may consider the conduct of the parties.

### **31. DISQUALIFICATION, INVALIDATION, AND THE ELECTORAL REVIEW COMMITTEE**

- 31.1 ELECTORAL REVIEW COMMITTEE.** In the case that a disqualification of a candidate or Referendum committee, or the invalidation of an Election of a successful candidate or Referendum question, is to be considered, the Chief Electoral Officer shall immediately call for the meeting of the Electoral Review Committee.
- 31.2 RECRUITMENT.** Recruitment of a pool of nominated individuals from each category of members who sit on the Electoral Review Committee shall be the responsibility of the President and Elections SSMU. Recruitment for members of the Electoral Review Committee shall begin immediately following each spring Election.



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- 31.3 SELECTION.** Upon the calling of the Electoral Review Committee, Elections SSMU shall select from the pool of nominated candidates the final composition of the Electoral Review Committee in accordance with the Internal Regulations of the Presidential Portfolio. The selection process should, at the Chief Electoral Officer's judgment, maximize diversity of opinions while ensuring impartiality and objectivity.
- 31.4 POWERS.** The Chief Electoral Officer and Deputy Electoral Officer shall seek the consultation of the Electoral Review Committee, however, they shall retain the full authority vested in them by the Constitution and Internal Regulations to make decisions regarding elections. The Electoral Review Committee shall rule on whether or not particular infractions have occurred and Elections SSMU shall rule as to the sanctions or recourses that are to be undertaken in response to the infractions.
- 31.5 COMPOSITION.** The Electoral Review Committee shall be composed of the following:
- (a) the Chief Electoral Officer;
  - (b) the Deputy Electoral Officer;
  - (c) one (1) Post-Graduates' Student Society (PGSS) Councillors, selected from three (3) nominated PGSS Councillors;
  - (d) one (1) student from the Faculty of Law, selected from three (3) nominated students from the Faculty of Law;
  - (e) one (1) Member-at-large, selected from three (3) nominated Members-at-large; and
  - (f) the General Manager, who shall be an *ex-officio* non-voting member who may or may not attend meetings of the Electoral Review Committee at their discretion.
- 31.6 CONFIDENTIALITY.** All meetings and matters of the Electoral Review Committee shall be kept confidential unless the Electoral Review Committee decides to suspend confidentiality. Wherever possible, the Electoral Review Committee should publish a report to the Society that indicates which infractions they determined to have occurred. All members of the Electoral Review Committee shall sign confidentiality agreements.



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- 31.7 CONFIDENTIALITY OF MEMBERSHIP.** The list of nominated members of the Electoral Review Committee shall be made public so that any Member of the Society who may have concerns about conflicts of interest that would otherwise be unknown to Elections SSMU may report their concerns to Elections SSMU. The final membership of the Electoral Review Committee called to convene shall be kept confidential to protect the integrity of the process and the individuals involved unless the Electoral Review Committee unanimously consents to suspending this confidentiality.
- 31.8 IMPARTIALITY.** All members of the Electoral Review Committee shall be impartial and shall not be affiliated directly or indirectly with any campaign team or Referendum committee. Where a member of the Electoral Review Committee is found by the Chief Electoral Officer to be at a conflict of interest, the membership of the individual shall be suspended and a replacement, of whom holds a position of office of equal or close significance, shall be found by the Chief Electoral Officer.
- 31.9 QUORUM.** Quorum for the Electoral Review Committee shall be the Chief Electoral Officer plus two (2) additional voting members. Unless otherwise specified, resolutions of the Electoral Committee shall be adopted by Simple Majority.
- 31.10 CONSULTATION.** The Electoral Review Committee should consult legal counsel whenever necessary. The Electoral Review Committee may request the Judicial Board to share their interpretation of the Internal Regulations and Constitution whenever necessary. The Electoral Review Committee may also consult retired Electoral Officers or any other individuals so long as these individuals have agreed to keep all matters pertaining to the Electoral Review Committee confidential.
- 31.11 INVALIDATED ELECTIONS.** In the case that the Election of a successful candidate is invalidated, the vote shall be re-tallied where the votes cast in favour of the successful candidate shall be redistributed to the other candidates in accordance with each voter's stated preference. The count shall proceed in accordance with the Internal Regulations of the Presidential Portfolio. At the discretion of the Chief Electoral Officer, all votes may be declared moot, and an exceptional Polling Period may be called. The exceptional Polling Period must end prior to the end of the academic semester and should last a minimum of three (3) days.
- 31.12 INVALIDATED REFERENDA.** In the case that a Referendum question is invalidated, all votes shall be declared moot and an exceptional Polling Period shall be called. The exceptional Polling Period must end prior to the end of the academic semester and should last a minimum of three (3) days.



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### 32. APPEALS

- 32.1 GENERAL.** The decisions and conduct of Elections SSMU are subject to the jurisdiction of the Judicial Board, whose opinions must be ratified by the Board of Directors. The Judicial Board shall consider whether or not the Internal Regulations or the Constitution have been infringed upon, and should review the conduct of Elections SSMU, an administrative decision making body, on a deferential standard of reasonableness.
- 32.2 DEADLINE.** All appeals to the Judicial Board regarding the conduct of an Election or Referendum must be made no later than five (5) days after the official transmission of results to the General Manager. All petitions to the Judicial Board regarding Elections or Referenda that are made more than five (5) days after the written transmission of the official results to the General Manager shall be deemed moot. The Judicial Board shall not have jurisdiction to examine, try, or hear any action that is submitted more than five (5) days after the written results are transmitted to the General Manager.
- 32.3 ADJUDICATION.** Notwithstanding Judicial Board rules of practice or procedure, all appeals arising from Elections and Referenda shall be heard in the semester that they are launched. Any case that is not adjudicated during the semester that it is launched shall be deemed moot.



### PART VII – SPECIAL ELECTIONS

#### 33. ELECTION OF COUNCILLORS REPRESENTING THE SOCIETY'S ACTIVITIES, CLUBS AND FUNCTIONAL GROUPS

- 33.1 GENERAL.** Three (3) Councillors shall be elected annually, with two (2) representing the Society's Clubs and one (1) representing the Society's Services. This Election shall be held via an electronic voting system and is to be held before the end of the academic year, with polling lasting for at least five (5) business days. Public Notice shall be given at least ten (10) days prior to the first day of polling.
- 33.2 QUORUM.** The quorum for the Clubs Councillor Election is ten percent (10%) of the Society's Clubs, and the quorum for the Services Councillor is thirty percent (30%) of the Society's Services.
- 33.3 BALLOT.** A Clubs Councillor Elections ballot and a Services Councillor Elections ballot shall be sent to all Full-Status Clubs and Services respectively based on the executive contact sheet provided by the Vice-President (Clubs and Services). Each club will be able to vote for two candidates.
- 33.4 NOMINATION.** Students must declare their candidacy for Clubs or Services Representative to the Chief Electoral Officer by a time determined by Elections SSMU and the Vice-President (Clubs and Services). Detailed instructions will be sent out by Elections SSMU via listservs. All candidates are entitled to submit a pensketch, picture, and/or a video pensketch, which shall be submitted along with the declaration of candidacy. There will be no Extended Nomination Period for these positions; any vacant seats shall be filled in September of the following academic year.
- 33.5 CAMPAIGNING.** Candidates may campaign during the Polling Period, subject to the same campaign regulations as the Society's Elections and Referenda unless otherwise specified here.
- 33.6 ENDORSEMENTS.** The Society's Clubs and Services may not endorse or publicly support any candidate, nor may candidates seek endorsements from any of the Society's Clubs and Services.
- 33.7 RESIGNATION.** Any Clubs or Services Councillor may resign from office at any time by forwarding a letter of resignation to the head office of the Society by electronic mail, courier, or by registered mail. The resignation shall become effective on the date when the letter of resignation is sent to the Society or on such other date as may be specified in the letter.



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**33.8 REMOVAL FROM OFFICE.** A Councillor elected under this section may be removed from office by a special assembly called for that purpose if duly authorized delegates representing ten percent (10%) of the Society's Clubs so request, in writing, to the Vice-President (Clubs and Services). Public Notice of such an assembly at least seven (7) days in advance. The same procedure shall apply for the Services Councillor, however the assembly is to be called by delegates representing at least fifty percent (50%) of Services.

**33.9 VACANCY.** If a Councillor elected under this section resigns or is removed from office before January thirty-first (31<sup>st</sup>), an election for a replacement shall be held within three (3) weeks, not including holidays and exam periods, of the date of resignation or removal according to the above procedures.

### 34. ELECTION OF COUNCILLORS REPRESENTING SENATE CAUCUS

**34.1 GENERAL.** Three (3) Councillors shall be elected at a meeting attended by the undergraduate student members-elect of Senate. This meeting shall be chaired by the Vice-President (University Affairs), who shall be assisted by the Chief Electoral Officer or any other Electoral Officer. This meeting is to be held before the first meeting of Legislative Council of the year. Public Notice shall be given at least seven (7) days prior to the meeting.

**34.2 QUORUM.** Quorum for this meeting shall be fifty percent (50%) of the members-elect. The outgoing President and Vice-President (University Affairs) may vote at the meeting. Should any member-elect be unable to attend the meeting, the incumbent from that constituency shall be entitled to vote in this meeting.

### 35. FIRST YEAR COUNCIL ELECTIONS

**35.1 GENERAL.** Elections SSMU shall administer the First Year Council Elections during the Fall semester Electoral Period according to the regulations set out in this Internal Regulation.

**35.2 TERM OF OFFICE.** The executive board members of the First Year Council shall be elected for a term of one year during an Election occurring before September thirtieth (30<sup>th</sup>).

**35.3 POWERS OF THE CHIEF ELECTORAL OFFICER.** The Chief Electoral Officer shall be entitled to make alterations to these regulations, subject to repeal by Legislative Council, in order to meet the exigencies of a Fall Election and in order to reduce the costs of such an Election.



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### 36. ELECTION OF THE UNDERGRADUATE REPRESENTATIVES TO THE CKUT BOARD OF DIRECTORS.

**36.1 GENERAL.** Three (3) Members of the Society shall fill three (3) undergraduate seats on the CKUT Board of Directors, serving a term of one year, beginning on June 1<sup>st</sup>.

(a) One (1) Member shall be nominated from amongst the SSMU Executive Committee, and in the event no Member of the SSMU Executive Committee can fill this seat, a member of the SSMU Legislative Council shall be nominated.

(b) Two (2) Members shall be nominated by election from amongst the student membership according to 45.2 and 45.3.

**36.2 ELECTIONS PERIOD.** The Election of the undergraduate representatives to the CKUT Board of Directors shall occur during the Winter semester Electoral Period along with the regular Elections of that period and appear on the same ballot.

**36.3 CAMPAIGNING.** All standard Elections procedures, stated in these Internal Regulations, shall apply to the Election of the undergraduate representatives to the CKUT Board of Directors unless otherwise stated.

**36.4 RATIFICATION.** Members nominated to the CKUT Board of Directors shall be ratified at a CKUT Annual General Meeting. In the event they are not ratified, the seat shall be considered vacant.

**36.5 VACANCY.** . In the event that no candidates present themselves for Election or a representative seat is vacated, it shall be the responsibility of the Officer sitting on the CKUT Board of Directors to ensure that Legislative Council immediately undertake measures at its disposal to replace or fill these positions.

### 37. NOMINATION AND ELECTION OF COUNCILLORS TO THE BOARD OF DIRECTORS

**37.1 GENERAL.** Nine (9) Councillors shall be elected to the Board of Directors in accordance with Sections 6.2(b) and 6.4 of the Constitution. The number of Councillors to be elected to the Board of Directors may be increased in accordance with Section 6.3 of the Constitution.

**37.2 NOMINATION.** The Nominating Committee shall submit to Legislative Council for ratification the names of the Councillors nominated to serve as Directors in accordance with the Internal Regulations.

**37.3 ELECTION.** Following ratification by Legislative Council, the election of the Councillors nominated to serve as Directors shall be by way of a Legislative Council-initiated Referendum question.



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- 37.4 TIMING.** The Referendum question shall be put to the Society in April of the year in which the Councillors are to begin their terms as Directors, as part of the Referendum Respecting the Election of Councillors to the Board of Directors. Following approval by Legislative Council, the Referendum question may be immediately put to the Society, in accordance with the exception to the twenty-one (21) day deadline for approval of Legislative Council-initiated Referendum questions contained in these Internal Regulations.
- 37.5 REFERENDUM QUESTION.** The President shall draft a proposed Referendum question based on the nominations ratified by Legislative Council. The Referendum question must be voted on by Legislative Council at the latest by the last meeting of the Legislative Council in April, the whole in accordance with these Internal Regulations. An emergency meeting of the Legislative Council may be called if necessary. The final wording of the question must be approved by a Resolution passed by a two-thirds (2/3) majority of Legislative Council.
- 37.6 REFERENDUM COMMITTEES.** Legislative Council shall form a “Yes” Committee for the Referendum question in accordance with the Internal Regulations. Members of the Society may form “Yes” or “No” Committees for the Referendum question in accordance with the Internal Regulations.
- 37.7 SUMMER AVAILABILITY.** The Directors contemplated by Section 6.2(b) of the Constitution must be available to participate in at least three (3) meetings of the Board of Directors from May 1<sup>st</sup> to August 31<sup>st</sup> in the year in which they are elected. This participation may be by way of technical means in accordance with Section 7.2 of the Constitution. The Nominating Committee shall be responsible for ensuring the summer availability of the Councillors it selects as candidates for ratification at Legislative Council.
- (a) Failure on the part of a Director contemplated by this section to make themselves reasonably available for meetings of the Board of Directors from May 1<sup>st</sup> to August 31<sup>st</sup> constitutes a violation of the Internal Regulations.
  - (b) In accordance with Section 6.7 of the Constitution, any violation of the Internal Regulations may result in removal from office.
- 38. ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS**
- 38.1 GENERAL.** Six (6) Officers of the Society shall be elected to the Board of Directors in accordance with Sections 6.2(a) and 6.4 of the Constitution.
- 38.2 ELECTION.** Every candidate for Officer of the Society shall be listed simultaneously as a candidate for Director on the election ballot.



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- 38.3 EXCEPTION.** Candidates for Officer of the Society shall not be listed simultaneously as a candidate for Director on the election ballot if they do not meet the qualifications set out in Section 6.3 of the Constitution. In that event, the number of Councillors elected to the Board of Directors shall be adjusted in accordance with Section 6.2 of the Constitution and the Internal Regulations.

### PART VIII – ANCILLARY FEES

- 39. GENERAL.** The Society shall not authorize any increases and renewals in Ancillary Fees until such a time that students have voted in favour for, or against, by way of a Referendum, except those which are outlined in these Internal Regulations.

#### **40. PROCESS AND PROCEDURE**

- 40.1 ANCILLARY FEES.** Ancillary Fees are fees charged by the University in addition to the standard tuition fee. Each Ancillary Fee may be raised only once every three (3) years.
- 40.2 PRESENTATION TO LEGISLATIVE COUNCIL.** The Vice-President (University Affairs) shall seek all proposed Ancillary Fees from the Deputy Provost (Student Life and Learning) and compile them for presentation to Legislative Council, along with all the information relevant to that fee increase (e.g. proposed increases in services to be provided).
- 40.3 WORDING OF QUESTIONS.** The President and Vice-President (University Affairs) will draft a proposed Referendum question based on the information to be sent from the relevant University department via the DPSLL. This draft will then be sent to the department in question for revisions. The final wording of the questions shall be approved by a Resolution passed by two-thirds (2/3) majority of Legislative Council.
- 40.4 DEADLINES.** The University shall supply the information required to formulate an Ancillary Fee question no later than the second week of the semester in which the Referendum is occurring.
- 40.5 REJECTION OF QUESTIONS.** Legislative Council shall, in extreme circumstances, reserve the right to reject a proposed Ancillary Fee question outright. The only time this may occur is in the case that the University has misrepresented information about the fee in question or has not provided sufficient information regarding the fee in question in a timely manner.



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**40.6 BALLOT.** The Ancillary Fee Referenda shall appear on a separate ballot at the same time as the normal Referenda period in a manner so as to differentiate University fees from Society Fees, where technically possible.

**40.7 INFLATION.** Legislative Council may authorize the Executive Committee to authorize fee increases rising at the rate of inflation without going to Referendum. Inflation shall be determined in the institutional context of McGill, taking into account: McGill salary agreements, energy Consumer Price Index, and Canadian Consumer Price Index. This provision only covers inflationary increases up to and including ten percent (10%). The calculation of this number must be reinforced with University documentation and verified by the Vice-President (Finance and Operations).

**40.8 REFERENDUM COMMITTEES.** Legislative Council and/or Members may choose to form “Yes” or “No” Committees for each fee in accordance with the regulations for Referendum questions set out in these Internal Regulations.

### 41. ELECTIONS SSMU ANCILLARY FEES REFERENDA COMMITTEE

**41.1 GENERAL.** There shall be an impartial and independent committee of Society, designated to disseminate impartial information about Ancillary Fees.

**41.2 MEMBERSHIP.** This committee shall be comprised of the following persons:

- (a) the Chief Electoral Officer;
- (b) the President;
- (c) the Vice-President (University Affairs);
- (d) the Vice-President (Clubs and Services);
- (e) the Society Secretary General; and
- (f) any relevant student representatives from university fee-setting committees.



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In the situation in which a Yes or No committee is formed by Legislative Council, members of the Ancillary Fees Referenda Committee shall abstain from the Legislative Council campaign or step down from this committee.

**41.3 DISTRIBUTION OF INFORMATION.** The Ancillary Fees Referenda Committee shall distribute information regarding proposed Ancillary Fee questions. Information will only be distributed during the Campaign Period. All information shall be non-biased and entirely neutral, as determined by the Chief Electoral Officer.

**41.4 UNIVERSITY DISTRIBUTION.** The University may submit information to the committee for distribution. The University shall be allowed to send the content for one mass, informational electronic mail through the Elections SSMU listserv. The content of this electronic mail shall be approved by the Ancillary Fees Referenda Committee during the Campaign Period. The University may not distribute information directly to Members, except through the standard governance channels (e.g. Senate or faculty committees). All material must be approved by the Chief Electoral Officer prior to its distribution.

### 42. BREACH OF INTERNAL REGULATIONS

**42.1 BREACH BY OFFICERS.** Any Officer of the Society who authorizes any Ancillary Fee increase without following these processes shall be considered in violation of duty and can therefore face impeachment proceedings in accordance with the Constitution.

**42.2 BREACH BY COMMITTEES.** Any severe breach of the Internal Regulations, as determined by the Chief Electoral Officer, by a member of a Referendum committee, or by a McGill professor, employee, or administrator may result the disqualification of a Referendum committee or an immediate rejection of the concerned fee.



## PART IX – SOCIETY FEES

### 43. GENERAL

- 43.1 SOCIETY FEES.** Legislative Council and Services may seek or renew fees through Referendum. Clubs may not seek dedicated funding through Referendum.
- 43.2 WORDING.** All fee questions must include the amount of the fee per student per semester or fiscal year, the first and final dates (by semester) of the dedicated funding), whether it applies to both full-time and part-time students, and whether the fee is opt-outable.
- 43.3 APPROVAL OF QUESTIONS.** All Society fee questions shall be created in consultation with the Vice-President (Clubs and Services) and the Chief Electoral Officer. All questions must be approved by Elections SSMU, who shall liaise with the Office of the DSPLL and Student Accounts to ensure that the University will implement the fee if the Referendum question passes where applicable.
- 43.4 COLLECTION OF FEES.** All fees shall be collected by McGill University and transferred to the Society unless otherwise stated in an agreement between the University and the Society. The Society will then distribute the funds to the respective group.
- 43.5 INITIATION.** All fees related funding for Services may be Legislative Council-initiated or student initiated, in accordance with the Internal Regulations of the Presidential Portfolio. All other fee questions may only be Legislative Council-initiated.

### 44. SOURCES OF FUNDING

- 44.1 SSMU BASE FEE.** A Referendum question may allocate a certain amount from the Base Fee to a Service or a Legislative Council initiative either annual or in each of the Fall and Winter semester.



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- 44.2 CREATION OF DEDICATED FEES.** A Referendum question may create a fee separate from the Base Fee to be allocated to a Service or a Legislative Council initiative.

### **45. INDEPENDENT STUDENT GROUP AND THIRD PARTY FEE REFERRALS**

- 45.1 GENERAL.** Independent Student Groups may levy fees through a Referendum. However since Independent Student Groups are separate legal entities, and the Society consequently cannot receive such fees on their behalf, the Independent Student Groups must also independently reach agreement with the University that such a fee will be implemented if the Referendum is successful. In consultation with the Interest Group Committee, the Vice-President (Clubs and Services), President, and Vice-President (University Affairs) may advocate on behalf of the Independent Student Group to the University.
- 45.2 CONDUCT OF INTERNAL REGULATIONS.** Any Independent Student Groups that choose to conduct Referenda through Elections SSMU must abide by these Internal Regulations. If these Independent Student Groups have their own electoral Internal Regulations and choose to abide by those, they must conduct their own Referendum independent of Elections SSMU, and be responsible for their Referendum's legitimacy.
- 45.3 LEGISLATIVE COUNCIL-INITIATED QUESTIONS.** In exceptional circumstances, a Legislative Council-initiated Referendum question may seek to create a fee for a third party organization that does not hold Independent Student Group status. Such a Referendum question shall only be approved:
- (a) if a full and detailed presentation of the third party organization, detailing the benefits the organization the organization can provide to the Society's Members, is made to Legislative Council;
  - (b) if the Interest Group Committee recommends approval;
  - (c) if prior written confirmation that the University has agreed that such a fee will be implemented if passed by Referendum is received;
  - (d) if the Chief Electoral Officer recommends approval; and



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- (e) if a Resolution is passed by two-thirds (2/3) majority of Legislative Council.

**45.4 RELEVANCY.** Legislative Council-initiated Referendum questions shall not be approved for any third party organization with which the Society's Members do not have a substantial demonstrable connection.

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

### **PART I: RESOLUTIONS**

#### **1. DEFINITION**

**1.1 GENERAL.** Resolutions shall be topical and time-sensitive. Resolutions shall not be confused with the Policies or Plans of the Society and they must not conflict with the Constitution, Internal Regulations, or the Policy and Plan Book of the Society.

**1.2 CONTENTS.** A Resolution shall contain:

- (a) a call for an action for the Society to undertake;
- (b) one or several lobbying points which have a restricted and immediate timeframe;
- (c) a stance on a specific incident or event; and/or
- (d) a change in the unwritten operating procedures of the Society.

**1.3 EXCEPTION.** A Resolution shall not be applicable to the Board of Directors of the Society, 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.

#### **2. ADOPTION**



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- 2.1 GENERAL.** Resolutions may be enacted, amended, or repealed by Referendum, General Assembly, or Legislative Council. The procedure for the adoption of Resolutions shall be pursuant to the applicable procedures of each body set out in the Society’s 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 be as concise as possible while still expressing direction for the Society. Resolutions shall contain both “WHEREAS” and “BE IT RESOLVED” clauses.
  - 2.4 DURATION OF VALIDITY.** Resolutions 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 body of Resolution papers called the Resolution Book. The Resolution Book shall be a universal reference for individuals and groups acting on behalf of the Society in various capacities.
  - 3.2 AVAILABILITY.** Upon request, the Resolution Book shall be made available to any Member of the Society.
  - 3.3 MANAGEMENT.** The General Manager, in consultation and support of the Executive Committee, shall maintain an archive of all past and adopted Resolutions of the Society and their expiry dates, and shall maintain the Resolution Book as need be.



## PART II: POLICIES AND PLANS

### 4. POLICIES OF THE SOCIETY

**4.1 DEFINITION.** Policies are broad, guiding principles that direct the actions of the Society. Further they shall:

- (a) be expressed in broad and widely applicable terms;
- (b) be relevant to Society and relate to its mission;
- (c) pertain to topics within the purview of the Society;
- (d) be forward-looking and proactive in essence;
- (e) be subject to the Constitution, Internal Regulations and extant Policies of the Society;
- (f) be valid for a period of no more than five (5) years; and
- (g) meet any further requirements as may be defined by the Board or Directors or Legislative Council.

**4.2 FORMAT.** Policies shall be labelled as either Internal or External. Policies shall not deal solely with procedure, as procedural matters are addressed by the Internal Regulations.

**4.3 INTERNAL POLICIES.** Internal Policies shall be administrative documents, and express over-arching values on how the Society is run.

**4.4 EXTERNAL POLICIES.** External Policies shall be political in nature and define the Society's stance on a particular issue. External Policies may cover any larger campus or society issue.

### 5. PLANS OF THE SOCIETY



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

- (a) be relevant to the Society and relate to its mission;
- (b) pertain to topics within the purview of the Society;
- (c) be forward-looking and proactive in essence;
- (d) be subject to the Constitution, Internal Regulations, and extant Policies of the Society;
- (e) be valid for a period of a minimum of five (5) years and a maximum of ten (10) years, unless otherwise required;
- (f) meet further requirements, as may be defined by the Board of Directors or Legislative Council.

**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 GENERAL.** Policies and Plans should be kept as few and concise as possible while still expressing direction for the Society.

**6.2 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.

**6.3 ROLE OF LEGISLATIVE COUNCIL.** Legislative Council may recommended the adoption, amendment or repeal of Policies and Plans to the Board of Directors or a General Assembly by way of a Resolution adopted by Legislative Council which is subsequently presented to the Board of Directors or General Assembly for a vote. There shall be a formal process for the adoption of such a Resolution that shall consist of two (2) readings:

- (a) **FIRST READING**



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- i. Notice of a Motion to adopt, amend, or repeal a Policy or Plan must be sent by a member of Legislative Council to the Speaker at least five (5) days before the meeting of Legislative Council at which the Motion is to be introduced.
- ii. The Motion shall be sent to all Members of Legislative Council by the Speaker 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 of the Society through the Society's website at least three (3) days before the meeting of Legislative Council at which the Motion is to be introduced.
- iv. The motion shall be read a first time at 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 Legislative Council;
- ii. During this time, Councillors and Members of the Society 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 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 Legislative Council at which the Motion is to be debated and voted upon.
- iv. The Motion shall be read a second time at Legislative Council and put to a vote.

### (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) majority of Legislative Council.
- ii. If a Resolution is passed, the proposed adoption, amendment or repeal of the Policy or Plan shall be subsequently put to the Board



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of Directors or General Assembly for a final vote, in accordance with the Constitution and Internal Regulations.

### 7. POLICY AND PLAN BOOK

- 7.1 **GENERAL.** There shall be a volume of Policies and Plans known as the Policy and Plan Book, which shall contain all the Policies and Plans of the Society.
- 7.2 **ARCHIVE.** All past Policy and Plan Books shall be archived.
- 7.3 **REFERENCE.** The Policy and Plan Book shall be a universal reference for individuals and groups acting on behalf of the Society in various capacities.
- 7.4 **AVAILABILITY.** The Policy and Plan Book shall be made available, upon request, to any Member of the Society.
- 7.5 **MANAGEMENT.** The General Manager, in consultation and support of the Board of Directors, shall keep a record of all Policies and Plans of the Society, with their expiry timetable, and shall update the Policy and Plan Book as need be. The General Manager shall inform the President and the Speaker of every Policy or Plan which is entering its final year of validity.
- 7.6 **PRESENTATION TO COUNCIL.** The President shall be responsible for presenting the Policy and Plan Book to Legislative Council at least once during the academic year. A designated Officer shall introduce any relevant amendments or new Policies and Plans adopted by the Board of Directors.