



Office of the Speaker | Bureau de Président du Conseil  
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3600 McTavish Street, Suite 1200, Montréal, Québec, H3A 0G3  
*Located on unceded, Kanien'kehá:ka traditional territory*

Submitted for: September 13, 2018

**Motion Regarding the Adoption of the Standing Rules for the 2018-2019 Legislative Council**  
**2018-09-13**

**WHEREAS**, Robert's Rules of Order provide a general framework for formal, efficient group meetings by balancing the rights of members while facilitating democratic debate and decision-making;

**WHEREAS**, standing rules are mechanisms by which Robert's Rules can be fine-tuned for any given group, such as the SSMU Legislative Council;

**BE IT RESOLVED, THAT** the Legislative Council adopts the following Standing Rules (attached as Appendix A) to maximize the efficiency of council meetings.

Moved By:

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## Appendix A: Standing Rules for the 2018-2019 Legislative Council

1. Scope
  - 1.1. The following rules may be suspended by a 3/4 majority vote at any time in accordance with 6.4 of the Internal Regulations of Governance.
2. Decorum
  - 2.1. All members of the Legislative Council must carry themselves with decorum to demonstrate the respect they hold for their office.
  - 2.2. All members must strive for punctuality.
    - 2.2.1. Consistent tardiness will merit warning, and may or may not result in suspension as per the Accountability Committee and/or the Speaker's discretion in accordance with 3.4 of the Internal Regulations of Governance.
  - 2.3. Two (2) unexcused absences, even if they are not consecutive, will result in immediate suspension in accordance with 3.4 of the Internal Regulations of Governance.
  - 2.4. Notwithstanding the Internal Regulations of Governance, a given Councillor may only send a proxy under the following conditions:
    - 2.4.1. The proxy must hold an elected position within the same faculty association or constituency as the Councillor.
    - 2.4.2. The Councillor must have sent written or electronic notice to the Parliamentarian with the name, constituency, and elected position of the proxy.
    - 2.4.3. Each Councillor may only send a proxy a maximum of two (2) times in the given academic year.
  - 2.5. Absences will be granted on a case-by-case basis:
    - 2.5.1. An absence will be excused due to, but not limited to:
      - 2.5.1.1. Physical illness, mental health issues, family/friend emergency, and an assessment that conflicts with the time of council meetings.
      - 2.5.1.2. If an absent councillor arranges a proxy to take their place, the said absence will be excused.
      - 2.5.1.3. Absences must be communicated to the Parliamentarian at least 24 hours before a scheduled Council meeting.



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- 2.5.2. Unexcused absences will be evaluated by the Accountability Committee, which will decide whether an absence is excused or not.
- 2.6. All members must refrain from speaking when they do not have the floor.
- 2.7. The following may be ruled as out of order by the Speaker at their discretion, subject to a successful Point of Order by Councillors:
  - 2.7.1. Disrespectful or discourteous language and behaviour.
    - 2.7.1.1. Councillors must address each other formally, usually in the form “Councillor [Last Name]”, and avoid referring to one another using third person pronouns to promote a cordial environment.
    - 2.7.1.2. Should the Speaker notice misgendering of another Councillor, they should call this to the attention of the Council in the form: “Before we continue with debate, I would like to call attention to the pronouns specified on Councillor [Last Name’s] placard.”
    - 2.7.1.3. Should any Councillor notice the misgendering of another Councillor, they should call this to the attention of the Speaker on a Point of Personal Privilege.
    - 2.7.1.4. Should a Councillor be misgendered but does not feel comfortable raising a Point of Personal Privilege themselves during the meeting, they should contact the Speaker who will raise it during the next meeting of Legislative Council.
  - 2.7.2. Comments that make reference to personalities or motivations.
  - 2.7.3. Statements that contravene the Charte des droits et libertés de la personne (Québec Charter of Human Rights and Freedoms), and/or the spirit of the Canadian Charter of Rights and Freedoms.
  - 2.7.4. Disruption or hindrance of the ability of the meeting to continue in good order, including but not limited to, speaking out of turn, knocking on desks, clapping, snapping, and other behaviour deemed by the Speaker to be disruptive.
- 2.8. The Speaker is vested with the authority to remove any individual from the meeting for repeated or extraordinary violations of the Standing Rules or Internal Regulations of Governance.
- 2.9. When Guest Speakers are present, all laptops, excluding those of the dais, must be closed in respect to the Guest Speaker.



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- 2.10. From time to time as may be required, a maximum of four (4) individuals may leave the Council room to caucus in order collaborate on a notice of motion or amendment to a motion.
  - 2.10.1. Caucusing will not be allowed by the Speaker if it results in quorum being lost.
  - 2.10.2. Caucuses will automatically expire when a matter is called for a vote and all Councillors must return to their seats.
  - 2.10.3. If the question is called while a caucus is in progress to draft an amendment to the main motion, the motion to call the question will be entertained.

### 3. Reports

- 3.1. All Executives must submit a report detailing their activities related to the SSMU since the last Monday in which the previous report was submitted.
- 3.2. All Councillors representing a constituency and Committees must submit a report detailing their activities related to their constituency to-date and those planned for the remainder of the semester on a rotating basis following a schedule determined by the Speaker.
- 3.3. All reports must be submitted no later than 11:59 PM EST of the Sunday immediately preceding Council, with the exceptions of the Funding Committee and Interest Group Committee.
- 3.4. Late reports will count as having been submitted, but consistent tardiness may result in suspension, as per the Speaker's discretion in accordance with 3.4 of the Internal Regulations of Governance.
- 3.5. Failure to submit a report shall be equivalent to one absence for the purposes of determining suspension in accordance with 2.3 of the Standing Rules, unless excused by the Accountability Committee per 2.5 of the Standing Rules.

### 4. Speaking

- 4.1. To speak, members must raise their placards to alert the Speaker.
- 4.2. When another member has the floor, no other placard may be raised in order to be respectful of the member speaking.
- 4.3. When rising with an interrupting point or motion (as defined by Robert's Rules), members must raise their placards and hold them high.
- 4.4. When granted speaking rights, members must address the Speaker, and use a microphone should one be available.



- 4.5. The following time limits for speaking will be enforced by the Speaker. A simple majority can extend all time limits:
    - 4.5.1. A default speaking time of one (1) minute.
    - 4.5.2. A default speaking time for Councillor reports of three (3) minutes.
    - 4.5.3. A default speaking time for Executive and Committee reports of five (5) minutes.
  - 4.6. The default speaking times for Councillor, Executive and Committee reports will be immediately followed by a question period of five (5) minutes
  - 4.7. Unless a member requests otherwise, their placard should include their pronouns, in both English and French. Members may request their pronouns be added, removed, or changed at any time.
    - 4.7.1. Placards will also use a neutral colour system to more easily identify commonly used pronouns as recommended by the Gender Neutral Language Policy Implementation Coordinator.
  - 4.8. Guest Speakers and members of the gallery should be asked to introduce themselves by the Speaker with their Constituency/Faculty/Position, Name, and Gender Pronoun.
  - 4.9. The official Minutes should use the correct pronouns as provided from 4.6 and 4.7 above, or gender-neutral pronouns if unspecified.
- REPOV**
5. Main Motions
    - 5.1. Main motions require a minimum of three (3) movers to be presented before Council, with no more than half (1/2) hailing from the SSMU Executive Committee and no more than 2/3 from each constituency. Main motions do not require a seconder.
      - 5.1.1. This rule shall not apply for motions that must be moved only by the Executives.
    - 5.2. Members must submit main motions to the Parliamentarian by 11:59 PM EST on the Thursday preceding Council.
      - 5.2.1. The recommendations of the Steering Committee will be sent to the movers within 48 hours of the above deadline. Movers will then have until Monday at 11:59 PM EST to submit the final version of the motion to the Parliamentarian.
        - 5.2.1.1. At this point, the motions can no longer be amended before Council.



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- 5.2.2. During Council, after the movers have had the opportunity to motivate their motion for a maximum of two (2) minutes, a question period of a maximum of five (5) minutes shall precede debate.
  - 5.3. The mover of a notice of motion shall be allowed a maximum of two (2) minutes to introduce their motion and provide context.
    - 5.3.1. There shall be no question period or debate following an introduction of a notice of motion.
  - 5.4. Any motion submitted less than 48 hours before the next Legislative Council shall automatically be considered a notice of motion.
  - 5.5. Any motion submitted after 11:59 PM EST on the Thursday before the next Legislative Council must be announced and made available to all Councillors electronically, failing which the motion shall automatically be considered a notice of motion.
  - 5.6. In the case of urgent business, the requirements set out by 5.3 and 5.4 may be waived by a 2/3 majority vote of Legislative Council in accordance with 11.2 of the Internal Regulations of Governance.
6. Privileged, Subsidiary, Incidental, and Privileged Motions
- 6.1. The following list simplifies the order of precedence for all motions from highest to lowest in accordance with Robert's Rules of Order. Motions with a smaller number (i.e., closer to 1) have presence over those with a larger number (i.e., closer to 4):
    - 6.1.1. Incidental Motions (when in order)
      - 6.1.1.1. Incidental motions are to be considered in temporal order as they have no defined order of precedence within themselves.
      - 6.1.1.2. Appeal the decision of the chair, consideration by paragraph or seriatim, division of a question, division of the assembly, motions relating to nominations, motions relating to methods of voting and the polls, objection to the consideration of a question, request to be excused from a duty, suspend the rules, point of parliamentary inquiry, point of information, point of order, and request for permission to withdraw or modify a motion.
    - 6.1.2. Privileged Motions
      - 6.1.2.1. Vacate the Chair
      - 6.1.2.2. Fix time to adjourn (if another question is pending)



- 6.1.2.3. Adjourn
  - 6.1.2.4. Recess (if another question is pending)
  - 6.1.2.5. Raise a question of privilege
  - 6.1.2.6. Call for orders of the day
  - 6.1.3. Subsidiary Motion
    - 6.1.3.1. Lay on the Table
    - 6.1.3.2. Previous Question/Calling the Question
    - 6.1.3.3. Limit or extend limits of debate
    - 6.1.3.4. Postpone to a certain time
    - 6.1.3.5. Commit or refer
    - 6.1.3.6. Amend
    - 6.1.3.7. Postpone indefinitely
  - 6.1.4. Main Motion
7. Amendments
- 7.1. All amendments must be submitted to the Parliamentarian in writing.
  - 7.2. Amendments that correct language, spelling, grammar, singularity or plurality, or sentence structure without altering the intention of the motion do not require an amendment and shall be corrected by the Parliamentarian automatically.
  - 7.3. After a motion has been motivated by its mover(s) but before the question period begins, friendly amendments may be made only if all movers unanimously accept them. They will be included without debate or a vote.
  - 7.4. After inclusion of friendly amendments (if any), a question period shall follow.
  - 7.5. Upon the exhaustion of the question period, the motion becomes property of the floor and debate may begin.
    - 7.5.1. Subsequent friendly amendments may be made once the motion is property of the floor only if no other member objects.
      - 7.5.1.1. In the case of objection by a member, the proposed amendment will follow the general amendment process.
  - 7.6. Once an amendment has been proposed, it must be seconded before debate on the amendment may begin.
  - 7.7. At the exhaustion of the debate period or with no further debate, a vote on the amendment will be called requiring a simple majority.
8. Voting



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- 8.1. For all main motions and subsidiary motions of substance, an electronically recorded vote will be considered the default voting method. At their discretion, the Speaker will waive this requirement and inform Council when they are doing so.
  - 8.2. After entering voting procedure, Councillors have a right to motion for any other voting method (as per Robert's Rules). This will follow debate and a majority vote.
9. Suspension
- 9.1. All suspensions will be carried as according to the procedures outlined in Article 3 in the Internal Regulations of the Presidential Portfolio-04 (page 20).

APPROVED