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NOTICE OF MOTION REGARDING THE ADOPTION OF THE CONSULTATION POLICY

Submitted for: 2022-09-15

Submitted to:	SSMU Legislative Council	**Document no.:**	LEG-PUB-MOT-2022-09-15-006
Moved by:	Val Masny *Vice-President (External Affairs)*	**Current Status:**	☐ FOR APPROVAL ☐ APPROVED ☐ POSTPONED ☐ COMMITTED ☐ NOT APPROVED
Seconded by:	Benson Wan *Medicine Representative*		

Issue

As councillors, executives, and students have presented motions throughout the past years, a misunderstanding of consultations and the proper procedures on getting feedback for motion ideas has not been properly articulated or communicated. Most consultations are done at the last minute without sufficient time for proper data collection and some motions have had to be turned over because of a lack of proper consultations, resulting in more time needed to pass important and sometimes time-sensitive motions. In addition many individuals presenting motions lack the knowledge on how to undertake the consultation process properly and equitably. This has led to a lack of equitable representation and a lack of accessibility to providing input from marginalized stakeholders.

Background and Rationale

In order to streamline and solidify the process by which students approach consultations for motions, policies, and plans, a policy outlining correct procedure and people to consult based on the type of motion has been created. This policy took almost a year to complete in order for it to be as clear and all-inclusive as possible. This policy will not only make it easier for students outside of the SSMU governing bodies to write policies, but it will also make consultations more fruitful and motions more rounded through clear expectations and procedures for consultation. This policy would also allow members without governance experience to better understand how consultations are done at SSMU. The policy would also aid the steering

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committee as it would provide a clear policy in order to assess the appropriateness of the consultation should it be called into question.

Alignment with Mission

This motion aligns with SSMU's commitment to proper representation as defined in SSMU's Internal Regulations of Representation and Advocacy. The consultation policy would allow for SSMU's motions, policies, and plans to be more representative of the needs and opinions of its members, especially those most affected by said motions, policies, and plans.

Consultations Completed

Between 2021-2022 consultations were done with the Governance Reform Committee, Steering Committee, Vice President External Affairs, Francophone Affairs Commissioner, Indigenous Affairs Commissioner, Black Affairs Commissioner, Equity Commissioners, Accessibility Commissioner, Governance Manager, Policy and Advocacy Coordinator, Speaker, First Year Affairs Commissioner, Broader membership with a survey, and the Indigenous Affairs Equity Researcher. These consultations helped to clarify what consultations are needed before a motion is presented and best practices for conducting said consultations including considerations for marginalized groups.

Risk Factors and Resource Implications

This motion poses no risk factors, but has resource implications. Notably, this motion will require the continued support of the governance team to support elected individuals in their application of the policy.

Sustainability Considerations

The adoption of this policy would allow for improved institutional and operational sustainability insofar as consultation ensures measures taken are adapted to the needs of the stakeholders.

Impact of Decision and Next Steps

Were this motion to be adopted, any mover and seconder would have to follow the checklists outlined in the policy in order to properly present motions to any governing body. Were this motion to be adopted it would be sent to the Governance Manager for formatting before being put on the Society's website by the Communications Manager. The Governance Review Committee would be tasked with revising this policy in three (3) years.

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Motion or Resolution for Approval

Be it resolved that the Legislative Council approve the Policy in Appendix A. Be it further resolved that, should the SSMU Board of Directors adopt the Policy in Appendix A, it shall be in effect as of date of the Board's ratification.

Results of the Vote

In favour   ()
Opposed   ()
Abstain   ()

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Appendix A : Consultation Policy

CONSULTATION POLICY

Adoption Date: 2022-09-TBD
Expiration Date: 2025-05-01

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1. Scope

1.1. All actors of the Students' Society of McGill University (herein the "Society") will be under the direct direction of this Policy, including:
- Members;
- Officers;
- Councillors;
- Directors;
- Commissioners; and
- Staff.

2. Purpose and Interpretation

2.1. All representatives of the Society have a mandate to serve and represent the SSMU Membership, and when relevant, the specific constituencies and SSMU Members.

2.2. This Policy outlines the Society's responsibility to appropriately consult relevant stakeholders and interest groups on matters pertaining to the Legislative Council, SSMU Committees, and General Assembly, specifically when voting and approving matters of the Society, or when wishing to propose or amend resolutions, policies, positions, the Constitution, Internal Regulations, or other governing documents of the Society.

2.3. This Policy is intended to better guide and inform representatives on the ramifications and impacts of resolutions, policies, and plans, within the Society, support the development of informed, equitable, and representative decision-making, as well as uphold the Society's commitment to Representation and Leadership.

2.4. Moreover, this Policy aims at promoting an accessible and transparent decision-making process within the Society. It will guide representatives in gathering the views of the Membership and empower members to collaborate with representatives on matters pertaining to the Society.

2.5. It should be noted that this Policy and consultations in general are no substitute that can be used to sidestep governing bodies of the Society, in particular the Legislative Council, which remains the primary advisory body of the Society.

2.6. As elected individuals of the Society, consultations will be undertaken in two ways, pertaining to Legislative Council, Board of Directors and General Assemblies:

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(a) if wishing to bring forth a resolution for adoption, that, including but not limited to, drafts, amends or reviews resolutions, policies, positions, the Constitution, Internal Regulations, or other governing documents of the Society, or
(b) before exercising one's vote during the Voting Period on a given resolution.

3. Definitions

3.1. The following terms used in this Policy will have the same definitions as in the Constitution.
(a) Board of Directors;
(b) Councillor;
(c) Director;
(d) General Assembly;
(e) Legislative Council;
(f) Member/Membership; and
(g) Officer.

3.2. The following definitions will apply to the Policy:
(a) **Accessibility and Inclusion** shall refer to the provision of equitable access to services for all individuals along the continuum of human ability and experience through intentional, ongoing efforts on the parts of all involved SSMU staff members;
(b) **Commissioner** shall refer to a Student Staff member who coordinates a committee of the Legislative Council or the Board of Directors;
(c) **Consultation** shall designate the establishment of dialogue and exchange of views between the mover/seconder (or any actor leading the consultation process) and stakeholders, at such time, in such fashion and with such content as enables these stakeholders to express an opinion or recommendations on the basis of the information provided about the proposed measures to which the consultation is related[1];
(d) **Indigenous** shall refer to a person who self-identifies as First Nations, Metis, Inuit (status or non-status), American Indian, Alaskan Natives, and Native Hawaiians;
(e) **Mover/Seconder** shall refer to the duo of representatives or members putting forward a motion at the Legislative Council, the General Assembly, or the Board of Directors;
(f) **Representatives** shall include Councillors, Officers, and Directors; and
(g) **Staff** shall include permanent, contract, full-time, and part-time employees of the SSMU.

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[1] Source: [Directive 2009/38/EC of the European Parliament and of the Council of 6 May 2009 - Article 2 par. 1 (g)](#)

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4.   Stakeholders

4.1. Possible stakeholder groups, in no particular order, include:
- (a) Executives/Executive Committee;
- (b) SSMU staff;
- (c) SSMU Clubs and Services;
- (d) Representative societies/associations;
    - (i) Faculty/departmental associations.
    - (ii) Individual Councillors/representatives.
- (e) Traditionally marginalized groups;
    - (i) Through formal organizational bodies (such as a SSMU club/service), or informally.
- (f) Cultural communities;
    - (i) Through formal organizational bodies (such as a SSMU club/service), or informally.
- (g) The Society's Membership;
- (h) The McGill Campus and local community; and
- (i) McGill University administration.

5. Membership

The right to be consulted

5.1. Members of the Society have the right to and shall be consulted and kept informed of decisions taken by their representatives. One of the pillars of the Society being representation, it is essential to obtain faithful and depictive data and feedback to the issues of the different populations for which SSMU representatives advocate. While Councillors and Commissioners are respectively elected and appointed by the SSMU to act as voice bearers and represent their constituents, omniscience should by no means be assumed by any actors of the Society, making the consultation of relevant stakeholders and concerned populations fundamental. Consultation should be offered to them as a way to express both their needs and their feedback regarding a specific action taken that will impact them. Consultation is an essential pillar of an honest and trust-based relationship where decisions are taken in accordance with the Society's mission of service and representation.

5.2. Moreover, consultation shall be conducted in an inclusive and accommodating space to all parties allowing for a respectful exchange of views. Whether they are represented by student groups or self-represent, members should feel listened to, their feedback acknowledged, and their questions and concerns addressed.

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5.3. As such, any member of the Society may request to be consulted on any ongoing or upcoming projects, initiatives, activities, operations or campaigns of the SSMU. Members have the right to express their views on both everyday matters of the Society and extraordinary activities affecting the student body. The Vice-President (Internal Affairs), whose mandate includes the regular consultation of the membership, acts as the contact person for any member wishing to share feedback.

The Responsibility To Be Informed

5.4. If Members have the right to be consulted, they also have the responsibility to inform themselves on the Society's activities and associated procedures. Indeed, Members are invited to attend public meetings of the Legislative Council and the Board of Directors as members of the gallery during which they may comment and ask questions about the ongoing debate. In this instance, being familiar with the proceedings and cognizant of the agenda are essential to understand these meetings.

5.5. Moreover, Members will themselves be invited to move and vote on various motions presented during General Assemblies. Seeking information on the standing rules of the General Assemblies and the background and motivations of the resolutions at hand contribute to being an informed voter and participant of consultation.

5.6. Information on the Society's activities and procedures can be sought via diverse actors of the Society, including but not limited to Society's Staff, Officers, and Councillors.

5.7. According to Section 13 of the Society's Constitution, any member has the right to bring forward a motion to be discussed at a General Assembly. However, members still have a responsibility to contact relevant stakeholders in preparation of their motion as well as to prepare sufficient information to present the motion at the General Assembly. Please consult Section 6 for more information on Motion Writing.

Transparency[2]

5.7. Consultations are processes that enable the honest exchange of information between stakeholders. This includes providing information and capacity-building to stakeholders, and enabling them to provide input reflecting their needs and interests relating to the measure that is the subject of the consultation[3]. However, in order to avoid confusion, the objectives of the consultation process should be made clear. Moreover, the rationale behind the different provisions of the proposal are to be clearly stated.

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[2] Consulted sources include: UK-Consultation-Principles-3-4-June-stockholm-2013.pdf (oecd.org), Accountability and Transparency |The Governance of Regulators | OECD Best Practice Principles for Regulatory Policy | OECD iLibrary (oecd-ilibrary.org)
[3] Stakeholder-Participation-Guide_ch8.pdf (climateactiontransparency.org)

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5.8. Sufficient information shall be made available to stakeholders to enable them to make informed comments. The organizer of the consultation process shall be able to give background information on the origin of the proposal and how decisions were made. After consultation, the mover/seconder of the consultation shall make clear, at least in broad terms, how they have taken previous feedback into consideration, and what future plans (if any) they may have for engagement.

5.9. The mover/seconder of the resolution shall be able to indicate before the governing body to which the motion is being presented to and the Steering Committee how stakeholders consulted were selected.

5.10. Unless expressly authorized by the Executive Committee or the Board of Directors, the release of information in matters relating to the Society's finances, matters of ongoing litigation, disposition or acquisition of property by the Society, or matters regarding human resources is not permitted.

> 5.10.1. Except as required by law, the Society's governing documents, and this Policy, any information on the essence of the consultation process is confidential until they are publicly released, unless authorized in writing by the relevant authority.

6. Consultation for Motion Writing

6.1. This consultation framework is intended to assist the mover/seconder who shall consult stakeholders when drafting resolutions and submitting resolutions to the Society's governing bodies for consideration.

6.2. In every circumstance, consultations shall be conducted a reasonable amount of time prior to the submission of a resolution to an elected body of the Society.

6.3. The mover/seconder of the proposed resolution, for which consultation is required under this Policy, is ultimately responsible for ensuring an appropriate level of consultation has taken place and reported on prior to its introduction at the relevant governing body.

Expectations

6.5. An appropriate level of consultation is considered to have been met when:
- The mover/seconder can demonstrate the following standards:
  - Timely communication with stakeholder(s) and documented information gathering;
    - Sufficient time for planning and responses to invitations and written contributions should be provided;
  - A list of measures taken to gather information and stakeholders consulted which the mover/seconder feels demonstrate a wide enough scope to be representative;

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- ○ Transparent yet prudent (respecting the privacy of stakeholders if applicable) completion of the 'Consultations Completed' section of the motion document;
        - ○ Clear evidence that the mover/seconder has acknowledged the stakeholders' feedback and has meaningfully responded to their comments/concerns; and
        - ○ Clear communication of the results of the decision of the proposed resolution to the relevant stakeholder(s).
    - ● The Speaker/Steering Committee has approved the motion for consideration (if applicable - Legislative Council and/or Board of Directors and/or General Assembly).

Best Practices

6.6. Scheduling Meetings

a. The organizer of the consultation process shall provide numerous opportunities for potential meetings, to ensure that both parties can meet at a time that is convenient for them both. Furthermore, they shall ensure that an adequate amount of time is designated for the purpose of consultation between both parties.

b. The organizer of the consultation process shall ensure the variety of their outreach methods, in order to accommodate a larger portion of the population consulted.

c. Should a stakeholder be unresponsive despite multiple attempts, the organizer of the consultation process is expected to reach out to other stakeholders - potentially partners of the primary stakeholder- and diversify their outreach methods.
   i. Unresponsiveness can be emerging from a stakeholder being at capacity and it is important to limit the burden of consultations for these actors.

6.7. Transparency

a. The stakeholder(s) shall be provided with the same information from which the resolution is being derived, so as to foster informed comments and discussion.

b. The organizer of the consultation process shall practice record-keeping, by taking notes of the points highlighted and discussed during the meeting, so as to ensure that the comments and recommendations from the parties consulted can be traced back.

c. When determining whether to move forward in submitting the resolution to the relevant governing body, opinions and advice from the consulted stakeholder(s) shall be taken into consideration.
   i. Recommendations expressed by the stakeholders are accurately represented and remembered.

d. Furthermore, either in writing (through the motion document), or through verbal motivation of the resolution, the mover shall indicate the approval/disapproval of the stakeholders consulted.
   i. Stakeholders should not be named personally in the resolution with positions within the student group(s) they represent being preferred, if applicable.

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e. In circumstances in which the resolution considered faces time constraints, and in which the conduct of the full consultation process cannot properly occur before the resolution must be submitted, the relevant mover/seconder shall contact, through email, all other members of the governing body the resolution will be submitted to. This communication shall include the following:

     i. Contain a full explanation of the scope and purpose of the resolution, as well as any supporting information serving to provide context;

    ii. Be sent no later than twenty-four (24) hours prior to its submission to the governing body (often to the Chair) for consideration;

   iii. Clearly identify and state what steps will be taken to more thoroughly consult with the relevant stakeholder(s) after the submission of the resolution.

7. Consultation For Voting

7.1. This consultation framework is intended to assist those elected individuals who shall consult stakeholders prior to voting on resolutions.

7.2. Excluding time-sensitive and/or confidential circumstances, consultation shall be conducted prior to participating in voting on a given resolution submitted to an elected body of the Society.

7.3. Unlike for movers/seconders of proposed resolutions, consultation conducted by non-moving elected representatives is much more limited and specific in scope.

Expectations

7.4. An appropriate level of consultation is considered to have been met when:
- The representative can demonstrate the following standards:
  - Clear and meaningful efforts to consult with respective constituencies on all motions they are eligible to participate in voting on;
  - Timely communication with stakeholder(s) and documented information gathering;
  - Provision of forums of opportunities to allow relevant stakeholders to submit statements for consideration by the governing body;
  - Clear communication of the results of the decision of the proposed resolution to their respective constituencies.
  - If applicable, the representative has clearly communicated the results of the decision of the proposed resolution to other relevant stakeholder(s) consulted.

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Best Practices

7.5. Pre-vote

    a. Prior to a vote, representatives are expected to arrange consultation with their constituency.

    b. Pre-vote consultation may be arranged through a number of means, including but not limited to:

        i. Hosting office hours;

            ○ Representatives shall ensure that these hours are clearly publicized/communicated to their relevant constituency.

        ii. Hosting a general assembly or any other formal meeting;

        iii. Bringing up the motions for discussion at faculty/constituency meetings;

        iv. Publicizing upcoming matters within constituency newsletters/listservs;

        v. Developing and sharing online surveys.

    c. Consultation with the constituency may include collecting feedback with the various members of the faculty associations' councils.

8. Accessibility and Inclusion[4]

8.1. In order to gather representative feedback, it is essential to take into account the environment in which consultation is conducted. Stakeholders may experience barriers hindering their ability to participate in and engage effectively in the discussion process. Therefore, it is paramount that representatives are both conscious of the obstacles and committed to promote an accessible and inclusive space.

8.2. The Society recognizes that groups that have been historically and culturally disadvantaged are subject to systematic marginalization and oppression, and acknowledges that they have been excluded from the decision-making process based on but not limited to: gender identity, gender expression, age, race, ethnic or national origin, citizenship status, social class, religion, sexuality, sexual orientation, ability, or language.

8.3 Barriers that also exist include but are not limited to : information, transportation, finance, residency, technology, religious holidays.

8.4. "Inclusive, regular and meaningful consultation […] is essential for […] implementation and accountability"[5]. Moreover, insofar as consultation benefits the legitimacy of the decision-making, ensuring the inclusivity of these processes is a guarantee to promote and preserve the engagement of the membership as a whole.

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[4] Consulted Sources include: Beyond Inclusion - Morris J. Wosk Centre for Dialogue - Simon Fraser University (sfu.ca) , Consultation and Engagement Toolkit | Engage Barnet
[5] Promoting-Inclusive-Government-Consultations.pdf (sdgaccountability.org)

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8.5. Moreover, representatives shall strive to develop policies and practices adapted to the needs of the membership in the first place. The objective is to offer services that acknowledge and address the various accessibility needs of the membership. Therefore, stakeholders with diverse backgrounds and abilities should be invited to participate in the discussions.

8.9. Representatives shall ensure that consultations are conducted in an inclusive, functional and anti-oppressive manner.

8.10. Per subparagraphs 12.2, 12.3, and 12.4 of the SSMU Position on Indigenous Equity, the SSMU believes "in the importance of developing relationships with McGill-based and local Indigenous groups that are grounded in open communication and respect; that meaningful advocacy and decision-making can only occur in dialogue and ongoing engagement with Indigenous communities; and that all consultation efforts should take into account the diversity of Indigenous peoples and perspectives as well as the awareness that some perspectives may at times beharmfultoIndigenous students and community members."

8.11. Beyond consulting stakeholders, representatives shall promote self-advocacy by questioning whether they are the appropriate person to present the motion or if stakeholders have the opportunity and the capacity to represent themselves. This reflection shall allow representatives to determine if there are alternatives wherein they might aid stakeholders to advocate for themselves.

Expectations

8.6. Consultation is considered accessible and inclusive, functional, and anti-oppressive when:
- The mover/seconder can demonstrate the following standards:
    - Clear evidence that the relevant Commissioner(s) and Services have been consulted, if applicable
    - The scheduling of the meeting follows the guidelines set out by section 6.6. Scheduling Meetings
    - An offer should be extended to have the consultation in an accessible online space (Zoom, Google Meet, MS Teams).
        - If there is agreement between all parties of the consultation to meet in-person, said meeting shall occur in a physically accessible space allowing for confidentiality.
    - All attendees should be given the opportunity to express their accessibility needs to the moderator of the consultation meeting and effort should be made to accommodate any needs expressed by attendees.
        - If the moderator is unsure how to address a need brought forward by an attendee, they can reach out to the Accessibility Commissioner.

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○ Representatives should reach out to the Equity Commissioners within an appropriate time frame if they have any questions about how to promote an inclusive, functional, and anti-oppressive consultation process.

Best Practices

8.7. Pre-meeting

a. Members should be offered the possibility to remain anonymous during the broader diffusion of the actions emerging from the consultations.
   i. Stakeholders that are to be consulted can request for a consultation meeting to take place virtually or in an location, undisclosed to the broader membership.
   ii. When organizing online consultation meetings, preference should be given to platforms allowing for secure servers, end-to-end encryption and password-protected access.
b. When hosting in-person consultation, moderators should consider the physical accessibility of the location and venue.
   i. Particular attention should be paid to the presence of an access for wheelchair users and persons with reduced mobility, as well as the presence of bathrooms, tables and chairs.
   ii. If the venue is not fully accessible, participants should be informed prior to the consultation event and given the offer of an accessible online alternative venue.
c. If at least one party attending the meeting wishes to have the meeting online, this should be respected by all parties and all parties should attend the meeting online separately.
d. An option to add an agenda for the consultation should be given within a reasonable time frame.
   i. An exception can be made for an emergency meeting.
e. Meetings should be scheduled during diverse hours of the day in order to suit diverse schedules, including people who work and those who have caretaking responsibilities.
f. Attendees shall be offered the possibility to reach out to the moderator to disclose any accessibility concerns
g. The organizer of the consultation process should inform participants of the language of consultation and make accommodations for the preferred language indicated by participants to the best of their ability.
   i. As provided by the Constitution, English and French are the official languages of the Society and members may use either official language at all meetings and in all documentation of the Society.
   ii. The SSMU Francophone Affairs Commissioner can be reached out to for any questions or more information.
h. If any presentation is being made or any material is being distributed to attendees, this information should be sent virtually to attendees before the meeting begins.

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i. Presentation material should also follow accessibility guidelines by using easy-to-read slides using large fonts, and good color contrast between background and print.

    1. More information can be found in the relevant SSMU accessibility guidelines[6] or with the help of the Accessibility Commissioner.

i. Consultation meetings should not be scheduled on religious holidays.

    i. If consultations are to be scheduled during a period of fasting, they should be organized in the morning unless otherwise requested by the stakeholder(s).

8.8 During Meeting

a. The moderator of the consultation meeting should deliver a traditional territory acknowledgment statement modeled on the example provided:

    1. *The SSMU acknowledges that McGill University is situated on the traditional and unceded territory of the Anishinaabeg and Haudenosaunee nations. The SSMU recognizes and respects these nations as the true and constant custodians of the lands and waters on which we meet today. Further, the SSMU commits to and respects the traditional laws and customs of these territories.*

    ii. In the event the meeting is held online, the moderator shall encourage participants to research the lands they are located on.

b. If the meeting is conducted in an online space, accessible standards of practice should be respected to the extent possible.

    i. The SSMU Accessibility Commissioner can be reached out to for any questions or more information.

c. A scent free and smoke free environment should be privileged.

d. Jargon, technical language and acronyms should be avoided to be inclusive of all attendees.

e. Information should be provided regarding the governance context of the motion being brought forward.

f. Moderators shall invite participants to take regular breaks.

g. Attendees should be invited to indicate their pronouns and preferred name, should they feel comfortable to do so.

9. Tools

9.1. Written communication and meetings are the two main techniques of consultation[7].

i. Written communication is the most common way of consulting with stakeholders. It allows to gather their opinions and feedback on projects allowing for flexibility in time and means of communication. It usually takes the form of sending emails with key questions and the

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[6] At the time of adoption, the Accessibility Policy (as adopted on January 28th, 2021) was the main guiding document on accessibility at the SSMU.
[7] Resource used:
https://www.kcsfoundation.org/en/information-capacities/resources/citizen-participation-in-decision-making/public-consultation-techniques/

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relevant documentation. The effectiveness of each consultation depends on the information provided to the stakeholder(s) and the richness of the responses collected. Although written communication is often easier to organize and to be tracked, it does not have the same precision that a meeting would have and may lead to the misinterpretation of the proposal and/or the feedback received.

ii. Meetings may take the form of meetings with stakeholders or even organized public meetings. Meetings allow stakeholders to express their respective opinions in a more extensive manner and to ask for clarification of the proposal. Multilateral meetings with stakeholders can be organized in order to gather various feedback and engage in a stimulating discussion. The format shall depend on the contents and complexity of the policy and the number of stakeholders or interested organizations.

9.2. Tools that can be used in the consultation process include, but are not limited to:
- Digital survey;
- Townhall/forums/general assemblies;
- Office hours;
- Listserv publicity;
- Focus groups Discussions;
- In-depth interviews;
- Written consultation; and
- Executive Committee/Faculty Council/Constituency meetings
  - This can take place through creating an agenda/discussion point during the meeting, or through encouraging participants to contact the eligible 'voter' with comments/concerns.

9.3. In attempting to identify which consultation tools should be used and how to apply them, the individual in question should consider the following factors:
- Time sensitivity of the consultation process;
- Extent of the impact of proposed motion to stakeholders;
- Feasibility of consultation options;
- Ability to properly access and communicate information to perceived relevant stakeholders.

10. Enforcement

10.1. The enforcement of this Policy shall be overseen by the Steering Committee.

10.2. The Steering Committee shall operate a first evaluation of the consultation process that was conducted on a given motion thanks to the information provided in the relevant section in the Motion template or other supporting documents. Should it be deemed insufficient by the members of the Steering Committee, the motion shall be returned to the mover for further consultation.

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10.3. During the examination of a motion at the Legislative Council, the Board of Directors, or a General Assembly, a voting member of the applicable governing body can present a motion for the item under review to be sent back to the mover for further consultation. Such a motion should be adopted by at least 2/3 of the present voting members.

10.4. The Governance Reform Committee of the Society shall be tasked with the revision of the Policy six (6) months before the expiration date.

    i. Having the mandate to engage in regular consultation with the Society's Members, the President shall be responsible for leading the triennial review of this Policy in collaboration with stakeholders and the Governance Reform Committee.

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Appendix A - Identifying Stakeholders

Beyond the general guidelines provided prior concerning stakeholder groups, certain stakeholders shall be consulted in certain circumstances when considering specific motions.

Three types of stakeholders should be consulted[8]:
1. Those affected by the Policy/Action undertaken;
2. Those who will have to implement it;
3. Those who have a stated interest/expertise in it.

For all motions, unless inapplicable, the relevant SSMU Executive for which the resolution's scope best matches the portfolio shall be consulted (list of stakeholders according to Executive Portfolio[9]).

For motions concerning governance matters, the following individuals shall be consulted:
- President (mandatory)
- Governance Manager (mandatory)
- Governance Reform Committee (mandatory)
- Speaker (strongly recommended)
- Policy and Advocacy Coordinator (strongly recommended)
- Governance Coordinator (recommended)

For motions concerning the Society's finances, the following individuals shall be consulted:
- Vice-President (Finance) (mandatory)
- General Manager (strongly recommended)
- Comptroller or Assistant Comptroller (strongly recommended)

For motions concerning the Society's Human Resources, the following individuals shall be consulted:
- Human Resources Director, or, if not possible, another staff member of the Human Resources department, such as the Human Resources Manager (mandatory)
- General Manager (recommended)
- Direct supervisor, if the motion targets a position in particular, (strongly recommended)
- Executive committee (recommended)

For motions concerning the Society's operations, the following individuals shall be consulted:
- Vice-President (Student Life) (mandatory)
- Vice-President (Internal Affairs) (mandatory)
- Student Life Operations Director (strongly recommended)
- Building Director (strongly recommended)

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[8] [European-Council -BR-GL-Chapter 7-Stakeholder consultation (europa.eu)](europa.eu)
[9] [List of stakeholders]

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- General Manager (recommended)

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PRESIDENT

Governance

→ President
→ Governance Coordinator
→ Recording Secretary
→ Speaker of Council and Board of Directors
→ Parliamentarian
→ Chief Electoral Officer
→ General Researchers
→ Governance Reform Committee
→ Health and Dental Review Committee
→ Human Resources Committee
→ Presidents' Roundtable
→ Steering Committee
→ SSAMMOSA Committee

Advocacy & Representation

→ President
→ Senate Caucus
→ Health and Wellness Strategy Advisory Committee
→ McGill International Student Services
→ Office of the Dean of Students
→ Sponsorship Coordinator
→ Elections SSMU
→ Legal Counsel

Sustainability

→ Sustainability Commissioners
→ Environment Committee
→ McGill Office of Sustainability
→ McGill Advisory Council on Sustainability
→ Campus Crops Coordinator (Daycare Specialist)
→ Campus Crops Coordinator (Communication and Events Specialist)

EXTERNAL AFFAIRS

External Affairs

→ VP External Affairs
→ Building Director
→ Sponsorship Coordinator
→ Campaigns Coordinators
→ Fédération étudiante collégiale du Québec
→ Union étudiante du Québec
→ Undergraduates of Canadian Research Intensive Universities
→ Canadian Alliance of Student Associations
→ Canadian Federation of Students
→ Vice-Principal (Communications & External Relations)

Political Affairs

→ VP External Affairs
→ Campaigns Coordinators
→ Policy and Mobilization Researcher
→ Equity Commissioners
→ McGill Solidarity Network

Community Affairs

→ VP External Affairs
→ Community Affairs Commissioner
→ Popular Education Events Coordinator
→ Policy and Mobilization Researcher
→ Community Engagement Committee
→ Affordable Student Housing Committee
→ Milton Parc Citizen's Committee
→ McGill Administration

FINANCE

Finance

→ VP Finance
→ Funding Commissioners
→ Finance Commissioners
→ Executive Finance Assistant
→ Club Finance Coordinator
→ Service Finance Coordinator
→ Sponsorship Coordinator
→ Club Auditor
→ Comptroller
→ Accounting Technicians
→ Funding Committee
→ Health and Dental Review Committee
→ MCGill Fee Advisory Committee
→ McGill Scholarships and Student Aid Office (SSAO) Advisory Board
→ Health and Wellness Working Group
→ Health Insurance Working Group

Human Resources

→ VP Finance
→ HR Director
→ HR Manager
→ HR Coordinators
→ HR Committee
→ Equity and Policy Specialist
→ Anti-Violence Coordinators
→ SSMUnion

LIST OF STAKEHOLDERS (1/3)

STUDENT LIFE

Mental Health

→ VP Student Life
→ Mental Health Commissioner
→ Mental Health Outreach Coordinator
→ Mental Health Advocacy Coordinator
→ Mental Health Committees (Outreach & Advocacy)
→ Mental Health Round Table Caucus
→ McGill Student Wellness Hub

Student Groups

→ VP Student Life
→ Clubs and Services Coordinator
→ Club administrative Assistant
→ Services administrative Assistant
→ SSMU Administrative Assistant
→ Activities Night Coordinator
→ Website Project Coordinator
→ Portal Management Coordinator
→ Accessibility Committee
→ Club Committee
→ Funding Committee
→ Mental Health Committee
→ Services Review Committee
→ Services Committee
→ McGill Office for Students with Disabilities
→ Clubs & Services
→ Francophone Affairs Committee
→ Black Affairs Committee
→ Indigenous Affairs Committee

Family Care

→ VP Student Life
→ McGill Joint Board Senate Committee on Equity (JBSCE) - Subcommittee on Family Care and the Faculty Relocation Advisor
→ McGill Family Coordinator
→ Daycare Director

UNIVERSITY AFFAIRS

UA & Research

→ VP University Affairs
→ University Affairs Secretary-General
→ Student Rights Researcher and Advocacy Commissioner
→ Students from Care Project Assistant
→ Special Researchers
→ SSMU-MCSS Senate Caucus
→ McGill Senate Steering Committee
→ McGill Senate Nominating Committee
→ McGill Scholarship Review Subcommittee
→ McGill Committee on Student Services

Academic resources

→ VP University Affairs
→ Library Improvement Fund Commissioner
→ Open Educational Resource Commissioner
→ Open Educational Resource Assistants
→ Library Improvement Fund Committee
→ McGill Teaching and Learning Services

Indigenous Affairs

→ VP External Affairs
→ Indigenous Affairs Commissioner
→ Indigenous Affairs Committee
→ Indigenous Affairs Secretary General
→ Indigenous Rights Researcher
→ McGill First Peoples' House
→ Montreal Indigenous Community NETWORK
→ Indigenous Initiatives | Office of the Provost and Vice-Principal (Academic)

Equity & Advocacy

→ VP University Affairs
→ Equity and Policy Specialist
→ Accessibility Commissioner
→ Gender and Sexuality Advocacy Committee
→ Gender and Sexuality Commissioner
→ Gendered and Sexual Violence Committee
→ Anti-Sexual Violence Mobilization and Advocacy Commissioners
→ Black Affairs Commissioner
→ Equity Commissioners
→ Francophone Affairs Commissioner
→ Indigenous Affairs Commissioner
→ Menstrual Health Commissioner
→ Menstrual Hygiene Product Coordinators
→ Black Affairs Committee
→ Board Ad-hoc Committee on Naming
→ Equity Committee
→ Francophone Affairs Committee
→ Indigenous Affairs Committee
→ McGill Office for Students with Disabilities
→ Associate Provost (Equity and Academic Policies)
→ Equity McGill

LIST OF STAKEHOLDERS (2/3)

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INTERNAL AFFAIRS

Communications
→ VP Internal Affairs
→ Communications Director
→ Communications Coordinator
→ Social Media Coordinator
→ Accessibility Commissioner
→ Sponsorship Coordinator
→ Club Website Designer
→ Graphic Designer
→ Handbok Content Editor
→ Handbook Layout Editor
→ Photographers
→ McGill Office for Students with Disabilities

Events
→ VP Internal Affairs
→ Gert's Bar Manager
→ Building Director
→ Events Administrator
→ Ancillary Services Manager
→ Internal Logistics Coordinator
→ Internal Administrator
→ Building Ambassador
→ Interfaculty Committee (IFC)
→ Students' Society Programming Network (SSPN)
→ Sustainability Commissioners

Alumni Affairs
→ VP Internal Affairs
→ McGill Alumni Student Engagement Council (MASEC)
→ Life After Your Degree (LifeAYD)
→ McGill Career Planning Service (CaPS)

Francophone Affairs
→ VP Internal Affairs
→ Francophone Affairs Commissioner
→ Francophone Affairs Committee
→ AUS Francophone Commissioners
→ McGill First-Year Assistant for Francophone Students
→ McGill Frenchside

First Year Involvement
→ VP Internal Affairs
→ First Year Affairs Coordinator
→ First-Year Council
→ McGill Campus Life & Engagement (CL&E)

Remember that these stakeholders are always relevant to consult!

→ Executive Team
→ Constituency / Membership
→ Councillors
→ General Manager
→ Governance Manager
→ Policy and Advocacy Coordinator
→ SSMU Staff and Departments
→ Traditionally marginalized groups and cultural communities
→ The McGill Campus and local community
→ Representative societies/associations

LIST OF STAKEHOLDERS (3/3)

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Appendix B - Procedure

In order to standardize the consultation process, the following procedures shall be followed. Should a step be impractical, the nonobservance of the procedure shall be justifiable.

Consultation for Motion-Writing

1. The mover/seconder should identify the potentially-affected parties (stakeholders) of the potential resolution, as well as the potential impacts the resolution may have on such groups.
   a. For further guidance, please refer to Appendix A on 'Stakeholder.'
2. The mover/seconder should contact the identified stakeholders.
3. The mover/seconder should provide them with an opportunity to meet to discuss pertinent issues and provide their opinions and recommendations.
4. The mover/seconder should offer stakeholders the opportunity to meet with their members and collect broader feedback.
5. The mover/seconder should indicate the stakeholders consulted in the motion document (if applicable).
6. The mover/seconder should offer the stakeholder the opportunity to make their opinion/advice known to the governing body by providing the following individuals a submission in writing, prior to the commencement of the voting period of the relevant governing body:
   a. Their elected representative(s);
   b. The Chair/Speaker (when applicable).

Following the voting period of the given resolution, the mover/seconder shall clearly communicate to the relevant stakeholder(s) the respective result and decision of the motion, as well as including supporting documents, such as voting records and meeting minutes.

Consultation for Voting

1. The representative should educate themselves on the topic at hand by conducting research on the background, the context in which the motion will be presented, and the motivations behind it.
2. As part of their representative duties, the representative should consult their respective constituency on all matters/motions that they are eligible to participate in voting on.
3. If it is clear that a gap in the consultation process has occurred, and that the mover/seconder of the resolution has failed to conduct consultation with a perceived relevant stakeholder, the representative should consult with the identified stakeholders, as to ensure proper representation.

    a. In this case, please refer to 'Step 2' within the steps provided for movers/seconders conducting consultation as part of the resolution approval process.

4. Following the voting period of the given resolution, the representative shall clearly communicate to their constituency, as well as, if applicable, any other relevant stakeholder(s) consulted, the respective result and decision of the motion, as well as including supporting documents, such as voting records and meeting minutes.

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Appendix C - Checklist

☐ Have the Governance Manager and the relevant staff been contacted to inquire whether such projects have been undertaken in the past?

☐ Have the relevant SSMU Executive(s) been consulted for which the resolution's scope best matches the portfolio?

☐ Have permanent and casual staff members been consulted (if applicable)?

☐ Have various consultation methods been offered?

☐ Have the objectives of the consultation process been made clear (the reason for consultation, the goals and how the information collected will be used)?

☐ Have the councillors and/or senators and/or faculty executives whose constituents will be impacted been consulted?

☐ Have the stakeholders been identified according to Appendix A 'Identifying Stakeholders'?

☐ Have inclusion and accessibility guidelines been observed?

   ☐ Have the Equity Commissioners and /or Accessibility commissioners been contacted (if necessary)?

☐ Has the consultation process been advertised on platforms allowing for the broader membership to get involved, if applicable?

☐ Have detailed records of the consultation conducted been kept?

☐ Have participants been provided with all of the information needed to give an informed view?

☐ Have concerns been addressed and have explanations for the decisions made been given?

☐ Has the 'Consultation' section of the Motion template been completed?

☐ Have stakeholders been informed of the outcome of the motion?