



Association étudiante de l'Université McGill

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

Students' Society of McGill University

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ssmu.ca | (514) 398-6800 | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

STANDING RULES FOR THE WINTER GENERAL

ASSEMBLY 2024-02-05

1. The following rules may be suspended by a three-quarters ($\frac{3}{4}$) majority vote.
2. The most recent version of Robert's Rules of Order shall be the manual outlining the parliamentary procedure during the Winter General Assembly 2024;
 - a. It will be subject to the regulations prescribed for within the Constitution and Internal Regulations of the Society, as well as contained here within the Standing Rules of the Winter 2024 General Assembly.
 - b. A review of general rules and procedures can be done by the Dais once per the General Assembly at the request of any member of the Assembly.
3. The Dais is composed of the Speaker, the Parliamentarian, and the Deputy Speaker;
 - a. It may also include the Recording Secretary and the Governance Manager.
4. The default speaking time for all individuals will be one (1) minute;
 - a. Speaking limits for announcements, presentations and motivations shall be at default five (5) minutes.
 - b. All time limits may be extended at the discretion of the Speaker or by a simple majority vote of the Assembly.
5. The Dais reserves the right to interject or interrupt at any time when responding to a Point of Order, Point of Information, Point of Parliamentary Inquiry, and Point of Personal Privilege to enforce parliamentary procedure, the Standing Rules, and/or the Internal Regulations of Governance, to maintain order.
 - a. **Point of Order** is a question raised by a Member who believes that the rules or customary procedures have been incorrectly applied or overlooked during the proceedings.



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- b. **Point of Information** is a request for information on a specific question from the Speaker, either about process or about the content of a motion. A point of information does not give the Speaker the privilege to provide information.
 - c. **Point of Parliamentary Inquiry** is a request for the chair's opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.
 - d. **Point of Personal Privilege** is a comment addressing a personal need.
6. Only members of the Dais will be allowed to present pictures, videos, and other media.
 - a. All members may send content to be presented before the meeting so that it may be scrutinized and approved for presentation by the Dais.
 - b. The content must be sent via email to the Dais at ssmu-dais@ssmu.ca
 - c. Any member wishing to present something during the General Assembly may let the Dais know, and at the Dais' discretion, this content will be accepted for review. In this case, the member will send the content to the Dais, who will entertain a two (2) minute recess to review and scrutinize the content, before presenting it.
7. All motions, discussions, presentations, announcements sections, Q&A sections, and any other point or section of the agenda will be subject to a total time limit.
 - a. The default total time limit for all points or sections of the agenda will be 20 minutes.
 - b. A time limit of a different amount may be requested when motions are presented, before the agenda is approved.
 - c. Extensions may be requested by a simple majority vote with a second; they may not be longer than the time of the original motion. There is no limit to the number of extensions that can be requested.
 - d. The Dais reserves the right to unilaterally extend time limits.
 - e. Once time has elapsed, if there are speakers left on the speaker's list, the Speaker will ask if anyone wishes to propose a motion to extend before moving on to the next point.
8. Amendments considered 'friendly' to all movers of a motion will be automatically incorporated without requiring a vote.
9. Members who wish to address the Assembly shall raise their hand using the Zoom 'raise hand' feature if on Zoom, or queue at the microphone if in person, to be recognized by the Speaker and be granted speaking rights.



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- a. All members must refrain from speaking when they do not have the floor.
 - b. When granted speaking rights, members must address the Speaker.
 - c. Members should not address one another directly unless otherwise permitted by the Speaker.
 - d. At the beginning of their address, Members shall state their name for the record.
10. Courtesy shall be strongly enforced by the Speaker with the right to rule statements out of order at their sole discretion without the right of appeal of such rulings. Behavior deemed unrespectful and unparliamentary will be called out of order at the discretion of the Dais.
- a. Such behavior includes but is not limited to:
 - i. Addressing another member of the General Assembly directly, as opposed to addressing the Speaker;
 - ii. An offense to the dignity of the body;
 - iii. Aggressive or abusive behavior, such as shouting or personal insults;
 - iv. Disrespectful comments or conduct;
 - v. Spreading malicious rumors or gossip;
 - vi. Discrimination or harassment;
 - vii. Offensive comments/jokes or body language;
 - viii. Isolation, deliberate exclusion and/or non co-operation;
 - ix. Laughing at inappropriate situations;
 - x. Disrespectful or discourteous language and behavior;
 - xi. 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;
 - xii. Disruption or hindrance of the ability of the meeting to continue in good order, including but not limited to, speaking out of turn, engaging in side conversations, knocking on desks, clapping, snapping, and other behavior deemed by the Speaker to be disruptive;
 - xiii. Misgendering of Members, whether intentional or not;
 1. Members must address each other formally, usually in the form “Member [Last Name]”, and avoid referring to one another using third person pronouns to promote a cordial environment;



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2. Should any Member notice the misgendering of another Member, they may call this to the attention of the Speaker on a Point of Personal Privilege;
 - b. Should a member be called out of order, at the Dais' discretion:
 - i. Their speaking time will be elapsed and they will have to wait to be called on again before being given the right to speak once more;
 - ii. Their error will be pointed out and they will be asked to immediately address it, but allowed to continue their speech;
 - iii. In the case of repeated or extraordinary violations of the Standing Rules or Internal Regulations of Governance, they will be asked to leave the meeting.
 1. The Speaker is vested with the authority to remove any individual from the meeting for the above reason and may seek assistance to carry out this order when required.
11. After every five (5) members speaking on a given question, or at the Speaker's discretion, the Speaker shall entertain subsidiary and privileged motions (e.g. motions to amend, call the question, recess or adjourn).
12. Before entering voting period on substantive motions, the Speaker shall allow time for all members currently waiting to enter the Zoom room to enter.
13. Motions to table or postpone indefinitely will require a two-thirds (2/3) majority.
14. The Dais will, by virtue of their position and bound by the Constitution and Internal Regulations, have the final say in all procedural matters before and during the proceedings of the General Assembly.
15. Should disruptions occur which cause the meeting to be untenable, the Speaker reserves the right to unilaterally adjourn the meeting.

HELPFUL RESOURCES:

- [Cheat Sheet for Robert's Rules](#)
- [SSMU Constitution](#)
- [Internal Regulations of Governance](#)
- [Handy Guide to Writing a GA Motion](#)
- [Handy Guide to Writing a Referendum Question](#)



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** Note: These are resources for better comprehension of the rules and for convenience. The rules presented above take precedence over the resources in some aspects.

APPROVED