



## Bureau du président du conseil de l'Assemblée législative

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

### SSMU Office of the Speaker

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

[speaker@ssmu.ca](mailto:speaker@ssmu.ca) | [ssmu.ca](http://ssmu.ca) | (514) 398-6800 | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

## 18. Steering Committee

### 18.1. Oversight

The Steering Committee shall be a Committee of the Legislative Council.

### 18.2. General

The Steering Committee shall be responsible for all matters relating to the operation and management of business at the Legislative Council **and General Assemblies**.

### 18.3. Responsibilities

The Steering Committee shall:

- a. review the content and constitutionality of all resolutions before they are considered by the Legislative Council **and General Assembly**, including proposed amendments to the Internal Regulations;
- b. **provide consultation and recommendations for motions upon request;**
- c. set the agenda for all meetings of the Legislative Council **and General Assemblies;**
  - i. **reserving the right to deny motions should they not meet committee standards and/or compliance with SSMU governing documents, including relevant standing rules and internal regulations**
- d. organize and maintain an annual calendar of business;
- e. monitor deadlines and approval paths;
- f. **make logistical arrangements for the undertaking of Legislative Councils and General Assemblies;**
- ~~g. set the agenda for all General Assemblies; and~~
- h. review and make recommendations to the Steering Committee's terms of reference at the end of the year.

### 18.4. Membership

The Steering Committee shall consist of

- a. **the Deputy Speaker (Chair);**
- b. the Speaker;
- c. the Parliamentarian;
- d. the President;
- e. **the Internal Counsel and Corporate Secretary (non-voting);**



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- f. the Policy and Advocacy Coordinator (non-voting); and
- g. four (4) Councillors, who are not Officers.

## 18.5. Meetings

The Steering Committee will meet prior to meetings of the Legislative Council and General Assemblies.

## 18.6. Quorum

The quorum for the Steering Committee is a simple majority of the voting members.

## 18.7. Reporting

The Steering Committee will report at each Legislative Council.

## 18.8. Committee Specifics

### 18.8.1. Consulted Members

~~The Steering Committee may have additional seats for Executives interested in the Committee. These Executives will serve as non-voting members of the Committee. Interested Executives shall direct inquiries to the Steering Committee to attend.~~

### 18.8.21. Subcommittees

The Steering Committee may, by its own resolution or by means of a resolution of the Legislative Council, create ad-hoc Subcommittees as it deems advisable. Such ad-hoc Subcommittees shall operate under the Terms of Reference of the Steering Committee, except that voting membership shall be opened to all interested Councillors, to a maximum of four (4) additional Councillors.

### 18.8.32. Councillor Selection

The Councillors who shall be selected by the Legislative Council to serve on the Steering Committee shall not be members of the Executive Committee, with the exception of the President. The Legislative Council shall ensure that the selection of Councillors to the Committee is diverse and inclusive, as to allow members of different constituencies to serve on the Committee.



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**18.8.32.1.** No more than two (2) Councillors shall be selected to the Committee from the same constituency.

### 18.8.3 Governance Staff

The Steering Committee may request the presence of SSMU staff, including, but not limited to, Elections SSMU and the General Manager, where deemed relevant.

### 18.8.4 Referral to Other Bodies

Should the Steering Committee be faced with a question of legality or adherence to the Governing Documents, the Steering Committee reserves the right to refer such questions to the Judicial Board or Board of Directors to request an opinion.