Bureau du président du conseil de l'AÉUM
SSMU Office of the Speaker
Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

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STANDING RULES FOR THE 2026-2027 SSMU LEGISLATIVE COUNCIL

1. Scope

1.1. The most recent version of Robert's Rules of Order shall be the manual outlining the parliamentary procedure during Legislative Council meetings, subject to the regulations prescribed within the Constitution and Internal Regulations of the Society.

1.2. The following rules may be suspended by a three-quarters (¾) majority vote at any time in accordance with 7.15 of the Internal Regulations of Governance.

2. Meetings

2.1. The order of business for any regular meeting of the Legislative Council shall be as follows:

2.1.1. Call to Order;

2.1.2. Land Acknowledgement;

2.1.3. Attendance;

2.1.4. Adoption of the Agenda;

2.1.5. Approval of Minutes;

2.1.6. Announcements;

2.1.7. Presentations;

2.1.8. Report of the Steering Committee;

2.1.9. Motions;

2.1.10. Discussion;

2.1.11. Reports by Committees;

2.1.12. Reports by Councillors;

2.1.13. Executive Report;

2.1.14. Question Period;

2.1.15. Confidential Session; and

2.1.16. Adjournment.

2.2. Meetings of the Legislative Council shall be held in person, with a teleconference option available under exceptional or ongoing extenuating circumstances, biweekly, during the academic year.

2.2.1. Exceptional or ongoing extenuating circumstances as approved by the Secretariat before the start of the meeting or the first meeting effected in the case of ongoing circumstances.

2.2.2. Failure to obtain approval and not attending in person shall result in one (1) unexcused absence.

2.3. The time to adjourn for all meetings of the Legislative Council beginning at 18:00 will be set at 21:00

2.3.1. Following Robert's Rules, the Council may move to set aside the orders of the day with a three quarters (¾) majority vote before the meeting is declared adjourned by the Speaker.

2.3.2. Should debate proceed beyond 19:30, the Speaker shall endeavour to call a recess of 10-15 minutes.

2.4. The agenda and minutes of all Legislative Council meetings shall be drafted by the Secretariat in accordance with expectations of due clarity and propriety. The agenda for all meetings shall be made publicly available at least 72 hours in advance.

2.5. All minutes and documents of the Legislative Council shall be public documents, except for minutes and documents of confidential sessions, and shall be made available to the Members within two (2) weeks of the meeting.

2.5.1. The minutes for all Legislative Council meetings may be written either verbatim or in summary form, but must include all information presented and actions undertaken during the meeting to promote transparency and accessibility.

2.5.2. The Recording Secretary shall be responsible for taking minutes. The agenda and minutes of each meeting must be provided to the President and Internal Counsel and Corporate Secretary within two (2) weeks of the meeting's conclusion.

3. **Decorum**

3.1. All members of the Legislative Council must carry themselves with decorum to demonstrate the respect they hold for their office.

Attendance:

3.2. All members must be punctual.

3.2.1. Consistent failure to be present for the duration of the meeting will merit warning, and may result in suspension as per the Secretariat's discretion in accordance with 7.6 of the Internal Regulations of Governance.

3.3. Two (2) unexcused absences, even if they are not consecutive, will result in immediate suspension in accordance with article 7.6 of the Internal Regulations of Governance

3.3.1. Absences will be excused on a case-by-case basis by the Secretariat for the following non-exhaustive set of reasons:

3.3.1.1. Physical illness, mental health, family/friend emergency, and an assessment that conflicts with the time of Council meetings

3.4. A Councillor may only send a Proxy under the following conditions:

3.4.1. The Proxy holds an elected position within the same Faculty Association or non-faculty constituency (i.e., Athletics, Clubs, First Year Council, Senate Caucus, and Services) as the Councillor,

3.4.2. The Councillor has sent email notice to the Secretariat (Secretariat@ssmu.ca) with the name, constituency, and elected position of the Proxy at least twenty-four (24) hours prior to the start of the meeting

3.4.2.1. The official email of the position held by the Proxy must be a carbon copied (CC'd) recipient of the email

3.4.3. Each Councillor may only send a Proxy a maximum of two (2) times in the given academic year.

3.4.4. Each Proxy will be granted access to Council documents and voting materials on behalf of their Constituency at Council through their faculty email account

3.4.5. The Proxy must sign a Confidentiality Agreement, as distributed by the Internal Counsel and Corporate Secretary.

Conduct:

3.5. All attendees shall address the Speaker and shall confine themselves to the topic of debate. Individuals' whose interventions are not confined to the topic of debate will be struck out of order by the Speaker.

3.6. The following may be ruled as Out of Order by the Speaker at their discretion, subject to a successful Point of Order by Councillors:

a. Aggressive or abusive behaviour, such as shouting or personal insults;

b. Disrespectful comments or conduct;

c. Spreading malicious rumours or gossip;

d. Discrimination or harassment;

e. Offensive comments/jokes or gestures;

f. Actions that put into question the safety and care of participants;

g. Isolation, deliberate exclusion and/or non-cooperation;

h. Laughing at inappropriate situations;

i. Texting or messaging during a given meeting, pertaining to discussion, inside and outside of the meeting room;

j. Disrespectful or discourteous language and behaviour;

k. Comments that attack one's personal character;

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l. Statements that contravene the Charte des droits et libertés de la personne (Québec Charter of Human Rights and Freedoms), and/or the Canadian Charter of Rights and Freedoms;

m. 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 behaviour deemed by the Speaker to be disruptive;

3.7. No Councillor, Guest, or member of the gallery may misgender a person present or referred to whether intentional or not

3.7.1. Unless a member requests otherwise, their placard will include their pronouns, in both English and French. Members may request that their pronouns be added, removed, or changed at any time.

3.7.1.1. In the case of virtual meetings, their display name shall substitute as a placard, in which the member can include their pronouns.

3.7.2. Guest Speakers and members of the gallery shall be asked to introduce themselves by the Speaker with their Constituency/Faculty/Position, Name, and Gender Pronoun.

3.7.3. 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.

3.7.4. Should any Councillor notice the misgendering of a person not present, they may call this to the attention of the Speaker on a Point of Personal Privilege.

3.7.5. Should a Councillor be misgendered but does not feel comfortable raising a Point of Personal Privilege themselves during the meeting, they may contact the Speaker, who will raise it during the next meeting of the Legislative Council.

3.7.6. The official Minutes should use the correct pronouns as provided, or refer to individuals' names if no pronouns are specified.

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3.8. 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 and may seek assistance to carry out this order when required.

3.8.1. Should a particularly egregious violation occur, the Chair shall be vested with the authority to restrict future attendance of that member from all Governance meetings with the agreement of the majority of the Legislative Council.

3.8.2. When Guest Speakers are present, all laptops, excluding those of the Secretariat, must be at least halfway closed in respect to the Guest Speaker.

3.8.3. In the case of virtual meetings, Council members will be asked to stay muted until called upon.

3.8.4. Councillors are encouraged to take any notes by hand or to send a request to the Secretariat for an accessibility accommodation before the meeting.

4. Speaking & Flow of Debate

4.1. The Speaker reserves the right to interject or interrupt at any time when responding to a Point of Information, Point of Parliamentary Inquiry, to enforce parliamentary procedure, the Standing Rules, and/or the Internal Regulations of Governance, or to maintain order.

4.1.1. The Speaker may extend this right to the Secretariat at their discretion.

4.2. To speak, members must raise their placards or hands to alert the Speaker.

4.3. In the case of virtual meetings, members may use the'Raise Hand' feature via the virtual platform to alert the Speaker.

4.4. Members of the Gallery may participate in any section of the meeting that does not require the explicit power of a councillor by raising their hand or by using the 'Raise Hand' feature via the virtual platform.

4.4.1. Sections include the Question period following a report, the general Question Period, Generative Discussion, and the Question period and debate following a Motion.

5. Council members may not speak without first being recognized by the Speaker, unless when making an incidental motion in which case the councilor will raise their placard, say the name of the incidental motion, and wait for the Speaker to appropriately interrupt the proceedings before continuing with the incidental motion details.

5.1. In the case of virtual meetings, members must use the raise hand feature and/or send a private message to the Speaker through the virtual meeting chat with the name of the interrupting point.

5.2. When granted speaking rights, members must address the Speaker and use a microphone, should one be available.

5.2.1. During virtual meetings, the Speaker will provide speaking rights via the digital platform.

<u>Flow of Debate:</u>

5.3. The flow of debate and time limits will be enforced by the Speaker, can be extended by a simple majority, and progress as follows:

5.4. A default speaking time of one (1) minute.

5.5. Presentations will last for a maximum of ten (10) minutes and be followed by a five (5) minute question period.

5.6. Each Generative Discussion item shall have a maximum of ten (10) minutes on the floor.

5.7. There shall be a maximum of two (2) Generative Discussion or Guest Presentation items on each agenda of the Legislative Council.

5.7.1. The Steering Committee is vested with the authority to select which Generative Discussion items and Guest Presentations are inscribed on each agenda.

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5.8. Executive, Committee, and Councillor reports and the presentation of any business including motions will last a maximum of three (3) minutes and be followed by a five (5) minute question period.

5.8.1. Questions during this question period shall be limited to those regarding the content of the report or respective affairs.

5.8.2. Five (5) minutes shall be measured by the total duration of responses and shall be paused during procedural matters including the recognition of inquirers and during the inquirers speaking time.

5.8.3. An inquirer shall have a maximum of thirty (30) seconds to pose their question to the presenter

5.8.4. Once the five (5) minutes elapses, meeting will automatically continue to the next phase or piece of business unless extended

5.8.5. Councillors will be given the opportunity to debate a resolution for a minimum of five (5) and a maximum of ten (10) minutes, including time for opposing arguments, before a motion to call the previous question can be entertained by the Speaker.

5.9. Announcements will last a maximum of two (2) minutes.

5.10. General Question Periods shall not exceed thirty (30) minutes with a maximum of five (5) minutes allotted to each question. Questions will follow the procedure outlined in 5.7.8

5.11. In the event that thirty (30) seconds of silence passes in which no debate or business is initiated or continued, the Speaker may choose to end the current period to allow for the continuation of the meeting.

5.12. It shall be the Speaker's responsibility to steward the atmosphere of collegial discourse, in which no constituency or demographic unfairly dominates debate.

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6. Presentations & Announcements

6.1. Presentations and all supporting materials must be submitted to the Steering Committee through email at 11:59 pm ET eight (8) days prior to Council, generally the Wednesday the week prior.

6.2. Announcements may be presented by any Councilor by submitting them to the Steering Committee through email at 11:59 pm ET six (6) days prior to Council, generally the Saturday prior.

6.3. Announcements may regard any relevant news pertaining to the Society or a Councillors constituency.

7. Reports

7.1. All Councillors & Committee Chairs must submit a report once per semester detailing their activities related to the Society since the previous report was submitted.

7.2. All Executives must submit a report every other session detailing the activities conducted within their portfolio since the previous report was submitted.

7.3. Once per semester, the Services Commissioner shall present a report to the council which includes the reports from each service.

7.3.1. Should councillors have questions regarding a particular service report that the Services Commissioner is unable to answer, the Services Commissioner will communicate the question to the respective Service President may either submit a written response to be read out by the Speaker at the following Legislative Council meeting or may appear during the next Legislative Council meeting to answer directly.

7.3.1.1. This question will be added to the General Question Period

7.4. All reports must be submitted no later than 11:59 PM ET six (6) days immediately preceding Council, generally the Saturday prior.

7.4.1. This will be the deadline unless otherwise determined and communicated by the Steering Committee or the Secretariat.

7.5. Late reports shall be equivalent to half of one absence for the purposes of determining suspension in accordance with 7.6 of the Internal Regulations of Governance, unless excused by the Secretariat per 3.3.1 of the Standing Rules. Late reports shall be considered by no later than 72 hours before the Council meeting, generally on the Monday Prior by 6:00PM ET.

7.5.1. Failure to submit a report prior to the deadline shall be equivalent to one absence.

7.6. Councillors shall be allowed 2 postponements of reports over the course of the academic year.

7.6.1. Each additional postponement shall be equivalent to one absence. **8.**

Question Period

8.1. All Members including Councillors may submit Questions to the Steering Committee or through the Legislative Council Attendance Form by 11:59 PM ET eight (8) days preceding Council, on the Wednesday prior.

8.1.1. Submissions should include the question, a brief description of the surrounding situation, the intended respondent, and any relevant supporting documents.

8.1.2. Questions will be reviewed by the Steering Committee and added to the agenda or returned to the inquirer with feedback within forty-eight (48) hours of the Question deadline.

8.1.2.1. Questions requiring revision must be resubmitted and approved in their final form before 11:59 PM ET six (6) days preceding Council, on the Saturday prior.

8.1.3. The addressed respondent will be notified of the question and supporting information no later than seventy-two (72) hours before Council, on the Monday prior.

8.2. All Questions must follow decorum as outlined in the Standing Rules Section 3 and may under no circumstances include personal attacks, harassment, disrespectful or abusive language, or attempts to reveal personal information

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8.3. Questions may only refer to subjects or topics with the same level of confidentiality as the session they are presented in.

8.3.1. Should an inquirer wish to submit a question in a confidential information, they should indicate so in their submission to the Secretariat.

8.4. Should the respondent be unable to provide an answer to an oral question they may request to receive the question in writing and provide a written response in accordance to 7.20 of the Internal Regulations of Governance.

9. Discussion & Generative Discussions

9.1. To help facilitate the generation of ideas, process of consultation, and collection of feedback, Members including Councillors may submit Generative Discussion items and a report or other relevant background information.

9.2. Generative Discussion items may not be raised from the floor.

9.3. Generative Discussion items shall be structured debate moderated by the Speaker but shall not have a motion or resolution flowing from them.

9.4. Generative discussion items and related materials should be submitted to the Steering Committee by 11:59 PM ET eight (8) days preceding Council, on the Wednesday prior.

9.4.1. Members may submit Generative Discussion Items through the Legislative Council Attendance form by the deadline.

9.4.1.1. Supporting documents shall be sent to Steering@ssmu.ca

9.4.1.2. The Secretariat will submit Member Generative Discussion Items and all supporting documents to Steering before the deadline.

9.5. Non-generative discussion items are items with no accompanying documents, presentations, or necessary background information and may be submitted to the Secretariat before 11:59 PM ET six (6) days preceding Council, on the Saturday prior

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9.5.1. Non-generative discussion may be exceptionally added from the floor pending approval from the Steering Committee should it pertain to topics already on the agenda or information arising from the current meeting.

10. **Main Motions**

10.1. Members shall submit main motions and Notices of Motion to the Steering Committee through email, by 11:59 PM ET eight (8) days preceding Council, generally on the Wednesday prior.

10.1.1. The recommendations of the Steering Committee will be sent to the Mover and Seconder within 48 hours of the above deadline. Movers will then have until 11:59 PM ET six (6) days prior to the meeting of the Legislative Council to submit the final version of the motion to the Parliamentarian.

10.1.1.1. At this point, the motions can no longer be amended before Council, including the withdrawal of Movers and Seconders.

10.1.2. Motions submitted after the deadline shall automatically be considered a Notice of Motion.

10.1.2.1. A mandatory two (2) minute-recess will be granted for the Steering Committee to review the motion should it be presented from the floor.

10.2. Main motions require one (1) Mover and one (1) Seconder to be presented before the Legislative Council, with the following stipulations:

10.2.1. The Mover and Seconder may not both be members of the Executive Committee.

10.2.2. The Mover and Seconder must both be recognized Representatives to the Legislative Council.

10.2.3. The foregoing rules shall not apply for motions that must be moved only by the Executive Committee (e.g., the budget).

10.3. A Notice of Motion may be presented by the movers prior to the motion's approval with the intention of presenting the motion for consideration.

10.3.1. In accordance with section 13.2 of the Internal Regulations of Governance, a Notice of Motion must be used when amending the Internal Regulations

10.4. Movers are welcome to submit their motion in either official language, with a preference for both when possible.

10.5. Motions will undergo four phases during Legislative Council, outlined as follows:

10.5.1. Presentation wherein a mover of the motion will present its contents 10.5.2.

Question and Answer Period following procedure outlined in 5.8 10.5.3. Debate wherein

Councillors debate the approval of the motion

10.5.4. Voting wherein Councillors will utilize a method of voting detailed in Section 13

11. Subsidiary, Incidental, and Privileged Motions

11.1. The following list simplifies the order of precedence for all motions from highest to lowest in accordance with parliamentary procedure. Motions with a smaller number (i.e., closer to 11) have precedence over those with a larger number (i.e., closer to 12):

11.1.1. Incidental Motions

11.1.1.1. Appeal the decision of the Chair, 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, request of information, point of order, and request for permission to withdraw or modify a motion.

11.1.2. Privileged Motions

11.1.2.1. Vacate the Chair

11.1.2.2. Fix time to adjourn (if another question is pending)

11.1.2.3. Adjourn

11.1.2.4. Recess (if another question is pending)

11.1.2.5. Raise a question of privilege

11.1.2.6. Call for orders of the day

11.1.3. Subsidiary Motions

11.1.3.1. Lay on the Table

11.1.3.2. Previous Question/Calling the Question

11.1.3.3. Limit or extend limits of debate

11.1.3.4. Postpone to a certain time

11.1.3.5. Commit or refer

11.1.3.6. Amend

11.1.3.7. Postpone indefinitely

11.1.4. Main Motions

12. Ammendments

12.1. All amendments longer than one sentence must be submitted to the Parliamentarian in writing via email.

12.2. Friendly amendments may be made once the motion is property of the floor only if no other member objects and will be included without debate or a vote.

12.2.1. In the case of objection by a member, the proposed amendment will follow the general amendment process.

12.3. Unfriendly amendments are those not unanimously accepted by the Mover and Seconder and must be seconded.

12.4. 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 Secretariat automatically.

12.5. Amendments may be introduced at any time after the presentation of the Main Motion and before voting.

12.5.1. Amendments that are not Friendly Amendments will be followed by a five (5) minute discussion period and a vote will be called requiring a simple majority.

12.6. Subsequent amendments may be made once the motion returns to the property of the floor

12.7. Amendments that may impact the compliance of a motion with governing documents may be subject to review by the Steering Committee during a special recess for that purpose.

12.8. Amendments must not alter the spirit or purpose for which a motion is submitted. Whether or not a motion violates this shall be determined by the Steering Committee.

13. Voting

13.1. For all Main Motions and subsidiary motions of substance as determined by the Speaker, unanimous consent will be considered the default voting method followed by an electronically recorded vote when unanimous consent is not possible.

13.1.1. At their discretion, the Speaker may use another voting procedure and inform the Legislative Council when they are doing so.

13.2. After entering into voting procedure, Councillors have a right to motion for any other voting method (as per parliamentary procedure) which is decided by a majority vote.

13.3. For votes related to procedure or incidental/privileged/subsidiary motions of non-substance, a vote by placard (counted by both the Speaker and the Parliamentarian) will be considered the default voting method.

13.4. In the case of virtual meetings votes:

13.4.1. related to incidental/subsidiary motions of non-substance, voting will occur through virtual polling via the digital platform.

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13.4.2. of subsidiary motions, voting will occur first by unanimous vote. If unanimity is not possible, voting will then commence through virtual polling via the digital platform.

13.4.3. votes related to procedure, voting will occur through the raised hand feature via the digital platform.

13.5. Voting on a motion may be postponed to the last Agenda item using a motion.

13.5.1. Motion will require a second and a ⅔ majority vote

14. Email Motions

14.1. Motions may be sent by email by the Secretariat to Council members for approval outside of a regular meeting only after receiving explicit written permission from the Speaker;

14.1.1. Email motions should only be sent in the case of a time-sensitive matter,

14.1.2. The voting period for an email motion is 72 hours,

14.1.3. An email motion must be submitted using the full motion template,

14.1.4. Requests for email motions should be sent by email to the Speaker, copying the Steering Committee,

14.1.4.1. Requests for email motion must include a justification for the motion including justification for it being sent by email instead of being presented at a meeting of the Legislative Council,

14.1.5. Motions sent by email directly to the members of the Legislative Council without prior permission from the Secretariat, will be considered invalid and as such, any vote or consequence from the motion will be null and void.

14.1.5.1. Under the exceptional circumstance where the Secretariat are unavailable, the Internal Counsel and Corporate Secretary shall be empowered to distribute valid email motions.

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14.1.5.2. Under the further circumstances where the Secretariat and Internal Counsel and Corporate Secretary are unavailable, the President shall be empowered to distribute the email motion if the President is not a mover or seconder of the motion, and must refrain from voting in such a case.

14.2. Transmission of a Notice of Motion through the same means as an email motion shall be considered to be a first reading should the notice be sent to Councillors more than 7 days prior to the next upcoming meeting.

14.2.1. The occurrence of an email Notice of Motion shall be recorded on the agenda of the upcoming meeting.