

SLC Meeting Procedure
Students' Legislative Council (53.32)

Passed: March 19, 1996 (53.32)
Amended: March 25, 1997 (54.33); March 24, 1998 (55.32);
April 10, 2001 (58.32); October 2, 2001 (59.14);
March 11, 2003 (60.27); December 2, 2003 (61.21);
April 6, 2004 (61.35); April 13, 2010 (67.37);
April 9, 2013 (70.42); March 10, 2015 (72.73);
August 18, 2015 (73.08); January 10, 2017 (74.31);
July 4, 2017 (75.18); April 10, 2018 (75.63)



Purpose and Authority

- 1 (1) The Students' Legislative Council (SLC) has purposes, powers, duties, and functions as established in the Union Bylaw.
 - (2) SLC meeting processes shall be subject to rules established in the Union Bylaw.
 - (3) The Union Bylaw states that SLC shall establish a procedure setting the day, time, and place for regular SLC meetings.
- 2 (1) This SLC Meeting Procedure shall:
 - (a) Establish the day, time, and place for regular SLC meetings as required by the Union Bylaw;
 - (b) Provide additional details regarding SLC meeting processes;
 - (c) Establish expectations for conduct by SLC members, guests, and gallery members during SLC meetings; and
 - (d) Ensure that meetings are conducted in an efficient and effective manner that contributes to and supports SLC's purposes, powers, duties and functions as established in the Union Bylaw.

Policy Hierarchy

- 3 (1) Where there is any conflict between the SLC Meeting Procedures and the Union Bylaw, the Union Bylaw shall take precedence.
- 4 (1) SLC shall be governed according to the current edition of *Robert's Rules of Order Newly Revised* in all instances to which those rules are applicable and not inconsistent with Union Policy.

Speaker

- 5 (1) As established in the Union Bylaw, the Speaker shall preside over all meetings of SLC.
 - (a) Notwithstanding section 5(1), the General Manager or designate may also hire a Deputy Speaker to serve in the Speaker's absence.
 - (b) In the absence of the Speaker and Deputy Speaker, the President shall act as interim Speaker.

- (c) In the absence of the Speaker, Deputy Speaker, and President, the role of interim Speaker shall revert to another Students' Union Executive in the order of seniority listed in the Union Bylaw.
- (d) Every motion and resolution made by SLC while there is an interim Speaker shall be considered valid.

The Role of the Speaker

6 (1) The Speaker shall:

- (a) Maintain order and preserve decorum during a meeting;
- (b) Decide points of order without debate or comment;
- (c) Decide which SLC member or gallery member has the right to speak;
- (d) Ensure that all SLC members who wish to speak on a resolution have the opportunity to do so before calling for a vote;
- (e) Rule when a motion or resolution is out of order;
- (f) Call SLC members, guests, and gallery members to order as necessary; and
- (g) Expel and exclude a person from an SLC meeting if that person engages in improper conduct.

(2) The Speaker shall not:

- (a) Be counted for the purpose of determining quorum;
- (b) Vote on any question;
- (c) Enter into discussion on any matter other than the rules of order or the interpretation of Union Policy as it pertains to SLC meetings; and
- (d) Be required to leave Council Chambers during In-Camera discussions.

(3) Interim Speakers acting in the absence of the Speaker and Deputy Speaker per section 5(1) shall not be bound by the provisions of section 6(2).

SLC Meetings

7 (1) Consistent with the Union Bylaw, regular SLC meetings shall be held:

- (a) Weekly on Tuesdays beginning at 6:30PM between September 1 and April 30;
- (b) Bi-weekly on Tuesdays beginning at 6:30PM between May 1 and August 31;
- (c) In Council Chambers (MSC 280).

(2) SLC meetings shall be open to the public; no person shall be excluded from an SLC meeting except due to improper conduct as determined by the Speaker.

- (a) Notwithstanding section 7(2), individuals may be excluded from Council Chambers when SLC moves In-Camera.

- (3) If the President decides that there are not enough business items to justify a regular SLC meeting, the President may cancel the SLC meeting by giving the Speaker, the General Manager or designate, and all SLC members at least 24 hours notice of the cancellation.
- (4) An SLC meeting shall adjourn four hours after it starts, usually 10:30PM.
 - (a) Notwithstanding section 7(4), SLC may extend a meeting by a Super Majority vote.
 - (b) Any unfinished business remaining at adjournment shall be considered at the next regular meeting of SLC or at a Special SLC Meeting called for that purpose.
- 8 (1) SLC shall acknowledge traditional territories and the people of the Treaty 7 region at the outset of any meeting.
- 9 (1) SLC may move In-Camera. During such sessions:
 - (a) The Speaker shall exclude any person or all persons except SLC members, the Speaker, and the General Manager or designate responsible for recording minutes;
 - (b) Information and discussions shall not be recorded in the minutes;
 - (c) Information and discussions shall remain confidential and shall not be made available to the public; and
 - (d) SLC shall not have the power to pass any resolution.
- (2) Notwithstanding section 9(1)(a), SLC may vote by Simple Majority to include specific guests when an In-Camera session would benefit from their contribution.
- 10 (1) Gallery members:
 - (a) May not address SLC without permission of the Speaker;
 - (b) Shall maintain order and quiet;
 - (c) Shall not applaud or otherwise interrupt any speech or action of SLC members or any person addressing SLC;
 - (d) Shall not enter the area where SLC members are seated unless first invited to the table by SLC or given permission by the Speaker.
- (2) When addressing SLC, gallery members shall:
 - (a) Begin by identifying themselves;
 - (b) Speak respectfully of others;
 - (c) Refrain from using profane, vulgar or offensive language;
 - (d) Refrain from shouting; and
 - (e) Assume personal responsibility for any statements quoted to SLC. Upon request, members shall be required to provide the source of given information.
- 11 (1) When an SLC member is addressing the Speaker, other SLC members shall:
 - (a) Remain quiet and seated;
 - (b) Refrain from interrupting the person speaking except on a Point of Order, Point of Personal Privilege, or Point of Information; and

- (c) Refrain from conducting private conversations.
- (2) When addressing the Speaker, SLC members shall:
 - (a) Speak respectfully of others;
 - (b) Refrain from using profane, vulgar or offensive language;
 - (c) Refrain from shouting; and
 - (d) Assume personal responsibility for any statements quoted to SLC. Upon request, members shall be required to provide the source of given information.
- 12 (1) SLC members shall obtain permission from the Speaker before exiting Council Chambers while an SLC meeting is in progress.
- 13 (1) The Speaker may call any SLC member to order for exhibiting improper conduct during an SLC meeting. Upon being called to order, an SLC member shall be seated immediately and may be given the opportunity to provide an explanation or apology.
 - (2) If an SLC member refuses to be seated or continues to exhibit improper conduct, the Speaker may exclude the individual from Council Chambers either:
 - (a) For the balance of the meeting;
 - (b) Until the resolution on the table is resolved; or
 - (c) The issue causing concern is concluded.

Meeting Minutes and Voting

- 14 (1) The General Manager or designate shall ensure that all resolutions, discussion, and other proceedings of SLC are recorded and transcribed as minutes.
- 15 (1) SLC shall vote by a show of hands for all motions and resolutions, except in the event that an SLC member requests a recorded vote by voice.
 - (2) In the event that an SLC member requests a recorded vote by voice, the General Manager or designate shall poll SLC members by recording the name of each SLC member present at the meeting and whether the member voted in the affirmative, negative, or abstained from voting.
 - (3) An SLC member may motion for a vote by ballot when the secrecy of SLC members' votes is desired. SLC may approve a motion to vote by ballot by a Simple Majority vote without debate.
 - (a) For a vote by ballot, the General Manager or designate shall distribute and collect ballots and record votes according to rules prescribed in the current edition of *Robert's Rules of Order Newly Revised*.
 - (4) Only those SLC members in attendance at a meeting shall be permitted to vote.

Colour Night

- 16 (1) The business of Colour Night shall be limited to:
- (a) The report of the outgoing President at the commencement of the meeting;
 - (b) The Oath of Office administered according to the Union Bylaw;
 - (c) The report of the incoming President; and
 - (d) The presentation of Students' Union awards.

SLC Agenda

- 17 (1) The official SLC meeting agenda shall include:
- (a) The number of the meeting;
 - (b) The date, time and location of the meeting;
 - (c) The Speaker's name;
 - (d) The name of the General Manager or designate acting as the meeting official;
 - (e) A list of items and order of business to be conducted at the meeting;
 - (f) A list of any resolutions to be considered at the meeting;
 - (g) Question periods;
 - (h) A list of the minutes of any previous meetings to be considered for approval; and
 - (i) Any other matter to be considered by SLC.
- 18 (1) The SLC meeting agenda shall include a General Faculties Council Caucus (GFCC) discussion at least one SLC meeting prior to each university scheduled General Faculties Council (GFC) meeting.
- (2) The GFCC discussion shall include the following items:
- (a) A review of all GFC agendas and minutes prior to the forthcoming GFC meeting;
 - (b) Discussion of all pertinent items pertaining to faculties;
 - (c) Discussion of all pertinent items brought forward by the Vice President Academic or President; and
 - (d) Discussion of all pertinent items brought forward by Active Members.
- 19 (1) The General Manager or designate shall be responsible for preparing, distributing and keeping SLC meeting agendas on file.
- (2) The SLC meeting agenda shall be made publically available and distributed to the Speaker, SLC members and the General Manager or designate acting as meeting official at least two business days before a regularly scheduled SLC meeting.
- (3) SLC may make changes to the agenda by a Simple Majority vote of SLC members at the beginning of the SLC meeting.

Resolutions

- 20 (1) The Students' Union shall maintain a resolutions book containing a current and accurate record of all resolutions voted on by SLC.

- (2) SLC members shall be responsible for knowing and supporting resolutions passed by SLC.

SLC Minutes

- 21 (1) The official minutes of SLC meetings shall include:

- (a) The agenda;
- (b) A list of the SLC members in attendance at the beginning and end of the meeting;
- (c) Main motions;
- (d) Amendments;
- (e) Subsidiary, privileged, or incidental motions;
- (f) A record of all votes;
- (g) A record of any disqualification of a member from voting, and the reasons for the disqualification;
- (h) Committee reports presented;
- (i) A brief summary of any discussion or debate;
- (j) Relevant comments by the Speaker; and
- (k) Copies of any attachments or supporting documentation.

- 22 (1) SLC minutes shall be provided to SLC members before the SLC meeting at which they are to be approved.

- (2) SLC minutes shall become official upon approval by SLC at a subsequent meeting.

- (3) The Students' Union shall maintain an archive of approved SLC minutes.

Question Period

- 23 (1) Question period shall consist of a maximum of six question turns which consist of:

- (a) One main question with a preamble, limited to a speaking time of one minute;
- (b) Two supplementary questions closely related to the subject of the main question, limited to a speaking time of one minute per question; and
- (c) Any responses to questions, limited to a speaking time of two minutes per response.

- (2) Question period shall not exceed one hour unless SLC approves a Simple Majority motion to extend question period.

- (3) If an SLC member has not completed their question turn when the one hour time limit is reached, the member shall be permitted to complete their question upon extension of question period as per section 22(2).

- 24 (1) The Speaker shall recognize SLC members making a request for a question turn by compiling a question list to determine the order of question turns.

Consultations

- 25 (1) Consultations with stakeholders or external parties may be included on the SLC agenda at the discretion of the President or by a Simple Majority vote of SLC.
- (2) During a Consultation, the Speaker shall allow for unstructured, professional conversation as appropriate.

Statements or Questions by Gallery Members

- 26 (1) A designated period for statements or questions by gallery members may be included on the SLC agenda at the discretion of the President or by a Simple Majority vote of SLC.
- (2) During this period:
- a) Only gallery members shall be permitted by the Speaker to ask questions or make statements; and
 - b) SLC members may choose, at their discretion, to answer questions posed to them by gallery members.
- (3) This period shall be no longer than 10 minutes in duration.