SLC Meeting Procedure

Parent Policy: Union Bylaw
Related Documents: 
Approval Authority: Students’ Legislative Council
Passed: April 02, 2024
Amended: --

1 Purpose

(1) The purpose of this procedure is to:

(a) provide additional details regarding SLC meeting procedure;
(b) establish expectations for conduct by the presiding and recording officers, Elected Officials, Guests, and Gallery Members during SLC meetings; and
(c) 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.

2 Scope

(1) This procedure applies to Elected Officials, SLC Speaker, General Manager or designate, Gallery Members and Guests.

3 Definitions

(1) In this procedure:

(a) “Elected Official” is defined per the Union Bylaw;
(b) “Gallery Member” means a non-member of SLC who attends an SLC meeting to observe or participate;
(c) “Guest” means a non-member of SLC who has been included on the agenda to speak during an SLC meeting for a specified item of business;
(d) “Recording Officer” means the position established per the Union Bylaw;
(e) “Resolution” is defined per the Union Bylaw;
(g) “Speaker” is defined per the Union Bylaw;
(h) “Students’ Legislative Council” (SLC) is defined per the Union Bylaw;
(i) “SLC Member” means a member of SLC as defined per the Union Bylaw;
(j) “SU” is defined per the Union Bylaw;

(k) “Union Bylaw” means the Students’ Union, the University of Calgary Union Bylaw; and

(l) “Union Policy” is defined per the Union Bylaw.

4 Parliamentary Authority

(1) SLC meetings are governed by Robert’s Rules.

(2) Where any inconsistency arises between Union Policy and Robert’s Rules, Union Policy prevails to the extent of the inconsistency.

5 Chair

(1) The Speaker is normally the chair of SLC meetings.

(2) An SU Executive or the Recording Officer may serve as chair of an SLC meeting in the absence of the Speaker.

(3) The Speaker or an alternate per subsection (2) must be present at an SLC meeting to chair the meeting.

(4) The Speaker is responsible for:
   (a) maintaining order and preserving decorum during a meeting;
   (b) deciding points of order without debate;
   (c) deciding which Elected Official, Guest, or Gallery Member has the right to speak;
   (d) ensuring that all SLC Members who wish to speak on a Resolution have the opportunity to do so before calling for a vote;
   (e) ruling when a motion or Resolution is out of order;
   (f) calling Elected Officials, Guests, or Gallery Members to order as necessary, upon which the individual called to order:
      (i) must refrain from speaking immediately; and
      (ii) may be given the opportunity to provide an explanation or apology; or
      (iii) may be excluded from the meeting:
         (A) for the balance of the meeting;
         (B) until the Resolution on the table is resolved; or
         (C) until the issue causing concern is concluded;
   (g) expelling or excluding individuals from an SLC meeting if:
      (i) that individual engages in improper conduct; or
(ii) **SLC moves in-camera.**

(5) The chair may order an **SLC** meeting to stand at ease, such as when the chair must review the rules of procedure or **Union Policy**.

(6) The chair must not enter into discussion on any matter other than the rules of order or the interpretation of **Union Policy** as it pertains to **SLC** meetings, except if the chair is an Executive.

(7) The chair must acknowledge the traditional territories and the people of the Treaty 7 region at the outset of any meeting.

6 **Recording Officer**

(1) The **Recording Officer** is responsible for:

(a) ensuring that all proceedings are recorded and transcribed as minutes, except in-camera proceedings; and

(b) providing administrative meeting support as required.

(2) The **Recording Officer** must make the minutes available prior to a meeting at which they will be approved to provide **Elected Officials** an opportunity to review them in advance.

(3) **SLC** must approve the minutes of any meeting before they are made official.

(4) The **Recording Officer** may make non-substantive amendments to the minutes, such as to correct typographical or grammatical errors at any time.

(5) The **Recording Officer** must maintain an archive of all approved **SLC** minutes.

7 **Elected Officials**

(1) When speaking at an **SLC** meeting, **Elected Officials** must only address the chair.

(2) While addressing the chair, **Elected Officials** must:

(a) speak respectfully;

(b) refrain from using profane, vulgar, or offensive language;

(c) refrain from shouting; and

(d) assume personal responsibility for any statements made or quoted to **SLC**.

(3) Upon request of the chair or another **SLC Member**, **Elected Officials** must provide the source of information stated at an **SLC** meeting.

(4) While an **Elected Official** is addressing the chair, other **Elected Officials** must:

(a) remain quiet and, if in person, seated;

(b) refrain from interrupting the current speaker, except on a point of order, point of privilege, request for information, or parliamentary inquiry as permitted by the **Robert’s Rules**; and
(c) refrain from conducting private conversations.

(5) Per Robert’s Rules, SLC Members may make:

(a) points of order, to bring to the chair’s attention a possible breach of Robert’s Rules or other Union Policy for a ruling;

(b) points of privilege when something occurs that interferes with theirs or other SLC Members ability to fully participate in the meeting;

(c) requests for information, to request clarification of facts relevant to the current item of business either:
   (i) from the chair; or
   (ii) through the chair, from another Elected Official; and

(d) parliamentary inquiries, to request information from the chair on a matter of meeting procedure.

(6) Elected Officials must notify the chair before exiting a meeting that is in progress by:

(a) if the meeting is held electronically or the Elected Officials is participating remotely, use of a chat function of the meeting platform; or

(b) requesting to be recognized by the chair, without interrupting another speaker to do so.

8 Guests and Gallery Members

(1) Guests may join and participate in an SLC meeting by being included on the agenda, for specific items of business.

(2) Guests may enter the area where Elected Officials are seated during an in-person meeting for the duration of their item(s) of business on the agenda.

(3) After an item of business including a Guest has ended, the Guest will return to being a Gallery Member.

(4) Guests are only permitted to address SLC with the permission of the chair and must:

(a) begin by identifying themselves, including their full name and, if relevant, their title;

(b) speak respectfully of others;

(c) refrain from using profane, vulgar, or offensive language;

(d) refrain from shouting;

(e) assume personal responsibility for any statements made or quoted to SLC; and

(f) upon request of an Elected Official or the chair and where not prohibited by law, provide the source of any information stated to SLC.
(5) **Gallery Members** and **Guests** must not disrupt the order or function of an **SLC** meeting, such as by speaking, cheering, or otherwise interrupting any speech or action of **SLC** without the permission of the chair.

(6) **Gallery Members** are not permitted to enter the area where **SLC** members are seated during an in-person meeting.

9 **Debate**

(1) Debate on a discussion item or **Resolution** before **SLC** must occur within the allotted time for such discussion item or **Resolution**, unless **SLC** votes by two-thirds majority to extend the allotted time for such item.

(2) If the time limitation on a discussion item or **Resolution** expires in the middle of a speaking turn, the speaking turn must be allowed to be completed.

(3) An **SLC Member**’s debate on a discussion item or **Resolution** consists of three speaking turns of one minute each.

(4) Where an **SLC Member** uses their speaking turn to ask a question, any response to such questions is limited to a speaking time of two minutes.

(5) The chair shall recognize **SLC Members** making a request for a turn in the debate of a discussion item or **Resolution** before **SLC** by compiling a debate list to determine the order of debate turns as follows:

   (a) the chair will request a show of hands to confirm all **SLC Members** interested in a speaking turn before the commencement of the debate;

   (b) the chair will assign priority to **SLC Members** who have indicated their intention to participate in the debate during the compilation of a speaking turn list;

   (c) any **SLC Member** who requests for a speaking turn after the initial compilation of the speaking turn list will be included after the first set of recognized **SLC Members** have had their speaking turn; and

   (d) the chair must recognize **SLC Members** who have not had a speaking turn in the debate before recognizing an **SLC Member** who has had a speaking turn in the debate during the same meeting.

(6) The chair may close off debates, as a last resort, to maintain order and preserve decorum among **SLC Members** during a meeting.

10 **Question Period**

(1) Question period may be no longer than 10 minutes, unless **SLC** votes by two-thirds majority to extend question period.
(2) If the time limitation on question period expires in the middle of a question turn, the question turn must be allowed to be completed.

(3) Question period consists of question turns, comprising:
(a) one main question, limited to a speaking time of one minute;
(b) two optional follow-up questions closely related to the subject of the main question, each limited to a speaking time of one minute; and,

(4) Responses to questions as outlined in subsections (a) or (b) are limited to a speaking time of two minutes.

(5) During question period, the chair shall recognize SLC Members making a request to ask a question.

(6) The chair will determine the order in which SLC Members will be recognized during question period.

(7) The chair must recognize SLC Members who have not yet participated in question period before recognizing an SLC Member who has already participated in question period during the same meeting.

11 Statements or Questions by Gallery Members

(1) During the period for statements or questions by Gallery Members, Gallery Members may request to be recognized by the chair to make a statement or ask a question.

(2) A period of no more than 10 minutes for statements or questions by Gallery Members may be included on the agenda, consisting of question turns, comprising:
(a) an initial statement or question from a Gallery Member, limited to a speaking time of one minute; and
(b) an optional response, limited to a speaking time of two minutes, from:
   (i) an SLC Member to whom a question or statement was directed and who wishes to respond; or
   (ii) an SLC Member who wishes to respond and is recognized by the chair.

(3) The chair will determine the order in which they recognize Gallery Members during the designated period by compiling a list of the order in which Gallery Members request to be recognized.

(4) The chair must recognize Gallery Members who have not yet made a statement or asked a question before recognizing a Gallery Member who has already made a statement or asked a question during the same meeting.
12 Review

(1) The Governance and Oversight Committee is responsible for reviewing this procedure at least once every three years.

History:

- April 02, 2024 (Students’ Legislative Council): Approved and enacted.