


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**;
 - (f) "**Robert's Rules**" means the current edition of *Robert's Rules of Order Newly Revised*;
 - (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.