


SLC Meeting Procedure		
Parent Policy:	Union Bylaw	
Related Policies:	SLC Code of Conduct SLC Awards Procedure SLC Complaint Procedure GFC Attendance Policy	
Approving Body:	Students' Legislative Council	
Passed:	March 19, 1996	
Amended:	August 23, 2022	

1 Purpose

- (1) The purpose of this procedure is to:
- (a) establish the day, time, and place for regular **SLC** meetings;
 - (b) provide additional details regarding **SLC** meeting procedures;
 - (c) establish expectations for conduct by the presiding and recording officers, **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**.

2 Scope

- (1) This procedure applies to:
- (a) **Elected Officials**;
 - (b) **Gallery Members**;
 - (c) **Guests**;
 - (d) the General Manager or designate;
 - (e) the presiding officer; and,
 - (f) the recording officer.

3 Definitions

- (1) In this procedure:
- (a) "**Colour Night**" is defined per the **Union Bylaw** as the date on which incoming **Elected Officials** are sworn in;
 - (b) "**Constitution**" means the Students' Union, the University of Calgary **Constitution**;

- (c) “**Elected Official**” is defined per the **Union Bylaw** as anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current **SLC Members**, the current Board of Governors and Senate Student-at-Large Representatives;
- (d) “**Full-Featured Internet Meeting Service**” means an electronic, internet-based platform that integrates audio, video, and text capabilities that permits all participants to communicate adequately and fulfil their rights and obligations at the meeting, such as:
 - (i) Zoom Videoconferencing; and
 - (ii) Microsoft Teams;
- (e) “**Gallery Member**” means a non-member of **SLC** who attends an **SLC** meeting to observe or participate;
- (f) “**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;
- (g) “**SLC Member**” means an **Elected Official** who is a voting member of **SLC**;
- (h) “**Resolution**” is defined per the **Union Bylaw** as a main motion submitted in writing at **SLC** or its committees for the purpose of making a decision or expressing an opinion;
- (i) “**Robert’s Rules**” means the current edition of *Robert’s Rules of Order Newly Revised*;
- (j) “**Students’ Legislative Council**” (**SLC**) is defined per the **Union Bylaw**;
- (k) “**SU**” means the Students’ Union, the University of Calgary;
- (l) “**Union Bylaw**” means the Students’ Union, the University of Calgary **Union Bylaw**; and
- (m) “**Union Policy**” is defined per the **Union Bylaw** as any official statement of values, beliefs, principles, or process of the Union as outlined in the **Constitution, Union Bylaw, Procedures, Resolutions**, or Terms of Reference which are amendable in the proper form dictated by either the **Constitution** or 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) The **SU** may hire a Deputy Speaker to serve in the Speaker’s absence, subject to the same eligibility criteria for the Speaker per the **Union Bylaw**.

- (3) An **SU** Executive, chosen in the order of seniority established in the **Union Bylaw**, may serve as chair of an **SLC** meeting in the absence of the Speaker and the Deputy Speaker.
- (4) The Speaker or an alternate per subsection (2) or (3) must be present at an **SLC** meeting to chair the meeting.
- (5) The chair is responsible for:
 - (a) maintaining order and preserve decorum during a meeting;
 - (b) deciding points of order without debate;
 - (c) deciding which **SLC Member**, **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 **SLC Members**, **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.
- (6) 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**.
- (7) 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.
- (8) The chair must acknowledge the traditional territories and the people of the Treaty 7 region at the outset of any meeting.

6 Recording Officer and Minutes

- (1) The General Manager or designate is the recording officer for **SLC** meetings.
- (2) 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.
- (3) The minutes of **SLC** meetings must include:
- (a) the agenda;
 - (b) a list of **SLC Members** in attendance at the beginning and end of the meeting;
 - (c) all motions made, including **Resolutions** and other main motions, amendments, and other secondary motions;
 - (d) a record of the result of all votes;
 - (e) a record of any disqualification of an **SLC Member** from voting, and the reasons for disqualification;
 - (f) a record of any reports presented at the meeting;
 - (g) a brief summary of discussion or debate, including relevant comments from the chair; and
 - (h) a record of any attachments or supporting documentation applicable to the business of the meeting, which must be preserved and made available upon request to the public, except if those attachments or documents are confidential.
- (4) The General Manager or designate must make the minutes available prior to a meeting at which they will be approved to provide **SLC Members** an opportunity to review them in advance.
- (5) **SLC** must approve the minutes of any meeting before they are made official.
- (6) The General Manager or designate may make non-substantive amendments to the minutes, such as to correct typographical or grammatical errors at any time but must include a note of what was amended, such as by using a footnote.
- (7) The General Manager or designate must maintain an archive of all approved **SLC** minutes.

7 **SLC Members**

- (1) **SLC Members** must only address the chair during an **SLC** meeting.
- (2) While addressing the chair, **SLC Members** 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**, **SLC Members** must provide the source of information stated at an **SLC** meeting.
- (4) While an **SLC Member** is addressing the chair, other **SLC Members** must:
 - (a) remain quiet and, if in person, seated;
 - (b) refrain from interrupting the current speaker, except on a point of order, point of personal privilege, or point of information; 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 meeting procedure for a ruling;
 - (b) Requests for Information, to request clarification of facts relevant to the current item of business from the chair, or through the chair, another **SLC Member**; and
 - (c) Parliamentary Inquiries, to request the opinion of the chair on a matter of meeting procedure, such as interpretation of **Robert's Rules** or other meeting procedures.
- (6) **SLC Members** must notify the chair before exiting a meeting that is in progress by:
 - (a) if the meeting is held electronically or the **SLC Member** 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 **SLC** members 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) **Gallery Members** and **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 **SLC Member** or the chair and where not prohibited by law or confidentiality, 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 Agenda and Order of Business

- (1) The General Manager or designate must prepare and distribute an agenda for a regular **SLC** meeting at least two business days prior to the meeting to:
 - (a) the chair;
 - (b) the recording officer; and
 - (c) **SLC Members**.
- (2) The General Manager or designate must make the agenda for a regular **SLC** meeting available to the public.
- (3) The agenda for a regular **SLC** meeting must include:
 - (a) the number of the meeting;
 - (b) the date, time, and location of the meeting, including whether it will be held electronically;
 - (c) the name of the chair and the recording officer for the meeting;
 - (d) any **Guests** who are invited to attend the meeting in support of one or more items of business;
 - (e) a list and order of business to be conducted at the meeting;
 - (f) a question period for **SLC Members** to ask questions of other **SLC Members**; and,
 - (g) at the discretion of the President or by Simple Majority Vote of **SLC**, a period for questions or statements by **Gallery Members**.
- (4) **SLC** may amend the agenda by a Simple Majority Vote.

10 Information Items

- (1) Information items may be included on the agenda for an **SLC** meeting, such as:
 - (a) reports;
 - (b) announcements;

- (c) presentations to **SLC** during a meeting by an **SLC Member** or a **Guest**, without an included period for discussion or questions; and
 - (d) documentation to be reviewed officially by **SLC**.
- (2) Information items must include a time allotment of no more than 60 minutes, except where extended by **SLC** by a Simple Majority Vote.
 - (3) Information items do not include a discussion period, but **SLC Members** may ask questions about their content during a designated Question Period on the agenda.

11 Discussion Items

- (1) Discussion items may be included on the agenda for an **SLC** meeting, such as:
 - (a) presentations to **SLC** during a meeting by an **SLC Member** or a **Guest**, including a specific period for discussion or questions in the same time allocation;
 - (b) consultations by **Guests** for **SLC**'s input;
 - (c) consultations by **SLC** with stakeholders; and
 - (d) documentation for **SLC**'s review and discussion.
- (2) Discussion items must include a time allotment of no more than 60 minutes, except where extended by **SLC** by a Simple Majority Vote.
- (3) If a discussion item is being presented by a **Guest**:
 - (a) normal rules of debate are suspended, and the chair shall allow for unstructured, professional conversation as appropriate; and,
 - (b) the chair may allow the **Guest** to direct the conversation themselves for the duration of the allotted time.
- (4) If a discussion item is being presented by an **SLC Member**, the chair may recognize an **SLC Member** to speak any number of times within the time allotment, but must recognize other **SLC Members** who have not yet spoken during the discussion item first.

12 Action Items and Resolutions in Writing

- (1) Per the **Union Bylaw**, **SLC** shall carry out its powers, duties, and functions only by:
 - (a) **Resolution**;
 - (b) **SLC Procedure**, when required by the **Union Bylaw**;
 - (c) **Bylaw**, when required by the **Union Bylaw**;
 - (d) **Constitutional amendment**, when required by the **Constitution**; or
 - (e) **Referendum or plebiscite**, when required by the **Constitution** or **Union Bylaw**.

- (2) Under the **Union Bylaw**, **Resolutions** must be made in writing and be made available to **Active Members** prior to being brought forward to **SLC**.
- (3) Per the **Union Bylaw** and subsection (2), substantive amendments to **Resolutions** must be made outside of an **SLC** meeting to ensure revisions can be made available to **Active Members** prior to being brought forward to **SLC**.
- (4) The chair or an **SLC Member** may identify typographical or grammatical errors in approved **Resolutions** to the General Manager or designate for correction.
- (5) The General Manager or designate may non-substantively amend an approved **Resolution** to correct an error identified per subsection (4) without the need for a vote of **SLC**, but must report the amendments to **SLC** at the next regular **SLC** meeting.
- (6) The General Manager or designate must maintain a record of all **Resolutions** approved by **SLC**.

13 Question Period

- (1) Question period must be no longer than 60 minutes, unless **SLC** votes to extend question period by Simple Majority Vote.
- (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) A response, limited to a speaking time of two minutes;
 - (c) Two optional follow-up questions closely related to the subject of the main question, each limited to a speaking time of one minute; and,
 - (d) Any responses to follow-up questions, each limited to a speaking time of two minutes.
- (4) During question period, an **SLC Member** may request to be recognized by the chair to ask a question by raising their hand, or use of a similarly-functioning “raise hand” feature of a **Full-Featured Internet Meeting Service**.
- (5) The chair will determine the order in which they recognize **SLC Members** during question period by compiling a list of the order in which **SLC Members** request to be recognized.
- (6) 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.

14 Statements or Questions by Gallery Members

- (1) 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.
- (2) 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 by raising their hand, or use of a similarly-functioning “raise hand” feature of a **Full-Featured Internet Meeting Service**.
- (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.

15 In-Camera Sessions

- (1) **SLC** may initiate an in-camera session to hold confidential discussions by a Simple Majority Vote.
- (2) **SLC** must end an in-camera session by a Simple Majority Vote to move ex-camera prior to adjourning the meeting or moving to the next item of business.
- (3) All **non-SLC Members** who have not been invited to remain for the in-camera session by a Simple Majority Vote of **SLC** must leave the meeting.
- (4) During an in-camera session:
 - (a) information and discussions are not recorded in the minutes;
 - (b) information and discussions must not be shared with any **non-SLC Members**, except for any **Guests** who have been invited to remain for the in-camera session; and
 - (c) **SLC** is not authorized to pass any **Resolution**.

16 Voting

- (1) **SLC** shall vote by a show of hands for all votes, except if:
 - (a) a vote by ballot is required by **Union Policy** or motioned for by an **SLC Member** and approved by Simple Majority; or
 - (b) a voice vote is required by **Union Policy** or requested by an **SLC Member**.
- (2) Only **SLC Members** in attendance at a meeting are permitted to vote.

17 SLC Meetings

- (1) Regular **SLC** meetings are held on Tuesdays beginning at 6:30 PM:
 - (a) weekly, between September 1 and April 30 of each year; and
 - (b) every two weeks, between May 1 and August 31 of each year.
- (2) Special **SLC** meetings may be held per the **Union Bylaw**.
- (3) **SLC** meetings will not be held:
 - (a) on statutory holidays; or
 - (b) during the **SU**'s scheduled winter closure.
- (4) The President may cancel an **SLC** meeting if the President determines there is not enough business items to justify the meeting by providing written notice at least 24 hours before the scheduled meeting time to
 - (a) the chair;
 - (b) the General Manager or designate; and
 - (c) all **SLC Members**.
- (5) An **SLC** meeting will adjourn:
 - (a) four hours after it starts, except if **SLC** votes to extend the meeting by a two-thirds vote; or
 - (b) if **SLC** votes to adjourn by a two-thirds vote.
- (6) Any unfinished business on the agenda of a meeting that is adjourned will be considered:
 - (a) at the next regular **SLC** meeting; or
 - (b) at a special **SLC** meeting called for that purpose.
- (7) **SLC** meetings are open to the public, except if **SLC** moves in-camera.

18 Meetings Held Electronically

- (1) An **SLC** Meeting may be held electronically by including the intention to hold the meeting electronically on the agenda if conditions or circumstances beyond the control of the **SU** prevent holding the meeting in-person.
- (2) An **SLC** meeting held electronically must be held using a **Full-Featured Internet Meeting Service**.
- (3) The General Manager or designate must provide login information for a meeting held electronically at least two hours before the meeting to:
 - (a) the chair;

- (b) the recording officer;
 - (c) all **SLC Members**;
 - (d) any **Guests** who have been included on the agenda for the meeting; and
 - (e) any **Gallery Members** who have requested to attend the meeting.
- (4) Quorum during a meeting held electronically shall be established by the online list of participating members, unless an **SLC Member** requests a quorum count by audible roll call.
- (5) To be considered present at a meeting held electronically, **SLC Members** must be able to participate audibly in the meeting with a microphone.
- (6) **SLC Members** are encouraged to participate in a meeting held electronically with the use of a webcam.
- (7) Each **SLC Member** is responsible for their own audio and internet connections; no action of **SLC** will be invalidated on the grounds that an **SLC Member's** individual connection prevented their participation in the meeting.
- (8) The chair may cause or direct the muting or disconnection of any attendee of the meeting, including **SLC Members**, **Guests**, and **Gallery Members**, if that attendee's behaviour or connection is causing undue interference with the meeting by:
- (a) causing or directing the muting or disconnection of the attendee;
 - (b) declaring to the rest of **SLC** that the attendee has been muted or disconnected; and
 - (c) providing a brief rationale of how the attendee's behaviour or connection unduly interfered with the meeting, to be reflected in the minutes.
- (9) Votes taken during a meeting held electronically shall be conducted by a show of hands or similar-functioning feature of the **Full-Featured Internet Meeting Service**, such as a "raise hand" user interface option.
- (10) Despite subsection (9), an **SLC Member** may request a voice vote.
- (11) Despite subsection (9), a vote by ballot may be taken when required by **Union Policy** or by a Simple Majority Vote of **SLC**.
- (12) A vote by ballot during a meeting held electronically may be conducted by:
- (a) a feature of the **Full-Featured Internet Meeting Service**; or
 - (b) a secure digital platform prepared by the General Manager or designate.

19 Remote Participation

- (1) An **SLC Member** or **Guest** may be allowed to participate remotely by telephone or videoconference in an **SLC** meeting held in-person by submitting a written request to the General

Manager or designate a minimum of two business days prior to the meeting, if the **SLC Member** or **Guest**:

- (a) has a required course component held off the main University of Calgary campus;
 - (b) is engaged in **SU** business (such as travel or off-campus work);
 - (c) requires reasonable accommodation as required or permitted by law or **Union Policy**;
 - (d) is unable to safely travel to the location of the meeting, such as due to inclement weather; or,
 - (e) is unwell, such that attending the meeting in-person is either not possible or would be unsafe for themselves or other attendees of the meeting.
- (2) Despite subsection (1), the chair may not participate in a meeting remotely if the meeting is otherwise held in-person.
 - (3) The General Manager or designate must provide instructions via email for connecting to the meeting to an **SLC Member** or **Guest** who is participating in a meeting remotely at least two hours before the meeting.
 - (4) Each **SLC Member** is responsible for their own audio and internet connections and no action of **SLC** will be invalidated on the grounds that an **SLC Member's** individual connection prevented their participation in the meeting.
 - (5) If an **SLC Member** or **Guest** has requested to participate in a meeting remotely, the General Manager or designate must ensure the room where the meeting is being held is equipped with the necessary devices to facilitate their participation, including as may be appropriate a speakerphone, computer with microphone, and a projector or screen.
 - (6) The chair may cause or direct the muting or disconnection of any **SLC Member** or **Guest**, if that **SLC Member** or **Guest's** behaviour or connection to the meeting is causing undue interference with the meeting by:
 - (a) causing or directing the muting or disconnection of the attendee;
 - (b) declaring to the rest of **SLC** that the attendee has been muted or disconnected; and
 - (c) providing a brief rationale of how the attendee's behaviour or connection unduly interfered with the meeting, to be reflected in the minutes.
 - (7) Quorum for a meeting where one or more **SLC Member** is participating remotely will be established by audible roll call at the beginning and end of the meeting.
 - (8) An **SLC Member** or **Guest** who is participating remotely and wishes to be recognized by the chair during an **SLC** meeting may request to be recognized by:
 - (a) if participating via videoconferencing, raising their hand or using a similar-functioning "raise-hand" user interface option; or

- (b) if participating via teleconference, addressing the chair without interrupting another speaker to do so.
- (9) The chair must maintain an awareness of any **SLC Member** or **Guest** who is participating remotely, to ensure they are provided the opportunity to speak when that **SLC Member** or **Guest** requests to be recognized and recognizing them would not be out of order.
- (10) An **SLC Member** who is participating remotely via telephone must indicate their vote verbally, except where a vote by ballot is required or requested by an **SLC Member** or required by **Union Policy**.
- (11) Votes by ballot during a meeting where one or more **SLC Member** is participating remotely must be conducted through a secure digital platform prepared by the General Manager or designate.

20 Colour Night

- (1) No official business of **SLC** is permitted to occur at **Colour Night**, except for:
 - (a) the Oaths of Office for incoming **Elected Officials**, per the **Union Bylaw**; and
 - (b) speeches from the incoming and outgoing Presidents.
- (2) Minutes do not need to be taken during **Colour Night**.

21 Review

- (1) The Policy Development and Review Committee is responsible for the review of this procedure.
- (2) This procedure must be reviewed at least once every three years.

History:

- March 19, 1996 (Resolution 53.32): Approved and enacted.
- March 25, 1997 (Resolution 54.33): Amended.
- March 24, 1998 (Resolution 55.32): Amended.
- April 10, 2001 (Resolution 58.32): Amended.
- October 2, 2001 (Resolution 59.14): Amended.
- March 11, 2003 (Resolution 60.27): Amended.
- December 2, 2003 (Resolution 61.21): Amended.
- April 6, 2004 (Resolution 61.35): Amended.
- April 13, 2010 (Resolution 67.37): Amended.
- April 9, 2013 (Resolution 70.42): Amended.
- March 10, 2015 (Resolution 72.73): Amended.
- August 18, 2015 (Resolution 73.08): Amended.
- January 10, 2017 (Resolution 74.31): Amended.
- July 4, 2017 (Resolution 75.18): Amended.
- April 10, 2018 (Resolution 75.63): Amended.
- August 23, 2022 (Resolution 80.14): Amended. In effect August 24, 2022.