

StFX Students’ Representative Council

Council Package

June 16th 2016

Table of Contents

Agenda 3

Executive Reports – May 2017 4

New Business 17

Ratification of Chief Returning Officer 17

Ratification of Returning Officers 17

Ratification of House Presidents & Vice Presidents 17

Ratification of Student Advocates 18

Robert’s Rules 101 19

What is a Motion? 19

What is an Amendment? 19

“Out of Order” 20

Decorum 20

Allowing a non-voting member or a non-member of Council to speak 20

Passing a Motion (Step-by-Step) 20

Amendments (Step-by-Step) 20

Participating in a Debate 20

“In-Camera” Sessions 20

Voting 20

Methods of Voting 21

Standard Order of Business 22

Reports 23

Debate (Discussion) 23

A Few Useful “Points” 23

# Agenda

Students’ Union Representative Council

June 16, 2017 3:00pm

Alumni Lounge

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Opening Remarks of the Chair
5. Mi’Kmaq Acknowledgment
6. Constiuency Reports
7. Business Arising
8. Executive Reports
	* President, Ms. Annie Sirois
	* Vice President Academic, Mr. Patrick Panet-Raymond
	* VP Finance and Operations, Mr. William Gatchell
	* VP Activities and Events, Mr. Sean Hopkins
	* VP Residence Affairs, Ms. Rebecca Mesay
	* VP External Affairs, Mr. Zakariya Chatur
9. Faculty Representative’s Remarks
10. Student Union General Manager Report
11. Committee Reports
12. Special Reports to Council
* Presentation with regard to Alternative Vote (Ms. Annie Sirois)
1. Old Business
2. New Business
* Ratification of Chief Returning Officer
* Ratification of Returning Officers
* Ratification of House Presidents, Vice Presidents and Off Campus Leaders
* Ratification of Student Advocates
1. Closing Remarks of the Chair
2. Adjournment

 *Office of the* **President**

# Executive Reports – May 2017

**Name: Annie Sirois**

**To:** StFX Student Council

**Re:** Report to Council (May 2017)

**Committees**

* StFX University’s *Building and Grounds Committee* and *Campus Planning Committee*: While these are two distinct committees, there has been a fair amount of overlap lately. At the forefront is Nicholson Hall, set to be demolished in August. The Registrar’s Office has done a commendable job at finding **temporary classrooms** while NH is out of commission with the least amount of disturbance to students. As an extension to the new Mulroney Hall building, are the governments’ investments in the new **Xaverian Commons** project. Lane Hall is projected from demolition by 2019. The footprint is to be reintroduced with a new **Innovation in Health Building**, loosely projected at the time being for a 2021 opening. The university is also looking into much-needed **renovations of the Oland Centre**, with more to report on that in the coming months.
* Board of Governors *Finance Committee:* The committee has been actively reviewing the funding to the major projects currently on the go, and seeking approval from the Board. A strong focus for the university is to not incur more bad debt, meaning that all major project to be introduced will need to have a payment/funding method established before any construction begins. The university continues to slowly decrease their deficit, this year predicting it to be $1.45 million.
* CASA’s *Member Relations Committee:* at CASA Foundations Conference I was re-elected to serve on this committee.
* SNS’s *Policy Committee:* I continue to sit as Chair of the Committee until the elections for Chair positions take place at the next Board meeting.

**External Affairs**

What a month! Its overwhelming and exciting to think that 1/12 of our term is completed. This month I spent much of my time away at various conferences. Externally, the team attended the **StudentsNS LeaderLab** at Saint Mary’s University in Halifax between the 17th and 19th. Here the team received an in-depth introduction to the organization and the political climate in Nova Scotia. Furthermore, I was **elected as Chair** of StudentsNS and have been in communication with the organization’s **new Executive Director, Tristan Bray**, who was hired at the beginning of this month. Tristan was previously the VP External Affairs to the Calgary SU, whom I’ve had the pleasure of working with previously. Tristan has already flagged critical areas of focus that have gone neglected for several years which is a testament to how qualified he is for his new position. Tristan and I are currently organizing all the conferences and meetings for the year, and throughout the process we are looking to solidify—for consistency purposes—fixed dates for future years.

Zakariya and I then traveled to Ottawa for **CASA’s Foundations Conference** which was held between the 22nd and 26th. This was the preliminary opportunity to meet with the delegates from member associations all across the country. We received an opening from a First Nations Elder who acknowledged the Algonquin People, and whose traditional land the conference took

place on. We received introduction sessions to CASA, federal political climate update, had guest speakers from the Canada Students Loan Program and the World University Service of Canada (WUSC), media training, and decided on topics of focus that are important to our students for us to advocate to government this year. We also had the privilege of experiencing a First Nations Blanket Exercise where participants walked through the historical experience of First Nations peoples in Canada.

**Internal Affairs**

The team attended the welcome to the **Indigenous Women in Community Leadership program** on May 1st where we had the pleasure of meeting with female indigenous leaders from across the country. We did our **SU Transition Week** from the 8th to the 11th in Baddeck, Cape Breton. During this time the outgoing and incoming SU Executive Teams did information sessions about the organizational structure and workings of the SU and university, as well as various team development sessions. The days following our return we met with **Frank Gallant from Peak Experiences** for two full days. Frank presented the team with our Leadership Style Inventories (LSIs) and conducted scenarios and other team building sessions to ensure we can be the most productive team possible this year.

 I have been meeting with the Vice-President in 1 on 1s to understand what supports they need from me as President throughout the year, and how we can work to best achieve the **30-60-90 day goals** they submitted. I am in the works of compiling a collective team 30-60-90 days goal sheet that we will present to the students. Moreover, I’m looking to introduce a ‘President’s Report’ to be distributed sometime in July outlining to StFX Students what the SU Executive Team has been up to over the summer, and what to expect in the coming months, as well as throughout the year.

Annie Sirois, President

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**Glossary**

**StudentsNS/SNS:** Students Nova Scotia is the STFXSU’s Provincial Lobbying Group. It is an alliance of Nova Scotia post-secondary student associations, including StFX, Acadia, Cape Breton, Saint Mary’s, Kingstec, and Annapolis Valley. The organization gives students in Nova Scotia a united voice, helping set the direction of post-secondary education by researching challenges, identifying solutions, and creating the political space needed for these solutions to happen. For more information: <http://studentsns.ca/> or contact the Executive Director Sophie Helpard at director@studentsns.ca

**CASA:** Canadian Alliance of Student Associations is the STFXSU’s Federal Lobbying Group and a national voice for Canada’s post-secondary students. Established in 1995, CASA is a non-partisan, not-for-profit student organization composed of student associations from across Canada. For more information: <http://casa-acae.com/> or contact the Executive Director Michael McDonald at ed@casa.ca

**PSE:** refers to post-secondary education, also known as higher education, which encompasses universities, academies, colleges, seminaries, and institutes of technology.



*Office of the* **Vice President Academic**

**Name: Patrick Panet-Raymond**

**To:** StFX Student Council

**Re:** Report to Council (May 2017)



Committees:

May 1: Leadership Summit Planning Committee

The major items that were touched on in this committee ultimately revolve around the idea of capturing stories of leaders that have attended or are currently attending StFX. The committee is wishing to have video up for both benefits of the school and students. The goal of this project is to use the video as way to bring confidence to students with the help of the capturing the culture of positive leadership. This committee has only met once in the month of May and this a new idea that the committee will be tackling within the summer.

May 4: Equity Committee

At the last Equity Committee meeting I was informed that StFX will be accepting applications for the Human Rights and Equity Officer position starting June 1. Once the application period closes, the hiring panel will overview the applicants and offer interviews for candidates that the hiring panel sees fit for this position. The final hiring panel is not confirmed yet, but was is confirmed is that the VP Academic for the Students’ Union will sit on the panel.

May 16: Student Orientation Committee

In the most recent SOC meeting, we had discussed a list of old and new ideas regarding orientation week, these discussions brought forth some new ideas that we are looking to integrate for this year’s orientation week. As well as a list of possible headliners for the closing concert.

May 30: Student Orientation Committee

At this meeting, the committee considered bringing forth an idea to integrate a more community feeling to Orientation Week. The committee is also looking into revamping the ‘Cheer Off’ aspect of Orientation Week to make it less focused on rivalry and make it more focused on community.

May 23: CABSS Committee

At the last CABSS meeting everyone was divided into three sub-committees and were given the task of brainstorming ideas to tackle specific challenges brought forth by members of the committee at the previous meeting. Within our sub-committee, we had decided to work on coming up with a solution intended to bring more cultural awareness. This sub-committee will meet on a date that is TBD but will hopefully happen soon.

External Affairs

I met with Dr. Kevin Wamsley prior to **the Senate meeting** that occurred on the same day, we discussed some of **our mutual goals** **for this coming academic** year and how we would be able to support each other in the process of accomplishing our academic goals. We were then off to **the SNS Leader Lab Conference** is where other Students’ Unions (associations that part of Students’ Nova-Scotia) get together and go through **numerous information seminars and brainstorming activities**. These sessions aided us in developing **professional relationships** with members of the **other Student Associations** to ultimately work together in creating new innovative ideas to improve and develop student life on our given campus’. I met with **Jacques Boucher (the Chair of Human Kinetics)** and it has been in talks recently that the University is planning on **introducing a new interdisciplinary degree and in the faculty of Human Kinetics and the Bachelor in Business Administration**. This meeting was all about looking at where this idea stands and what can we do to see it. The Deans and Chairs of their respected programs will meet and discuss the proper procedure in the build-up for this program and then I will enter the conversations.

Internal Affairs

Every year the out-going and in-coming team get together for a few days and nights, get away from the Antigonish atmosphere and go through **a list of leadership activities, information sessions and scenarios.** All these **sessions are planned and organized by the in-coming and out-going President and VP Academic with the help of the General Manger**. Once we got back, as the 2016-2017 academic school year came to a close, the University Senate held their last regular meeting of this academic the afternoon of May 16. This meeting’s focus was looking back at what was brought before Senate and whether these recommendations and ideas brought forth should be voted as to pass before Senate or to not.

Sub-Executives

 Prior to the end of the school year, the new BITB (Bring In The Bystander) coordinator was hired by myself and other appointed members. The BITB Policy is still in the works and we are going to receive input from the SVP (Sexual Violence Prevention) committee to fully and fairly utilize our BITB coordinator.

*Office of the* **Vice President, Finance & Operations**

**Name: William Gatchell**

**To:** StFX Student Council

**Re:** Report to Council (May 2017) 

**Committees**

* No Union committees I sit on have met as they as school year intensive*.*

**External Affairs**

* *Campus Trust Annual APO in Toronto*: Preparing for the Campus Trust APO taking place June 18-22nd by reading through relevant meeting minutes and consulting with Julieanne, our full-time accounts manager and Sean Ryan, our general manager. The conference is designed to introduce, educate, and update attendees on the health care environment and allow participants whether they be student leaders, full time staff members, or health & dental administrators to collaborate and form constructive solutions to issues that arise.
* *Terms of Reference, University fees*: Met with Andrew Beckett, Vice President Finance & Administration for the University to discuss constructing and applying some terms of reference to some notable student fees to ensure accountability and transparency moving forward with them.
* *Students’ Nova Scotia Leader Lab*: Attended this two day conference in Halifax with the rest of the executive team and was provided with a great overview of the SNS organization and their advocacy history as well as an introduction to the political climate here in Nova Scotia. Left this with a lot of insightful tips surrounding HR practices, media training, and issues shared facing other campuses.

**Internal Affairs**

* *Sponsorship Package:* Working alongside the Marketing and Communications office and Sean Ryan, we have completely revamped our sponsorship package and our ideology surrounding sponsors. We have now adopted a more interactive and comprehensive list of deliverables rather than the standard “bronze, silver, gold” we had stuck to in the past. Ideally this new outlook will allow companies to pick the things they want as a sponsor and none of the things they don’t and it will create opportunities for business throughout the year and not just frosh week.
* *Activities and Events:* Developed a frosh week budgeting sheet along with Sean Hopkins to ensure we had cost referencing for all of our potential allotments of funds and to remain accountable to our bottom line.
* *CFXU:* Met with Cassie Mann, our Student Radio Station Manager, to discuss where we stand with the eventual CFXU move up into the Hub (to be located in the Bloomfield café)

and the direction of the station moving forward. A great meeting that helped get both of us on the same page.

* *Terms of Reference, Student Union Fees:* Working to create some Terms for our WUSC fee ($4.00 per) and our Athletics fee ($7.00 per) to better contextualize their importance and relevance moving forward. Also provides some discretion surrounding their usage.
* *SFRC Sign*: In preliminary talks to have a permanent sign made for outside the Student Food Resource Centre to better display it as a service and hopefully create more engagement with students.

**Sub-Executive: Research and Policy Associate**

*DriveU:* Both DriveU senior and the regular drivers have been hired for the coming year. Very excited to have Jess Walsh-Moreau as our DriveU Senior, and feel very confident in the assembled driving team.

*Student Food Resource Centre*: Had a great meeting with Hannah Chisholm earlier this month discussing the resource centres community garden that Hannah and a staff of volunteers help to tend too. We also addressed some goals for the coming year to create more awareness surrounding this terrific resource such as the permanent sign amongst other things.

*House Accounts Coordinator*: The new HAC is Grace Knowles and she will take office at the end of August.

*International Health and Dental Plan Advisor*: Position currently vacant, application will open late July for this International Student position.

Will Gatchell, Vice President Finance & Operations

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*Office of t**he* **Vice President Activities & Events**

**Name: Sean Hopkins**

**To:** StFX Student Council

**Re:** Report to Council (May 2017)

**Committees**

*Student Orientation Committee (SOC)*: Had our first SOC meeting on May 16, with two others following on May 23 and May 30. These meeting have been very productive. Myself and the other committee members have been exploring several new and exciting opportunities for Orientation Week. We’ve also been looking into numerous opportunities for entertainment throughout the week.

**External Affairs**

Over the past month I have been in contact with several promotional companies, such as Festival Promotions, Big Tree Promotions and PW Leopard, regarding the contents and organization of frosh kits for this fall. These companies have provided me with catalogs and samples of their products, which have been very helpful in gathering ideas for the frosh kits. The kits are coming along very nicely!

I have been in touch with Super Music Group, Creative Artists Agency, Spin Artist Agency, William Morris Endeavor (WME) Entertainment, Paradigm Talent Agency, and Talent Source Entertainment Ltd. about entertainment for Orientation Week. I am continuously referring this information back to the team to gather all input.

Earlier this month, the team and I went to Halifax to participate in the Students Nova Scotia Leader Lab. This provided us with many necessary tools such as media training, but also allowed for us to meet our counterparts from Acadia University and Saint Mary’s University.

Recently, I have also been in contact with Sound Source regarding production for our headlining concert.

**Internal Affairs**

Worked with Nicholas Carpenter and Adam Brittain from the Marketing Office to prepare and finalize the Orientation Week mail outs. The design looks great! Also have begun work on the logo for Orientation Week, as well as the calendar of events for the 2017-2018 academic year.

From May 8-11, the incoming and outgoing teams met in Baddeck, Nova Scotia for a transition week, aiming to better prepare us for the coming year in office. I found this experience very helpful as I got to learn more of the position of Vice President Activities and Events, as well as construct better working relationship with my fellow execs.

Met with Will to organize the budget for Orientation Week and have plan on exploring a budgeting schedule next month for events throughout the year.

Meeting often with Patrick and Rebecca to discuss plans and goals for Orientation Week.

**Sub-Executive**

*Society Coordinator (Sarah Comandante)*: Been in contact with Sarah briefly this month regarding the end of year reports, which were left for her, as well as goal setting for the coming year in term of Societies and our expectations.

*Orientation Crew Co-Chairs (Erica Harper, Connor MacLeod)*: I have been maintaining constant communication with Erica and Connor over the past month regarding ideas for Orientation week as well as the general operations of O-Crew. These discussions have involved the strategic plan for O-Crew and what they would like to see from the week. Currently, we are discussing possible training locations and schedules for O-Crew. Due to some scheduling difficulties we have not had the chance to get them actively involved in the SOC committee yet, but we are hoping to have them included from here on out.

*Entertainment Coordinators (Kristen Reeves, Hailey Kruse, Connor MacLeod)*: No yet communications with the Entertainment Coordinators. 

Sean Hopkins, Vice President Activities & Events

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*Office of the* **Vice President, Residence Affairs**

**Name: Rebecca Mesay**

**To:** StFX Student Council

**Re:** Report to Council (May 2017)



**Committees**

The Student Orientation Committee (SOC) met on May 16th. This was the first time meeting as a committee and included the VP Academic and the VP Activities and Events. There was a review of the Orientation Week from the previous year with a step by step debrief of the various events. There was discussion of new ideas that were proposed by various members of the committee. The members of the executive stated they would discuss these ideas with the larger executive team and then these items were added to the agenda for the next meeting. My role along with the VP Academic and the VP Activities and Events was to introduce these ideas to the rest of the executive team and gather their feedback. The second meeting was on May 30th, which provided a more detailed account of certain events during orientation week as well as updates on the content of orientation kits and the concert headliner.

I was appointed to the Coady Chair in Social Justice Committee as a representative of the StFX Executive. The first meeting was on May 15th, which I was unable to attend as result of Student Union leadership training. However, it is now confirmed that the Coady Chair in Social Justice of 2017-2018 shall be Dorene Bernard.

**External Affairs**

This month was filled with a number of conferences that the whole executive was involved in. One of the first activities the executive participated in was Transition Week. The following week was Leader Lab, which is when the executive team goes to the office of Students Nova Scotia (SNS) to meet with the other member schools in order to better understand the role of SNS within the Student Unions. This period also provided us with the opportunity to collaborate with other SNS member schools such as St. Mary’s and Acadia University.

On May 23rd I attended a meeting for the Committee for Aboriginal and Black Student Success (CABSS). My role was as a student-at-large however the VP Academic attended within his role’s capacity. This meeting was used to set goals and to outline the role that the committee will have on the StFX Campus in the coming year. The VP Academic and I are sitting on the same committee, which is tasked with introducing and offering cultural competency training to faculty and new administration at the beginning of the year.

**Internal Affairs**

One of my primary goals for the first week in office was to establish communication with my sub-executive positions. I also had a meeting with the Union’s contact of the Campus Store to discuss house shirts. That week also marked the first time the executive came together to discuss the details of frosh week. The second week was primarily filled with Transition Week. This provided members

of the current executive to gain a more in-depth understanding of their positions through collaboration with the executive team of the previous year.

**Sub-Executive**

My initial communication was primarily with the House Presidents and Vice Presidents (HPs & VPs) as well as the House Council Coordinator (HCC). There has already been a good amount of idea generation among the HPs and VPs for events in the coming year. Furthermore, the HP/VP positions that were not hired during the first hiring period were re-opened. These positions were opened for a period of one week. The hiring for the House Presidents, Vice Presidents, and Student Advocates is to be completed for the first week of June. My aim for the Student Advocate position was to do some background research with former Student Advocates to understand how the Office of Student Advocates can be better supported in the coming year. I have booked a meeting with the Student Conduct Officer to discuss updates on the Advocate position.

Rebecca Mesay, Vice President Residence Affairs

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**Glossary:**

**Student Orientation Committee (SOC):** committee composed of members of the Student Union Executive Team, Student Life, Residence Life, and the university administration whom are tasked with planning and reviewing events and idea generation for Student Orientation Week in September.

**Committee for Aboriginal & Black Student Success (CABSS):** is a community-university partnership whose goal is to enhance the cultural capacity of STFX. Originally established in 2002, the last several years have seen concerted efforts to increase equity, inclusivity and success for Aboriginal and Black students, and educate staff, faculty and students on matters such as equity, diversity and cultural inclusiveness.

**Coady Chair in Social Justice:** intended to honour the Dr. Rev. Moses Coady and the leaders of the Antigonish Movement by bridging local and global concerns, involving the community, and encouraging an interdisciplinary approach to issues. The Chair is an important means to deepen St. Francis Xavier (StFX) University’s commitment to its service to society's mission, to develop student’s understanding and sense of social responsibility, and to support the Coady International Institute as a centre for global citizen leadership and social justice at StFX.



*Office of the* **Vice President, External Affairs**

**Name: Zakariya Chatur**

**To:** StFX Student Council

**Re:** Report to Council (May 2017)

**External Affairs**

This month has primarily been dedicated to transition. At the beginning of the month, the executive team provided support for grad weekend. Then following grad weekend, the incoming and outgoing executive teams went to Cape Breton for our transition weekend. Here we focused on passing down institutional knowledge, as well as worked on team building. Just after transition weekend, the exec team had their sessions with Frank Gallant where we continued our team building as well as or time management and other essential skills. On the 16th I, as well as many volunteers from the SU, helped to provide students, staff, faculty, and members of the community access to their MLA candidates for the provincial election. From 7-9PM on the 16th, we hosted a Provincial Election MLA Candidates Debate. We budgeted for 300 people, and approximately 280 people were in attendance. On the 17th the team left for Halifax where we attended Leaderlab, which was provided by Students Nova Scotia. Leaderlab consisted of different exercises that provided each member of our executive team, as well as members of SMUSA and ASU, skills to develop as leaders in the realm of PSE. Annie Sirois and I left for Ottawa to attend CASA Foundations Conference on the 20th. This conference is essential to the role of VP External as it teaches the skills needed to advocate effectively. At this conference, we elected, from the membership, the Board of Directors as well as permeant members of committees and their chairs. After a unanimous vote by the member ship, I was elected National Advocacy Director of this organization. The month of June will be more in-depth as I will be chairing the Advocacy Committee for CASA and will be designing campaigns and initiatives for the organization.

**Sub-Executive: Research and Policy Associate**

 Nothing to note.

Zakariya Chatur, Vice President External Affairs

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**Glossary**

**StudentsNS/SNS:** Students Nova Scotia is the STFXSU’s Provincial Lobbying Group. It is an alliance of Nova Scotia post-secondary student associations, including StFX, Acadia, Cape Breton, Saint Mary’s, Kingstec, and Annapolis Valley. The organization gives students in Nova Scotia a united voice, helping set the direction of post-secondary education by researching challenges, identifying solutions, and creating the political space needed for these solutions to happen. For more information: <http://studentsns.ca/> or contact the Executive Director Sophie Helpard at director@studentsns.ca



**CASA:** Canadian Alliance of Student Associations is the STFXSU’s Federal Lobbying Group and a national voice for Canada’s post-secondary students. Established in 1995, CASA is a non-partisan, not-for-profit student organization composed of student associations from across Canada. For more information: <http://casa-acae.com/> or contact the Executive Director Michael McDonald at ed@casa.ca

**MLA:** A Member of Legislative Assembly is a representative elected by the voters of a constituency to the provincial legislative assembly. The MLA for the Antigonish constituency is Mr. Randy Delorey of the Liberal Party. Contact: office@delorey4antigonish.ca or 902-870-5899

**MOU:** refers to the Memorandum of Understanding, an agreement between the provincial government and all the universities in Nova Scotia. It serves to provide operational direction for universities.

**MP:** A Member of Parliament is a representative elected by the voters of a constituency to the House of Commons (also known as the Lower House). The MP for Central Nova constituency is Sean Fraser of the Liberal Party. Contact: sean.fraser@parl.gc.ca or 902-867-2919

**PSE:** refers to post-secondary education, also known as higher education, which encompasses universities, academies, colleges, seminaries, and institutes of technology.

# New Business

## Ratification of Chief Returning Officer

Ratification of Chief Returning Officer (Taylor Shaw)

## Ratification of Returning Officers

Ratification of Returning Officers (Maggie Bunbury and William Fraser)

## Ratification of House Presidents & Vice Presidents

TNT:

HP: Samantha Bardwell

VP: Abigayle Kyte

MacPherson:

HP: Lucas Donovan

VP: Kyle McDonald

MacDonald:

VP: Colin MacDonald

MacNeil:

HP: Lucas Byl

VP: Colin Glencross

Chillis:

HP: Emma Kyte

VP: Chelsea Piper

Plessis:

HP: Connor Newman

VP: Allison Britten

Lane:

HP: Alex Bohan

VP: Megan Wall

VP: Rhyan Schennery

Fraser:

HP: Brittany LaPointe

VP: Colton Rushton

Riley:

HP: Alexandra MacDonald

VP: Matthew Trnkus

Burke:

HP: Jilaine Barton

VP: Jacob Faubert

O’Regan:

HP: Sadie Laurin

VP: Owen Williams

Mount St. Bernard

HP: Jonas Lawrence

VP: Kieran Yorke

Off Campus;

Sr. OCL: Alyssa MacNeil

OCL: Iain MacLellan

Please note: the position of MacDonald HP, MacIsaac HP and (2) MacIsaac VPs remain vacant.

## Ratification of Student Advocates

The ratification of Student Advocates (William Fraser, Brianna George)

# Robert’s Rules 101

## What is a Motion?

A Motion is defined as a proposal for action by Council made by a member. This is how decisions are reached.

A motion always precedes debate, and all motions require someone to “second” the motion. If no one seconds the motion, then the motion is considered dead. Just because you are seconding a motion does not mean you support it – it just means you feel it should continue to debate.

## What is an Amendment?

An amendment is a special type of subsidiary motion that alters the wording of the main motion and changes its meaning accordingly. The amendment must deal with the same subject as the original motion but cannot introduce a new subject. Amendments must be voted upon.

A sub-amendment varies the amendment only, and must relate to the amendment (Is an amendment to the amendment). Sub-amendments must be voted upon. Debate then returns to the original amendment.

Friendly amendments are made for typing errors, spelling mistakes, grammatical and punctuation errors that would affect the intent of the motion itself and do not need to be brought to a vote.

## “Out of Order”

This is the Chair’s way of saying that particular motions are either used incorrectly or not at the right moment.

## Decorum

1. Never address a particular member of Council
2. Always speak to the Chair
3. Never use names

## Allowing a non-voting member or a non-member of Council to speak

1. “I yield my time to \_\_\_\_\_\_\_\_” (Ex: VP Student Relations, Editor-in-Chief of the Xaverian, any member of the gallery)

## Passing a Motion (Step-by-Step)

1. “I move to \_\_\_\_\_\_”
2. Floor open to second the motion
3. Floor open to anyone opposed to the motion (Must be recognized by the Chair in order to speak)
4. Floor open to anyone in favor of the motion (Must be recognized by the Chair in order to speak)
5. Debate on the floor – debate is limited to issues directly relating to the motion at hand. Debate goes back-and-forth loosely from one in favor to one opposed
6. Call to question
7. Vote
8. Motion passes/fails

## Amendments (Step-by-Step)

1. An amendment is a change to a motion or the agenda (Ex: Changing the wording of a motion)
2. “I move to amend the original motion to say \_\_\_\_\_\_\_”
3. Proceeds as any motion to be passed
4. Once amendment motion has passed/failed, we return to the original motion at hand
5. You can amend an amendment once

## Participating in a Debate

1. Indicate you would like to be on the speakers list by flipping your placard
2. When acknowledged by the Chair you may rise and have your say in the debate

## “In-Camera” Sessions

1. Council meetings are open to all members of the Union and invited guests, unless closed by a two-thirds (2/3) majority vote on a motion to go in camera
2. Meetings go in camera to discuss staff-related and other highly sensitive matters (Ex: Discussing confidential information about contracts)

## Voting

1. All in favor: You agree with the motion as it has been presented
2. All opposed: You do not agree with the motion as it has been presented. Usually, if a motion is defeated in such a manner, discussion can either continue on the motion or move on to the next agenda item
3. Abstentions: You want to maintain neutrality on a certain issue, or if you feel your vote would be wasted if you were to vote either in favor or against (Ex: if you feel that you do not have enough information to make a decision, and think the motion needs to be debated further)

## Methods of Voting

1. Show of hands: When asked to vote, raise your hand for the Deputy Chair to count how many are in favor/opposed
2. Secret ballot: Used if you would like nobody else to know how you are going to be voting

## Standard Order of Business

The Order of Business for regular meetings of the Students’ Union Representative Council is typically as follows (*outlined in the Bylaws*):

1. Call to Order
2. Roll Call
3. Opening Remarks of the Chair of Council
4. Mi’Kmaq Acknowledgment
5. Approval of Minutes
6. Business Arising
7. Constituency Reports
8. Executive Reports
9. Faculty Representative’s Reports
10. Students’ Union General Manager’s Reports
11. Report of Committees
	1. Standing Committees
	2. Special Committees
12. Special Reports from elected or appointed officials
13. Unfinished Business
14. New Business
15. Closing Remarks of the Chair of Council
16. Adjournment
17. **Call to Order**: The meeting officially begins when it is *called to order* by the Chair of Council
18. **Roll Call**: Attendance. This is done to ensure that a *quorum* (A minimum of two-thirds members present) is met for the meeting to proceed normally. Without quorum, a meeting can only do a limited number of things; any substantive action taken without quorum met is invalid.
19. **Opening Remarks of the Chair of Council** is then given
20. **Approval of Minutes:** Minutes of the previous meeting will be circulated prior to the meeting. The Chair will ask if there are any corrections that need to be made.
21. **Business Arising:** Amending the agenda. You may add, remove, or edit agenda items under “New Business”
22. **Reports**
23. **Reports**
24. **Reports**
25. **Reports**
26. **Reports**
27. **Reports**
28. **Unfinished Business**: Items that were scheduled to come up at the last meeting but were not reached before the meeting was adjourned are included here
29. **New Business**: New items are brought forward for discussion and debated by a Councillor who makes a motion.
30. **Closing Remarks of the Chair of Council**: Includes time and date for the next meeting.
31. **Adjournment**: If there is no further business, the Chair will adjourn the meeting. If there is still business on the table, the Chair may entertain a motion to adjourn.

## Reports

Presentation of a report can be done in one of the following ways:

1. Either reading the report aloud, or
2. Circulating copies of the report to Councillors

As Councillors, you benefit from having both. In the week that precedes a Council meeting, you will receive Council packages from the Chair’s office which will include the agenda for the next meeting, the minutes from the previous meeting, and the reports of the Executive members of the Union.

This gives you the opportunity to read over the reports and to bring your comments or questions to Council

## Debate (Discussion)

There must always be a *concrete item of business* before Council. The item is usually a motion or a presentation of a report, but often it is a combination of the two. It can be an inquiry about procedure or informal consultation on the wording of a motion. Discussions/debates can only deal with *one item at a time*.

Debate is your opportunity to make comments or ask questions regarding a particular item of business that is before Council. You are only allowed to speak once the Chair has recognized you to speak.

## A Few Useful “Points”

1. Point of Information: A question directed through the Chair and either from or to the person speaking. A POI directed to the person speaking is an interruption and does not need to be warranted with a response. Regardless of whether or not an answer is given, the person speaking still maintains the floor and is allowed to finish.
2. Point of Personal Privilege or a Right of Reply: Used for defensive purposes. If a person’s speech insults or misquotes another person or Councillor in the room, this can be used to speak in defense.
3. Point of Order: Raised by a delegate who thinks the Chair should prevent action or debate on grounds of procedure. In other words, if the Chair’s actions for moderating debate have caused you any question regarding how the discussion is being conducted, this is used. The Chair must make a ruling in response to the point of order. If the Councillor disagrees, he/she may appeal, which puts the point of order to a vote.
4. Point of Parliamentary Procedure: Used to ask for clarification on procedure.