



## **POLICY 2.19**

### **COUNCIL GOVERNANCE**

#### *Students' Council Meetings*

#### **POLICY INTENT**

AUSU recognizes the need to establish students' council meeting procedures that enable AUSU council to conduct its business in an open, inclusive, and collaborative manner. Meetings shall be informative, respectful, and orderly.

This policy shall establish the regularity and structure for AUSU council meetings as required by AUSU Bylaws and policies; provide additional details regarding meeting processes; and ensure that meetings are conducted in an efficient and effective manner that contributes to and supports AUSU council's purposes, authorities, duties and functions as established in AUSU Bylaws and the Post-Secondary Learning Act.

#### **POLICY**

##### **Definitions**

- 2.19.01 Confidential Materials are materials presented In Camera, including personal membership information, resumes, unapproved agreements and contracts, and materials concerning discipline and litigation.

##### **Hierarchy**

- 2.19.02 Where there is any conflict between the 2.19 Council Meeting Policy and the AUSU Bylaws, the AUSU Bylaws shall take precedence.
- 2.19.03 Additional policies regarding voting, councillor responsibilities, and attendance may be passed by AUSU council and take precedence over general details provided in the 2.19 Council meeting Policy.
- 2.19.04 AUSU council 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 AUSU Bylaws and Policy.

##### **Speaker**

- 2.19.05 The President may direct the Executive Director to hire an external chair of AUSU council to preside over all meetings of AUSU council.
- 2.19.06 If the chair is absent for any reason then the President shall serve as chair.
- 2.19.07 The chair of AUSU council shall:

- a. Maintain order and preserve decorum during a meeting;
- b. Decide points of order without debate or comment;
- c. Decide which councillor or member has the right to speak;
- d. Ensure that all councillors who wish to speak on a motion have the opportunity to do so before calling for a vote; and
- e. Determine when a motion is out of order.

2.19.08 If an external chair of AUSU council is hired, then that chair of AUSU council shall not:

- a. Be counted for the purpose of determining quorum;
- b. Vote on any question and
- c. Enter into discussion on any matter other than the rules of order or the interpretation of AUSU policy and bylaws as it pertains to AUSU council meetings.

### **Meeting Schedule**

2.19.09 Consistent with AUSU Bylaws, regular AUSU council meetings shall be held monthly at a time and date set by the Executive Committee.

### **Meeting Order of Business**

2.19.10 Regular AUSU council meetings are conducted according to the following order of business:

- a. Announcement of accessibility officer
- b. Land acknowledgement
- c. Call for attendance
- d. Welcome and member-at-large input
- e. Adoption of agenda
- f. Approval of council meeting minutes
- g. Review of action items
- h. Old business
- i. New business
- j. Reports
- k. Recognition and acknowledgements
- l. Question and answer period
- m. Next meeting and adjournment

2.19.11 Special meetings and executive election meetings may have different orders of business as set by policy or approved by council through adoption of the agenda.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

AUSU Bylaws

### **This Policy is Referenced by**

None

### **POLICY RESPONSIBILITY**

Council

### **POLICY HISTORY**

Original Approval Date: June 17, 2021

Last Review Date: June 17, 2021

Review by Date: June 2023