



POLICY 2.04

COUNCIL GOVERNANCE

Discipline

POLICY INTENT

The intent of this policy is to provide a clear discipline process to deal with misconduct on the part of an AUSU Councillor and to define the possible outcomes of that process.

POLICY

Misconduct

- 2.04.01 Councillors may be guilty of misconduct if:
- a. they fail to adhere to AUSU Bylaws or written policy;
 - b. their conduct is detrimental to AUSU, its Council, or its members as determined by Council in its sole discretion; or
 - c. for any other reason that Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of AUSU.

Discipline Process

- 2.04.02 Any disciplinary action must go through due process. Unless otherwise stated elsewhere in AUSU Bylaws or policies due process is as follows:
- a. A complaint can be made to the Executive Director or President, who will bring the matter to the Executive Committee;
 - b. the complaint must include, in writing, all available details of the event(s) and/or conduct that the complainant is aware of and copies of any correspondence or other materials that are relevant to the complaint that the complainant has access to;
 - c. the Executive Committee will determine if there are reasonable grounds to continue with the discipline process;
 - d. if the complaint is against the President, the President's role in the disciplinary process shall be assumed by the VP External.
 - e. if the complaint is made against an Executive Councillor, that person shall not participate in determining if there are reasonable grounds to continue with the discipline process except in the capacity of the respondent;
 - f. if the complaint is made by an Executive Councillor, that person shall not participate in determining if there are reasonable grounds to continue with a discipline process except in the capacity as the complainant;
 - g. the Executive Committee must notify the respondent in writing within seven (7) days of receiving the complaint that a complaint has been brought forward;
 - h. in determining if there are reasonable grounds to continue with the discipline process, the respondent will have an opportunity to address the Executive Committee, who will

- then have an in-camera discussion of the complaint without the complainant or the respondent present;
- i. after the in-camera discussion, the Executive Committee may unanimously agree to discontinue the process. If this decision cannot be made unanimously, the Executive Committee shall bring the matter before Council;
 - j. the Executive Committee must notify the complainant and the respondent within two (2) business days of the decision whether to proceed with the discipline process;
 - k. the executive committee may investigate the facts and circumstances around the complaint at their sole discretion;
 - l. if the discipline process continues, the Executive Committee must notify the respondent in writing at least seven (7) calendar days prior to the next scheduled meeting of Council that a motion to discipline them has been proposed for that meeting;
 - m. if there is more than one instance of misconduct (e.g. breach of more than one policy or bylaw clause), each shall be dealt with by a separate motion of discipline;
 - n. specifics of the alleged misconduct will be confidential and must be provided in writing to the respondent and to Council at the time of notification, and shall include:
 - i. the proposed motion(s) that will be on the meeting agenda;
 - ii. details of the investigation and findings; and
 - iii. all relevant information regarding the proposed motion that was considered by the Executive Committee.
 - o. the respondent is entitled to present their case in writing to Council, and has the option to present their case at the beginning of the in-camera Council discussion of the motion to discipline and the imposition of any penalty;
 - p. discussion of the motion to discipline and the penalty that will be imposed shall continue to be held in-camera, during which the respondent will be excluded from attending or participating in deliberation of Council prior to the vote;
 - q. the vote on both the motion of discipline and imposition of any penalty will be held as a secret ballot by Council;
 - r. a simple majority is required to pass a motion of discipline; and
 - s. a resignation from council shall not halt these proceedings.

Penalties

- 2.04.03 Where misconduct is found to have occurred, as evidenced by the passing of a motion of discipline, a subsequent motion of Council will be held to determine the penalty to be imposed.
- 2.04.04 One or more of the following penalties shall be imposed by Council:
- a. the minimum and automatic penalty of a formal record of the motion in the public meeting minutes;
 - b. a written warning outlining the concern and may include an improvement plan;
 - c. removal from committee or executive; or
 - d. removal from council.
- 2.04.05 A simple majority may pass a penalty motion, except in the case of removal from Council, which requires 2/3 majority vote to pass.

- 2.04.06 If subsequent motions of discipline are passed, an automatic motion of removal from council against that Councillor shall be brought forward by the President.

Disclosure

- 2.04.07 The results of a motion to discipline a Councillor will be included in the public meeting minutes.
- 2.04.08 If a Councillor has been removed from council, they become a member no longer in good standing and are therefore no longer eligible to be elected to or serve on AUSU Council as per AUSU bylaw.
- 2.04.09 A record of any disciplinary proceedings of this nature will be formally maintained by AUSU.
- 2.04.10 The Executive Committee may choose to consult with the AUSU legal counsel or HR partner in matters of discipline.

Committee Activity Disciplinary Action

- 2.04.11 If any Councillor or Member-at-Large is not fulfilling their obligations as a member of an AUSU committee, a request to discipline that Councillor or Member-at-Large as a committee member may be brought forward as per the procedure above.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

AUSU Bylaws

This Policy is Referenced by

Policy 2.10 Executive Director

Policy 2.12 Respect in the Workplace

Policy 2.13 Code of Ethics

Policy 2.14 Councillor Responsibility and Honoraria

Policy 2.15 Executive Accountability and Compensation

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date: October 23, 1999

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