Brescia University College Students’ Council

**Member Vacancy Policy**

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**EFFECTIVE:** November 2017 **SUPERSEDES:** N/A

**AUTHORITY:** Executive Council  **RATIFIED BY:** Council as of 2017

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**RELATED DOCUMENTS:** By-Law #1, By-Law #2 **Page 1 of 3**

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**PREAMBLE**

The BUCSC intends to operate on an effective, efficient basis; therefore, we are dependent on a full Council. However, recognizing the BUCSC is a student-based organization, potential vacancies may occur for a variety of reasons, including academics, mental or physical health, termination, or more. Therefore, this document outlines the proper procedure in the event of an Ordinary and/or Resource member resignation and/or termination.

**1. SCOPE**

**1.01** This policy strictly dictates the appropriate procedure for the reaction following the removal or resignation of an Ordinary and/or Resource Member.

**2. GENERAL**

2.1 In the event of a member vacancy, the following regulations must be met:

1. In the event that a role is vacated before December 2nd, the role shall be reopened as per sections 3.0 and 4.0, in conjunction with By-Law #2:
   1. In exception, the Executive portfolio holder of the vacant role, in collaboration with the Governance Officer, has the discretion of whether the position will be reopened.
2. There shall be no inter-replacement between roles:
   1. For example, in the event of the vacancy in the role of Social Media Commissioner, the Website Commissioner shall not apply as their replacement.
3. In the event of a long-term vacancy, which is considered four (4) weeks and/or longer, an Associate Vice-President may temporarily fulfil duties of the position in question:
   1. In long-term situations, additional monetary compensation may be discussed, granted the member in question submit a comprehensive interim and/or final report, and a simple majority in a ‘in-camera’ council meeting.

**3. ORDINARY MEMBER VACANCY**

**3.1** In the event an Ordinary Member resigns or is removed; the following process shall be implemented:

1. The Executive shall discuss the possibility of By-Election, as outlined in By-Law #2:
   1. If a general election is to be held within the month, an emergency election will not be held, but rather, the position shall be elected alongside the others, as per By-Law #2;
   2. Should another duly-called election not be scheduled, it is of the authority of the Executive to determine the necessity of a By-Election, noting the timing of the academic term.
2. In the event the role is filled, the Executive portfolio holder, in combination with the Governance Officer, shall aid in the transition and training of the new representative;
3. In the event the position remains vacant, the Executive will discuss further opportunities to program and advocate for this student demographic;
4. Opportunities include, but are not limited to, the creation of a student committee or additional feedback mechanisms.

**4. RESOURCE MEMBER VACANCY**

**4.1** In the event of the resignation or removal of a Resource Member, the following process shall be implemented:

1. The AVP Student Support shall act alongside the Vice-President Student Life to accommodate the loss of membership;
2. The AVP Special Events shall act alongside the Vice-President Student Events to accommodate the loss of membership;
3. The AVP Promotions shall act alongside the Chief Communications Officer to accommodate the loss of membership;
4. The AVP Treasurer shall act alongside the Chief Financial Officer to accommodate the loss of membership;
5. The Speaker shall act alongside the Governance Officer to accommodate the loss of membership;
6. The nomination period for the vacant role must be completed within three (3) weeks of the vacancy, with the exception for vacancy during summer months;
7. The vacancy shall be refilled as previously dictated in By-Law #2;
8. It is of the authority of the Executive to determine whether an additional selections process is warranted for a permanent replacement.

**5. PROCEDURAL AUTHORITY**

**5.1**  Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Council:

1. The scope of such Procedures is limited to the scope of this policy;
2. In the event of any conflict, this Policy supersedes any documents created under it;
3. Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect;
4. Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.