Brescia University College Students’ Council

**Standing Orders**

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**EFFECTIVE:** **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2022

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**RELATED DOCUMENTS: N/A** **Page 1 of 5**

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**PREAMBLE:**

Brescia University Students’ Council (BUCSC) maintains standing orders to ensure the effective and efficient function of the Council through General assemblies and sub-committee meetings. These standing orders coincide with the provisions set in By-Law 1, discussing the conduct of the Annual General Meeting, conduct of the General Assemblies and further meeting breakdowns. This order stands to supplement the methods used when following Robert’s Rules and attempts to reflect the ongoing format of the Council.

**1. SCOPE**

**1.1** These standing orders structure the Council’s operations and lay framework for Council congregations.

**2. DEFINITIONS**

**2.1** “General Assembly” means a meeting held on a regular basis, typically monthly, that serves as the opportunity for the entirety of council to meet.

**2.2** “Annual General Meeting” means the one annual meeting that stands for important business and discussion on council standing.

**2.3** “Subcommittees” typically refers to the committees of the council, each chaired by an executive member to further the working groups of the council.

**3. GENERAL**

**3.1** Responsibility for rules, regulations and function of the meetings are assigned to the Speaker of the council in full-council meetings. At subcommittee meetings, this responsibility is held by the chair of the subcommittee.

**3.2** Training and preparation of council members for meeting conduct will be prepared by the Speaker of the council on an annual basis.

**4. MEETING TIMES**

**4.1** General Assemblies of the BUCSC shall occur on Sunday evenings at a time and place set by the Speaker and Vice President Finance and Governance, no later than September 15th of each year.

1. A change to time or schedule will be necessary if greater than one third (⅓) of council has legitimate regrets for the meeting, and reasons for recurring absence.

**4.2** The Annual General Meeting shall be set by the Vice President of Finance and Governance no later than October of each year, allowing time for council to be populated.

**4.3** Subcommittee and Standing Committee meetings must be held one (1) week following every general assembly of the council.

1. The Governance standing committee of council shall be exempt from these orders.

**4.4** The Governance standing committee shall meet one (1) week in advance of every general assembly meeting of the council.

**5. AGENDA**

**5.1** The agenda of a General Assembly, Annual General Meetings, Subcommittees may include, but is not limited to, the following:

1. Call to order;
2. Attendance;
3. Land Recognition;
4. Singing of “O Canada”;
5. Approval of the Agenda;
6. Approval of Minutes;
7. Comments from the Chair;
8. Presentations;
9. For Action;
10. For Information;
11. For Discussion;
12. Adjournment

**5.2** Agendas shall be sent out to all council members no later than twenty-four (24) hours prior to the meeting

**5.3** The Speaker of the Council is responsible for a “Call for Agenda Items” notice that is available to all council members, no later than seven (7) days prior to the meeting.

1. Council members then have the opportunity to submit agenda exhibits and business items.
2. All Agenda items must be submitted no later than seventy-two (72) hours prior to the meeting.

**5.4** The Speaker of the council has the authority to set time limits to agenda items as seen fit to ensure efficiency.

1. If this time limit has been met, and council members feel the need for more discussion, Council must motion for an extension in order to continue

**5.5** All agendas shall be available to all BUCSC members and all Brescia community members through internal BUCSC databases and the public BUCSC website for later and further consideration if desired.

**6. PROXIES**

**6.1** All Ordinary Members of Council are entitled to vote at a meeting by means of a proxy if necessary, subject to the following conditions:

1. A proxy form has been submitted to the Speaker, Portfolio Holder and Vice President of Finance and Governance no later than forty-eight (48) hours prior to the meeting.
2. The proxy is a Brescia University College Student

**6.2** The proxy is only valid at the meeting for which it is given.

**6.3**  The member utilizing the proxy function may revoke a proxy by informing the Speaker of Council in writing no later than twenty-four (24) hours prior to the meeting.

**6.4**  A proxy holder maintains all the same rights as the Member who appointed them for the meeting.

**7. SPEAKER AUTHORITY**

**7.1** In addition to the regular authority given to the Speaker of Council by virtue of holding the position itself, the Speaker shall also have the authority to do the following without having to ask for a motion from Council.

1. The Speaker shall have authority to call for a vote on any given question or amendment should she determine debate or discussion of the question has gone off topic or has become circular in nature. The Speaker may call for a vote at any time, regardless of the number or nature of names remaining on the Speaker’s List.
2. The Speaker shall have the authority to recess a meeting at her sole discretion. This includes a short recess for Members to take a break, and a recess until a later date for the purposes of conducting research for the benefit of Council.
3. The Speaker shall have the authority to refer any motion or question back to a Standing Committee or Ad-Hoc Committee of Council should she determine more discussion or research is necessary. The Speaker may refer a question or motion before any discussion or debate has taken place at the Council meeting.
4. The Speaker shall have authority to sanction Members who are in violation of Council decorum (i.e. personal attacks on another Member, causing disruptions, etc.). Sanctions may include, but are not limited to the following:
   1. A verbal warning;
   2. Removal of a member for the duration of the question on the floor;
   3. Removal of a Member for the duration of the meeting;
   4. Recommend the removal of a Member subject to the [Community Standards Policy](https://docs.google.com/document/d/13uh0xwOQDngCDuWhR0fwSPdYjBmISPJEE54SBhNrJ9A/edit?usp=sharing)
5. Council has the right to challenge the Speaker regarding any section of this policy, subject to a two-thirds (⅔) vote in favour, provided said challenge does not contravene either the Bylaws, or the Act.
6. Motions to appeal the decision of the chair shall require a two-thirds (⅔) vote to overturn the chair’s decision.

**8. ANNUAL GENERAL MEETING**

**8.1** Business of the Annual General Meeting may have cause to differ from standard General Assembly proceedings. Exceptional business at the Annual General Meeting, must include, but is not limited to:

1. Presentation of audited financial statements for the previous year;
2. Presentation of draft financial statements for the current period;
3. Current strategic plan in place of council;
4. Annual reviews of any necessary policies.

**8.2** The general assembly shall take place no later than February of each year.

**9. PROCEDURAL AUTHORITY**

**9.1** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by 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 document created under it;
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.