Date Approved: 2023-11-09 es



## R-6: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS

| *POLICY TYPE: COUNCIL POLICY**POLICY TITLE: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS POLICY REFERENCE NUMBER: R-6***Adopted: 2021-05-01 Next Scheduled Revision: April 2024****Previous Revisions: June 2022** |
| --- |
| Position | Signature | Date |
| President |  |  |

#### Relevant By-Laws

1. By-Law 15

#### Resignation

* 1. A notice of resignation shall be submitted by Jotform to the President by a member of council or committee to declare their intention to resign.
	2. The President upon receipt of notices of resignation from council member(s) shall add it to the agenda for council meeting.
	3. Council shall approve and ratify the notice of motion in order for it to become official.
	4. The society’s records shall be updated accordingly.

#### Leave of Absence

* 1. Leaves of absence approved by the President or VP Internal & Organisational Development shall be reported to Council.
	2. Requests by members of Council for leaves of absence shall be directed to the President for approval. If the President requests a leave of absence, it shall be directed to the VP Internal & Organisational Development for approval.
	3. All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.
	4. In the event that a request for a leave of absence is denied, the President or VP Internal & Organisational Development shall provide written reasons for their decision.
	5. No more than two (2) months leave of absence shall be granted within a one-year term of office.
	6. A Councillor will not be remunerated while on a leave of absence.

#### Regrets

* 1. ‘Regret’ is a term that refers to a written document or electronic message submitted as a request to be excused from attending a meeting where attendance would otherwise be required. The primary purpose of regrets are as a mechanism to recognize situations where councillors have a valid reason not to be in attendance at a meeting and to not unduly penalize them under Bylaw 15 for their absence.
	2. Regrets must be submitted to the Chair of Council or the Chair of the committee, as well as the Administrative Team, and must:
		1. include the specific extent of that absence,
		2. include the reason for that absence, and
		3. be submitted at least two (2) hours in advance of the meeting in question.
	3. Acceptable reasons for the submission of regrets include, but are not limited:
		1. bereavement,
		2. illness,
		3. an academic or employment specific conflict
		4. a personal or family emergency.
	4. Regrets are deemed acceptable or not for the reasons stated above by a simple majority vote of the body to which they have been submitted.
	5. Where such regrets are deemed unacceptable, an explanation must be provided in writing to the submitter by the chair of the organizational unit.

# SECTION III: MEETINGS OF COUNCIL AND COMMITTEES



## R-7: COUNCIL MEETINGS

| *POLICY TYPE: COUNCIL POLICY POLICY TITLE: COUNCIL MEETINGS POLICY REFERENCE NUMBER: R-7***Adopted: 2021-05-01 Next Scheduled Revision: April 2024****Previous Revisions: June 2023**  |
| --- |
| Position | Signature | Date |
| President |  |  |

#### Definitions

* 1. “**Territorial Acknowledgement**” is the act of acknowledging the history and on-going act of colonialism, and that we work, play and operate on the traditional, ancestral, and unceded territories of these First Nations.
	2. **Unceded** means that this land has never been surrendered, relinquished, or handed over in any way. This acknowledgement shall be made by the Chair at the beginning of every meeting before any other meeting business is conducted. We recognize that these acknowledgements are only one small part of disrupting and dismantling colonial structures, and that we must also actively center and prioritize all of the Society’s work around standing in solidarity with Indigenous student groups and Host nations. Standing in solidarity includes but is not limited to advocating for Indigenous rights and sovereignty, showing up for Indigenous led actions, amplifying Indigenous voices, and building reciprocal relationships. For more information and education on Land Acknowledgements read Native Land Digital’s resource on “[Territory Acknowledgement](https://native-land.ca/resources/territory-acknowledgement/)”.
	3. **“Pronouns”** means what is used to refer to someone in lieu of using their name. Ensuring people’s pronouns are respected pushes the Society towards actively breaking down the enforcement of societal gender norms. We recognize that respecting people’s gender identity, especially for queer, gender non-conforming, non-binary, Two-Spirit, and transgender people, that may not conform to societal binary standards is important in making a safe and inclusive space in the Society. Pronouns can include but are not limited to He/Him, She/Her, They/Them, Ze/Zir, and Xe/Xem. Additionally, some people might not use pronouns. It is always best to ask how someone wants to be referred to instead of assuming. In cases where Traditional or conventional pronouns may not apply, it is best practice to directly inquire about an individual's preferred references. Emphasizing the importance of not assuming, this approach fosters a culture of respect and inclusivity for all Society members.
	4. **“Access Needs”** means something a person needs to communicate, learn, and take part in an activity, such as a meeting or an event. Everyone has access needs, which may be met or unmet depending on the situation. An individual may communicate how their access needs can be met either publicly or privately to the Chair of a meeting. The members of a meeting shall do everything in their power to ensure that the access needs of each individual person present at a meeting, whether virtual or in person, are met. Conflicting access needs between multiple individuals will be addressed collaboratively on a case-by-case basis to ensure that all individuals can communicate, learn, and take part in meetings and events.
	5. **“Roll Call of Attendance”** means the act of the Chair of a meeting calling off a list of names to determine whether there is a quorum; and each member of a meeting, when called upon by the Chair, sharing their name, pronouns, and access needs.
	6. **“Consent Agenda”** means the practice of grouping routine business items which do not require substantive discussion or debate into one agenda item, requiring unanimous consent to be approved. An item in the consent agenda may be moved to new business if any voting member dissents to it being included in the consent agenda.

#### Duration

* 1. It is suggested that Council meetings shall occur Wednesdays starting at 5:30 pm and ending at 8:30 pm, but will be up to the discretion of Council at the beginning of the Council term. Meetings shall occur on a biweekly basis.
	2. Regular meetings of Council shall be limited in duration to three hours, which shall be calculated from the scheduled start time.
	3. Where necessary, and in cases where postponement is not possible, Council may extend a meeting via a majority vote of Council.

#### Quorum

* 1. Once a meeting of Council becomes quorate, that meeting shall be considered quorate until such time that a question of quorum is raised.
	2. A question of quorum shall be treated as a point of order, as defined by Robert's Rules of Order.
	3. Quorum shall be:
		+ 1. Majority of currently elected Council members (50% + 1) and;
			2. Majority of the Executive Board, which is at least four (4) of the seven (7) sitting Executives Officers
	4. The requirement for a majority of Executive Officers does not apply to a special meeting of Council, if the need arises, for the purposes of initiating impeachment proceedings, or for the purpose of calling an executive election, or for the purposes of appointing the IEC Chief and Commissioners, or ratifying the Executive election results.
	5. All students who are members in good standing shall have speaking privileges at all meetings of Council.
	6. All Society staff shall have speaking privileges at all meetings of Council
	7. Councillors shall always be given priority on the speaking list before a student guest speaks at a Council meeting. The Chair and Vice-Chair will maintain a speaker’s list during Council meetings
	8. As per By-Law 6(17), the President shall be the Chair of Council, and shall

Chair all Council meetings unless otherwise voted on by Council at a particular meeting, or for the duration of a semester

#### Vice -Chair

* 1. As per By-Law 6(17), the President shall be the Chair of Council, and shall Chair all Council meetings unless otherwise voted on by Council at a particular meeting, or for the duration of a semester.

 (a) Notwithstanding R-7.15, if a member of the Society has been censured by Council for a violation of R-5.3(c)(iii) or in relation to a violation of R-5.3(c)(iii), the censured member of the Society shall be ineligible to serve as the Vice-Chair of Council.

* 1. The Vice Chair shall convene and chair a Council meeting in the absence or at the discretion of the Chair of Council.
		1. Communicating with Committee Chairs and Committee Vice Chairs on behalf of the Chair, when necessary.
		2. Collect agenda items from Councillors on behalf of the Chair and send them to the Administrative Department through proper communication channels (e.g. JotForm link, email, etc.) , when necessary.
		3. Approve agendas and meeting minutes, on behalf of the Chair, for distribution.
		4. Any other duties as delegated by the Council Chair.

#### Agenda

* 1. The order and items of business for meetings of Council are:

* + 1. Call to Order
		2. Territorial Acknowledgment
		3. Roll Call of Attendance
		4. Consent Agenda
			1. Approval of the Minutes
			2. Matters Arising from the Approval of the Minutes
			3. Ratification of Regrets
			4. Any other business, as determined by the Council Chair and Vice-Chair

(e) Adoption of the Agenda

1. Presentation
2. Reports from Committees
3. Old Business
4. New Business
5. Discussion
6. In-Camera
7. Ex-Camera
8. Notices of Motion
9. 30 Minute Q&A Period
10. Announcements
11. Attachments
12. Adjournment
	1. Agenda items and supporting documents for regularly scheduled Council and other SFSS committee meetings must be submitted to the Chair, President, and Administrative Team. The Chair must provide a one week period for agenda items and supporting documents to be submitted
	2. The Agenda for Council meetings must be distributed to Councillors no later than three business days before a Council Meeting.
	3. Council agenda shall be available electronically on the Society website at least two business days prior to regularly scheduled Council meetings.

#### Consent Agenda

* 1. The purpose of a consent agenda is to save time at Council meetings and make them more efficient by grouping routine business items for unanimous approval of Council.
	2. The Council Chair shall include a consent agenda portion on the regular agenda wherein items on the consent agenda, in the opinion of the Council Chair, will be matters that do not require substantive discussion or debate, including, but not limited to:
		1. Approval of minutes
		2. Approval of regrets
		3. Committee appointments
	3. During the Council meeting, the Council Chair shall ask for unanimous approval of the consent agenda. If there are no objections, the consent agenda shall be approved. It is not necessary to vote on consent agenda items.
	4. Items that otherwise would be included under “New Business” may be included in the consent agenda where the Council Chair believes the matter does not require substantive discussion or debate.
	5. Any voting member of Council can require that an item be moved from the consent agenda to the regular agenda for substantive discussion. If a member requests an item be moved, it must be moved.
	6. Items may not be moved to the consent agenda from the regular agenda once the agenda has been distributed.

#### Location

* 1. Notwithstanding bylaw requirements, the governance committee shall determine the location of Council Meetings.
	2. The agenda, time, and location of Council Meetings shall be published on the Society Website and/or Social Media media prior to these meetings.
	3. The agenda, time, and location of emergency Council meetings shall be published on the Society’s website if possible.



## R-8: ALTERNATES

| *POLICY TYPE: COUNCIL POLICY POLICY TITLE: ALTERNATES POLICY REFERENCE NUMBER: R-8***Adopted: 2021-05-01 Next Scheduled Revision: April 2024****Previous Revisions: July 2022**  |
| --- |
| Position | Signature | Date |
| President |  |  |

#### Relevant By-Laws

1. By-Law 6(24)(f)

2. By-Law 15(7)

#### Alternates of Councillors

* 1. As per the SFSS By-Laws, Councillors are entitled up to two Alternates to attend meetings and vote when the Councillor is unavailable.

#### Appointment of Alternates

* 1. Alternates may be appointed in accordance with the constitution and by-laws of the Student Union, Constituency Group, or Affiliated Student Group that a Councillor represents on Council.
1. As per the membership definition of the SFSS Constitution, any and all, alternative councillors must be in good standing of the Society and must be an undergraduate student at SFU.
2. Alternate Councillors must sign a confidentiality form.
	1. If the constitution and by-laws of that student group does not establish a process for appointing alternates, that student group may appoint an Alternative Councillor by majority vote of their Executive.
3. The appointment of alternate councillors must be communicated to the Council Chair, Vice Chair, President and VP Internal & Organizational Development two weeks prior to the alternate’s first attendance at the Council meeting.

 (i) The groups shall provide the alternate’s or alternatives’: full name, student number, and student email

#### Alternate Councillors at Meetings of Council

* 1. A Councillor who will be absent from a meeting of Council, and wishes to send an Alternative Councillor in their place, must:
		1. submit regrets to the Council Chair as outlined in R-6
		2. submit a written statement or electronic message to the Council Chair at least 2 hours in advance of the meeting in question to express their intent to send an Alternative Councillor in their place.
	2. Whether or not a Councillor sends an Alternate in their place, Council still must ratify the regrets of the Councillor who is absent.
	3. Regardless of whether an absent Councillor is sending an Alternative Councillor to meetings of Council, they are still subject to the By-Law 15(7).

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#### Voting Rights of Alternates

8.7 Alternates can vote on the behalf of the Councillor they are representing.

* + 1. The Alternate is entitled to one (1) vote only.
		2. In the case two (2) Alternates are attending on behalf of one councillor, only the one specified in the councillor’s regrets shall vote.

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## R-9: IN-CAMERA SESSIONS

| *POLICY TYPE: COUNCIL POLICY POLICY TITLE: IN-CAMERA SESSIONS POLICY REFERENCE NUMBER: R-9***Adopted: 2021-05-01 Next Scheduled Revision: April 2024****Previous Revisions: June 2022**  |
| --- |
| Position | Signature | Date |
| President |  |  |

* 1. Council and its committees may, by simple majority vote, move agenda items for discussion in- camera, only where deliberations involve:
		1. SFSS HR matters,
		2. open contract negotiations or competitive processes,
		3. a litigation process in which the Society is involved,
		4. discussions involving advice subject to solicitor-client privilege, such as legal counsel, where the Society wishes to maintain that privilege, and
		5. subject matter that relates to or is subject to the Personal Information Protection Act (PIPA).
	2. In-camera items are strictly confidential and members present are bound by the Societies Act and are not to disclose the proceedings of, or contents of, any documents relating to in- camera sessions.
	3. Only members of Council and its committees, and invited third parties as may be required, shall remain in the meeting.
	4. No motions may be moved during an in-camera session

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## R-10: MINUTES

| *POLICY TYPE: COUNCIL POLICY POLICY TITLE: MINUTES**POLICY REFERENCE NUMBER: R-10***Adopted: 2021-05-01 Next Scheduled Revision: April 2024****Previous Revisions: June 2022**  |
| --- |
| Position | Signature | Date |
| President |  |  |

#### Council Minutes

* 1. Council shall adopt the minutes of Council and Council committees as necessary.
	2. Minutes of meetings of Council shall include:
		1. a summary of the discussion, including any comments that participants ask to be recorded as approved by the chair,
		2. a record of motions passed, direction given, and action taken, and
		3. list a record of who voted in favour, and against or abstained on a motion, or if a motion passes unanimously.
	3. Committee meeting minutes shall be:
1. Firstly, approved by the committee Chair within two working days.
2. Secondly, approved by the respective committee at the next committee meeting.
	1. The respective committee Chair is responsible to send the final minutes via JotForm to the committee to be added to the Agenda.
3. Lastly, approved by the Council at the next Council meeting.
	1. The respective committee Chair is responsible to send the final minutes via JotForm to the Council to be added to the Agenda
	2. Minutes shall not be kept for working groups,unless requested and agreed upon by the working group members.
		1. Working groups may keep a written record of discussions that needs to be included in the minutes of the committee out of which the working group was created.

10.5 The Administrative Services Coordinator will upload approved minutes to the SFSS website.

Minute Preparation

10.6 Meeting minutes of Council and all committee meetings, except joint-committees with the SFU Graduate Student Society and/or those with the University, shall be completed and submitted to the Chair of each committee within fourteen (14) days of the meeting.

10.7 Notwithstanding the other requirements of this policy, minutes for meetings of Council shall be ready for inclusion in the agenda for the next regularly scheduled Council meeting as required by the policies.

10.8 Chair of the committees call for the agenda items 2 weeks before the meeting. Committee members can submit the agenda items via the specific Jotform for each committee meeting before the submission deadline one week before the meeting.

Implementation

10.9 The VP Internal & Organizational Development shall be responsible for ensuring the implementation of this policy.