

Assembly Policy

QUEEN'S
COMMERCE
SOCIETY





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AGENDAS AND REPORTS

1.1 Agenda

1.1.1 All society members shall be made aware of the agenda at least 48 hours prior to any Assembly meeting.

1.1.2 The agenda for each Assembly meeting shall be as follows:

- Approval of the Agenda
- Approval of the Minutes
- Speaker's Business
- Guest Speaker(s)
- Statement by Members
- Presentations
- Motions
- Discussion Period
- Close of Assembly

1.2 Reports

1.2.1 All members of the Assembly are required to submit a written report if they wish to add an item to the agenda or provide an update for their respective portfolio. The Chair of the Advisory Board will submit a report on behalf of all members of the Advisory Board.

1.2.3 Members must submit reports to the Speaker in advance of all Assembly meetings, regardless of whether they are able to attend in person. The Speaker shall set the deadline for report submissions, not less than four days in advance of the Assembly meeting.

1.2.4 The President, Vice President Student Affairs, and Vice President Operations must also give a verbal report during "Statements by Members".

1.2.5 Members' reports shall be structured to include the following sections:

1. Items to Report
2. Inclusion in the "Statements by Members" portion of assembly (Y/N)
3. Motions to present
4. Discussion items to raise

1.2.6 The following Assembly members must submit reports prior to the deadline outlined by the speaker:

- President
- Vice-President of Operations
- Vice-President of Student Affairs
- First-Year President



- **Second-Year President**
- **Third-Year President**
- **Fourth-Year President**
- **Upper-AMS Representative**
- **Lower-AMS Representative**
- **Senators (2)**



AGENDAS AND REPORTS

2.1 Guest Speakers

2.1.1 A guest speaker may deliver a presentation to the Assembly provided that the speaker is formally invited by an Assembly member as part of that member's report. The Assembly member's report must explain the topic of the presentation and how it impacts a decision that must be made by the Assembly.

2.2 Motions

2.2.1 Motions may be put forth by any Ordinary member of the Society at any regular Assembly, Special General Meetings or Annual General Meetings. All motions submitted must meet the conditions of Section 2.3 of this policy.

2.2.2 A substantial motion is a motion that attempts to change the Society and its activities or provide endorsement or ratification by the Society in some manner. Substantial motions include, but are not limited to, changes in Society policy, ratification of a position statement regarding an issue pertinent to students, or changes to Society composition. All voting Assembly members, as set out in subsection 5.01.01 of the Constitution, may vote on substantial motions, except at Annual General Meetings and Special General Meetings where all Society members hold a vote as set out in section 3.02 of the Constitution.

2.2.3 A procedural motion is not substantial and refers to Assembly procedures. Procedural motions include, but are not limited to, continuation of debate, amendments of the Agenda, approval of Minutes or the Agenda, request for a secret ballot, and deferral of a motion. All Assembly members as set out in subsections 5.01.01 and 5.01.02 of the Constitution may vote on or propose procedural motions, except at Annual General Meetings and Special General Meetings where all Society members hold a vote as set out in section 3.02 of the Constitution.

2.3 Substantial Motions

2.3.1 A substantial motion may not be added to the agenda unless it is submitted prior to the deadline outlined by the speaker. Exceptions may be made as per section 2.3.3.

2.3.2 A motion may be added from the floor of Assembly subject to a 2/3 majority vote of all Assembly members. However, the Speaker has the right to veto the addition of motions from the floor if, in their estimation, the Society's members will have suffered unnecessarily from not receiving forewarning of the motion.

2.3.3 If an emergency situation arises less than two (2) days before Assembly, an emergency motion may be added to the agenda provided that it is approved by the Speaker. An emergency motion must require urgent action before the following meeting of the Assembly.



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2.3.4 A substantial motion must be submitted in complete written format with all supporting statements and reference materials. No changes may be made to the motion between the report submission deadline and the Assembly. Changes to a motion may only be made in accordance with section 2.3.5 of this policy.

2.3.5 When a substantial motion is presented, the presenter of the motion will have ten (10) minutes to speak. If the presentation goes beyond 10 minutes it is at the Speakers discretion whether the presentation is still meaningful to Assembly or if it should draw to a close. The presentation of the motion will be followed by questions and debate, in accordance with section 2.4 of this policy. Upon conclusion of debate. A vote on the motion will then be taken.

2.3.6 When the sponsor of a motion is not the presenter of the motion, they may remain in the room for discussion and voting.

2.3.7 An amendment to any substantial motion may be raised by any member of the Society who is present at Assembly. An amendment should take the form of a motion to leave out certain words and/or add other words to the main motion. It must not stray from the main motion but aim to refine its meaning and intent. It is the speaker's discretion to decide if an amendment is out of order.

2.3.8 Any raiser of a motion can withdraw it without question.

2.3.9 If it is deemed necessary, a motion may be deferred to a future meeting. If any Assembly member feels it should be deferred, they may raise a procedural motion to defer.

2.4 Questions & Debate

2.4.1 After a motion is presented, there will be five (5) minutes allotted for questions to the presenter. This will be followed by ten (10) minutes of debate. The mover of the motion must leave the room during discussion, debate, and voting. The Speaker shall keep a speaker's list and shall add names when notified by raising a hand or name card. It is at the Speaker's discretion whether direct responses will be allowed by an Assembly member, or if the Assembly member will be added to the bottom of the speaker's list.

2.4.2 If the question period or debate period draws to a close and meaningful discussion is still active and there is a need to continue, a procedural motion to continue for five (5) additional minutes may be presented.



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2.4.3 If the speaker feels that the questions or debate is dragging on, he/she may close discussion. If an Assembly member objects to this, he/she may voice his/her objection, and make a procedural motion to continue questions or debate.

2.4.4 During questions, Assembly member may ask clarifying and situational questions of the presenter. During debate, speakers may express personal opinion regarding the matter, and/or ask further questions of the person who raised the motion.

2.4.5 The right to speak for or against a motion during the debate period is as set out in section 3.02 of the Constitution.

2.4.6 Once debate has been closed, no further debate is permitted on the topic and the Assembly proceeds to voting on the motion. If the voting members wish to have time to further think about their vote, they may raise a procedural motion for a break of a specified amount of time. However, during this break, they may not leave the room or further discuss the motion.

2.4.7 Any procedural motion made to close the question period may be vetoed by a voting member. Following a passing procedural motion to end question period, the speaker will ask the voting members if any member would like to veto the motion. Any single voting member may exercise the veto. If this veto is exercised, only voting members may ask questions from that point on.

2.5 Discussion Periods

2.5.1 A discussion period may not be added to the agenda unless it is submitted before the deadline set by the Speaker or as amended in the Agenda through a majority vote of the Assembly.

2.5.2 The society member sponsoring the discussion item is encouraged to include an explanation justifying why the topic needs to be discussed at Assembly. The explanation will also serve to inform Assembly members about the topic in advance, thus leading to a more productive discussion. The discussion period will include five (5) minutes allotted for a presentation and summary of the topic and ten (10) minutes assigned to discussion and debate. If the discussion period draws to a close and meaningful discussion is still active, a procedural motion to continue for five (5) additional minutes may be presented.

2.5.3 Any procedural motion made to close the discussion period may be vetoed by a voting member. Following a passing procedural motion to end discussion, the speaker will ask the



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voting members if any member would like to veto the motion. Any single voting member may exercise the veto. If this veto is exercised, discussion resumes with the speakers list.

2.6 Voting

2.6.1 Voting rights on motions are as set out in subsection 2.2.1 and 2.2.2 of this policy.

2.6.2 All voting will be done by open ballot in non-Special General Assemblies and non-Annual General Meeting assemblies. Votes must indicate “in favour”, “opposed”, or “abstain”. Individuals should not abstain from any vote unless a conflict of interest exists.

2.6.3 Any vote can be conducted by secret ballot should a procedural motion be passed for this to occur. Otherwise voting will be conducted by raising hands.

2.6.4 The Speaker shall have the responsibility of stating the votes for or against a motion and declaring the motion as “passed” or “failed”. In SGA and AGM, where a visual representation of a majority is sufficient, the Speaker may declare the motion without a count of the votes. The Business Administrator must record all of this information in the Minutes.

2.6.5 The Business Administer records the vote of each voting member, by name, for non-Special General Assemblies and non-Annual General Meeting assemblies for each motion. Assembly minutes, upon approval, must be published with this information. The votes for Special General Assembly or Annual General Meeting assemblies will not be recorded.

2.6.6 Should a voting Assembly member be unable to attend an Assembly meeting, he/she may proxy their vote in accordance with subsection 5.05.07 of the Constitution. When proxying a vote, the Assembly member may allow the proxy to vote on issues as he/she sees fit, or may indicate to the proxy how to vote on the motions included in the agenda. Should the latter be desired, the Assembly member will notify the Speaker of their voting preferences when submitting the proxy.

2.7 Speaker’s Caucus

2.7.1 The mandate of the Speaker’s Caucus shall be to ensure that elected members understand the motions to be presented at the following Assembly, are prepared and accountable for their votes, and have increased engagement

2.7.2 The following members will attend Speaker’s Caucus:

- Speaker (Chair of the Speaker’s Caucus)
- First-Year President
- Second-Year President
- Third-Year President



- Fourth-Year President
- Lower AMS Representative
- Upper AMS Representative
- Senators (2)
- Business Administrator

2.7.3 The date of the Speaker's Caucus shall be determined by the Speaker of the Assembly and must occur no less than 2 hours in advance of the Assembly

2.7.4 The chair of the Speaker's Caucus (the appointed Speaker of the Assembly) is responsible for the following:

- a) Acting as the point of contact between the eight elected members and other key individuals or organizations within the Society.
- b) Preparing an agenda with opportunity for collaborative input from all members.
- c) Endeavouring to provide all members with an agenda and any associated materials, including motion sheets, at least 24 hours in advance of the meeting.
- d) Endeavouring to provide notice of a Caucus meeting to all members at least 48 hours in advance of the meeting.
- e) Facilitating and directing discussion to achieve the mandate outlined in section 2.7.1
- f) Ensuring that typed minutes are taken and that they are included with the following meeting's agenda.

2.7.5 The members of the Speaker's Caucus are responsible for the following:

- a) Attending and participating in all meetings of the Speaker's Caucus and contributing to its key strategic initiatives
- b) Endeavouring to consult with student members of Senate committees and subcommittees who are not attending the Caucus.

2.7.6 The Speaker of the Assembly will have the discretion to cancel the Speaker's Caucus dependent on the nature of the Agenda items.



ASSEMBLY ATTENDANCE

3.1 Absenteeism

3.1.1 All members of Assembly are expected to attend all meetings unless a legitimate reason is given to the Speaker prior to the approaching Assembly date. A legitimate reason is defined as an absence beyond the Assembly member's control, or at the discretion of the Speaker.

3.1.2 No member shall miss more than two (2) Assembly meetings per semester, totaling no more than three (3) *per year*, unless a legitimate reason is approved by the Speaker as outlined by section 3.1.1.

3.1.3 The failure to submit one's report to the Assembly equates to half an absence.

3.1.4 If a meeting is missed without a legitimate reason, the following steps will be taken:

- After each meeting missed, a written warning will be issued by the Speaker to the Assembly member in question, stating that it has been noted that he or she did not attend the previous Assembly, and stating the remaining number of Assemblies missed that will be tolerated.
- After three (3) misses, the Assembly member in question will be required to present an explanation to the Assembly as to why their attendance has been poor, the Assembly will then conduct a private vote to keep or remove the Assembly member in question from office.

3.2 Removal from Office

If an Assembly member is removed from his/her position as a result of poor attendance, the position shall be filled in accordance with section 5.04 of the Constitution.