

RULES OF CONDUCT FOR AUS LEGISLATIVE COUNCIL

Article 1 – Definitions

- 1.1 “Council” shall be defined as synonymous with the “Arts Undergraduate Society Legislative Council”
- 1.2 “The Society” shall be defined as synonymous with “the Arts Undergraduate Society of McGill University”
- 1.3 “Speaker” shall be defined as the Speaker of AUS Legislative Council, or the substitute Speaker serving as Speaker *pro tempore* for that AUS Legislative Council meeting
- 1.4 “Councillor” shall be defined as members of AUS Council, as determined in Article 7.1 of the AUS Constitution

Article 2 – Order of Business for a Regular Meeting

- 2.1 The Order of Business for any Regular Meeting of Council shall consist of the following:
 - 2.1.1 Call to order;
 - 2.1.1.1 Territorial Acknowledgement
 - 2.1.2 Approval of Minutes from Previous Meeting;
 - 2.1.3 Adoption of the Agenda;
 - 2.1.4 Announcements
 - 2.1.5 Old Business;
 - 2.1.6 New Business;
 - 2.1.7 Reports of Executive Officers;
 - 2.1.8 Reports of Arts Representative to SSMU and Senators;
 - 2.1.9 Reports of Committees and Departmental Associations;
 - 2.1.10 Question Period;
 - 2.1.11 Next Meeting Time and Date
 - 2.1.12 Adjournment.

Article 3 – Notice, Call to Order and Territorial Acknowledgment

- 3.1 The Council shall meet for business at such time and place as shall have been duly notified by the Speaker, and shall be called to order by the Speaker. Should the Speaker be absent, the meeting shall be called to order by the President or substitute Speaker, and Council shall then proceed to the election of a Speaker *pro tempore*.
- 3.2 A Traditional Territory Acknowledgment, as following, shall be stated at the beginning of all sessions of AUS Legislative Council: *“AUS would like to acknowledge that McGill University is situated on the traditional territory of the Kanien’keha:ka, a place which has long served as a site of meeting and exchange amongst nations. AUS recognizes and respects the Kanien’keha:ka as the traditional custodians of the lands and waters on which we meet today.”*

Article 4 – Question Period

- 4.1 There shall be allotted a maximum of fifteen (15) minutes to Question Period, unless extended by a vote of Council
- 4.2 Members of Council may ask questions by preference. Members of the gallery section, who are not members of Council shall as well be allowed to ask questions during the time allotted to Question Period.
- 4.3 A maximum of three (3) minutes per question and answer will be allowed, unless extended by a vote of Council
- 4.4 Questions should be inquiry of fact, not of the respondent’s opinions

Article 5 – Reports

- 5.1 The reports of all Officers, Arts Representatives to SSMU, Senators, and Departments shall be in writing and distributed to Council members and the general public before that meeting of AUS Council.
- 5.2 Reports shall be distributed to Council as early as reasonably possible advance of the meeting.
- 5.3 Reports of the Executive Committee shall be made in writing.
- 5.4 Councillors shall endeavour to keep questions on reports to Council succinct and relevant
- 5.5 Each Departmental Association represented on AUS Council shall submit bi-weekly reports on the activities of their associations to the Speaker of AUS Council
 - 5.5.1 Each Departmental association shall report verbally to AUS Council once per semester
 - 5.5.2 The failure to submit reports biweekly shall be equivalent to an absence at AUS Council and be subject to the same consequences, up to and including suspension of funding for that Departmental Association

Article 6 – Documents for Council

- 6.1 All documents that may appear on the Council meeting agenda, including but not limited to reports, resolutions, and presentations, shall be made available to Councilors and AUS members as early as reasonably possible
- 6.2 Before substantive discussions at Council, members of Council shall be provided with a document that explains the background of the discussion, the issue(s) at hand, and potential courses of action, where reasonably possible
- 6.3 All motions put to vote at the AUS Legislative Council shall have all insertions marked in bold, have all deletions marked with a strikethrough, be clearly marked as to if they obtained successful passage, and be uploaded to the AUS website within 48 hours following the conclusion of a meeting of the AUS Legislative Council, except in the event of technical failure. A secondary copy, showing the final state of a motion, without mark up shall also be uploaded.

Article 7 – Nomination of Councilors to Committees

- 7.1 Each councilor shall sit on at least one committee
- 7.2 Appointment to committees shall be determined by the bylaws for that committee
 - 7.2.1 If no appointment process is outlined in the bylaws for a committee, or if a committee does not have bylaws regulating its activities, then appointments are at the discretion of the AUS Executive Committee

Article 8 – Members of the Gallery

- 8.1 Members of the gallery may address Council when recognised by the Speaker, provided that such individuals shall be subject to all rules of order of the Society.
- 8.2 The Speaker of Council may refuse speaking rights to or withdraw them from a member of the gallery for any of (but not limited to) the following reasons:
 - 8.2.1 The member of the gallery is not a Member of the Society.
 - 8.2.2 The member is making a point that is redundant.
 - 8.2.3 The agenda of Council is running behind schedule or faces other time constraints.
- 8.3 Members of the gallery may ask questions to reports
- 8.4 It shall be the responsibility of the Speaker to make available to the members of the gallery with these Rules of Conduct and the Rules of Order through the AUS Website

Article 9 – Voting

- 9.1 No member of Council may vote in absence.

- 9.2 Rather than requiring Council to vote on a motion to previous question, the Speaker shall have discretion to end debate and move on to voting on the issue before Council when no placards are raised and no Councillors wish to speak on an issue.

Article 10 – Closed Session

- 10.1 The Council may, when deemed necessary, conduct closed meetings, with a vote of two-thirds (2/3) of the Council in favor of such a motion.
- 10.2 At the beginning of the Closed Session, the President shall submit a confidential agenda and attached documentation.
- 10.3 A two-thirds (2/3) majority vote of Council shall be required to approve the agenda.
- 10.4 All confidential documents shall be collected before the close of the Confidential Session.

Article 11 – Withdrawing from Council Meetings

- 11.1 When Councilors wish to withdraw from Council meetings before adjournment, they must request permission from the Speaker to withdraw. Such permission shall be granted at the discretion of the Speaker of Council.

Article 12– Adjournment

- 12.1 A motion to adjourn shall be entertained at the resolution of all items on the agenda, unless ordered otherwise by majority vote.

Article 13 – Other Sources of Regulations for Conduct of AUS Legislative Council

- 13.1 These Rules of Conduct may be superseded by any contradictory provisions in the AUS Constitution
- 13.2 As outlined in Article 9.3 of the AUS Constitution, voting and procedure shall be as specified in the newest edition of Robert's Rules of Order Newly Revised except where in contradiction with these Rules of Conduct, the AUS Constitution, and other AUS by-laws.

Article 14 – Review, Suspension and Amendment of Rules of Conduct

- 14.1 These Rules of Conduct shall be reviewed, subject to re-approval, by Council by the second Council meeting of the fall semester
- 14.2 These Rules of Conduct may be suspended by a two-thirds vote.
- 14.3 These Rules of Conduct may be amended by a Rules of Conduct two-thirds vote, with previous notice of such amendment having been given at the Regular Meeting previous.