



**Arts Undergraduate Society of McGill University
Speaker's Memorandum
November 8th, 2017**

This Memorandum compiles and summarises several important reminders for all Councillors.

Departmental Reports

1. Per the By-laws, each Department is required to submit a written report before each meeting of the Legislative Council, regardless of whether or not that Department will be reporting verbally at that meeting.
2. It is the Speaker's prerogative to determine when reports are due for submission. As such, effective the meeting of November 8, 2017, all reports must be submitted electronically to speaker.aus@gmail.com no later than 6:00 PM on the Sunday before each meeting of the Legislative Council.
3. Reports submitted after this time or not at all will count as an absence from Council as outlined below.

Motions

1. It is the Speaker's prerogative to determine the deadline for submission of motions. As such, all motions must be submitted at least 48 hours before each meeting of the Legislative Council.
 - a. Motions from the floor can still be raised but will require a majority vote to be placed on the agenda once the meeting has begun.
2. Motions that propose a change to the By-laws must be submitted before the Thursday prior to the Council meeting in order for the motion to be reviewed by the By-law Review Committee.

Absences from Council

1. As was decided by the Legislative Council, reports submitted late or not at all will constitute half of one absence (0.5 absences) from Council.
2. Per the By-laws, arriving at Council late without prior permission from the Speaker and announcing your arrival will constitute one absence (1.0 absence) from Council.
3. Per the By-laws, departing Council early without prior permission from the Speaker and announcing your departure will constitute one absence (1.0 absence from Council).
 - a. Permission can be sought during the meeting by rising on a Point of Personal Privilege.
4. In instances where Councillors are unable to attend, they are to inform the Speaker and arrange for an alternate to attend in their place. Failure to do so will constitute one absence (1.0 absence) from Council.
5. The Speaker does not yet have the authority to validate absences from Council as this question is scheduled to be posed on the referendum.