

**S★G★P★S**

society of graduate & professional students  
CANADIAN FEDERATION OF STUDENTS LOCAL 27

# Council Orientation Package



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This guide is available online: [www.sgps.ca](http://www.sgps.ca)

## SGPS Contact Information

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## Finding More Information

The SGPS website [www.sgps.ca](http://www.sgps.ca) contains everything you need to know, and is updated regularly to highlight upcoming events and issues pertinent to SGPS members.

## Speaker's Welcome

With a new SGPS Staff and Executive in place for the year, there are many issues and activities in the works that Council will be discussing. Whether you are a new or returning Representative for your Department, I'm sure you will find this year's deliberations to be engaging and thought provoking. Speak out and express your opinions, and those of your peers. Council is the main decision-making body of the SGPS, so make your opinions count! As the Speaker, my role is to ensure that Council's deliberations occur in a fair and respectful manner. If you have any questions or concerns about meetings, please don't hesitate to contact me.

The goal of this guide is to help you to understand your role on Council, how Council meetings work, and to give you relevant background information that will make it easier to understand some of the key issues faced by Graduate and Professional students this year.

I look forward to seeing you at Council meetings!

Seth Irwin, SGPS Speaker

## Council Packages

Council Packages contain the agenda for the meeting, minutes of the previous meeting, reports and any additional information necessary for the meeting. These packages are distributed by email to all Council members by the Friday just before the meeting. Please make sure we have your current email address so you get your packages! Council Packages are also posted on the SGPS website at [www.sgps.ca/council/documents.html](http://www.sgps.ca/council/documents.html). Sometimes there may be extra material that is not distributed with the package, and this will be indicated in your email. Extra material will be posted on the website with the Packages.

As you will notice on the meeting schedule for this year (page 6 of this guide), reports and motions for meetings are due one week before each meeting. If you want to submit something to be included in the Package for a meeting, please do so, on time, to the Speaker ([speaker@sgps.ca](mailto:speaker@sgps.ca)) and Executive Director ([info@sgps.ca](mailto:info@sgps.ca)).

## Meeting Schedule

All meetings start at 5:30 p.m. and are held in the McLaughlin Room in the JDUC on the second Tuesday of the month (unless otherwise specified). Reports and motions are due to both the Speaker and Executive Director by 4:00 p.m. on the first Tuesday of the month. Please see the Council section of the website for more details.

## President's Welcome

Welcome to all new and returning SGPS Councillors!

As SGPS Councillors, you are vital links in the chain from individual members and departments to Council and the Society, and on to the University administration through the SGPS Executive. The Executive relies on you to bring forward issues and concerns to be brought to the attention of the University administration. Input and feedback from you insures that the needs of the Society and of your individual department members are addressed properly. Equally important, you are able to ask questions and bring information back to your individual departments. We in the Executive are answerable to Council, and Councillors, in turn, are answerable to their department members.

This is an unusually busy and productive year for the SGPS: Grad Residence has been saved from demolition; expanded office space and a new Graduate and Professional Lounge have been secured in the new Queen's Centre; new academic support services tailored to Graduate and Professional students are being put in place by the University; grad student workspace is being discussed; more social events are being organized; a new Sustainability Committee is up and running; project grants have increased; child care options are being explored; and more housing options for graduate and professional students are being planned. Your feedback on these and other initiatives is greatly appreciated.

I look forward to working with you this year.

Best regards,

Jeff Welsh, SGPS President

## Responsibilities

**Ensure that the SGPS has your e-mail address** so that you may receive communications from the SGPS. The SGPS frequently uses e-mail as a means of distributing information and important notices.

**Attend the monthly SGPS Council meetings.**

Participation in the entire meeting is important. If you cannot attend, arrange for an alternate representative or another student in your department to attend in your place. The Speaker will inform Graduate Coordinators if your department is not represented at two consecutive meetings.

There is a **Question Period / Departmental Complaints** item on the agenda at every Council meeting. At this time, all Council members are free to discuss questions and issues with other Council members, including the Executive. As a Departmental Representative to Council, you play an important role in ensuring that the SGPS handles important issues in your department, school or faculty.

Post reports and notices from the SGPS to **keep students in your department / faculty** informed. You play an important liason role between your department and the SGPS Council.

**Post or distribute all bulletins and posters** handed out at Council meetings, or that you receive in the campus mail. They should be displayed in a prominent area in your department and / or labs. Create a grad student activity board.

**Discuss important issues in your department** between Council meetings so you can represent the views of your department as completely as possible in further discussions.

**Join a committee.** A major role of the SGPS is to represent Graduate and Professional students on a variety of University Committees. Departmental Representatives are expected to join at least one SGPS committee.

# Council Procedures

**Quorum** is the minimum number of Council members required to be present in order for the business of the Council to be binding. Quorum for SGPS Council meetings is 12 voting members.

## Order of Business

### **I. Presentations**

Persons or groups wishing to make a presentation to Council do so at this time.

### **II. Action**

Issues that require some sort of action (e.g. writing a letter of support) by Council are addressed at this time.

### **III. Approval of the Agenda and Minutes**

The order of business, as laid out in the agenda, is approved. This is the time to add or withdraw motions. The minutes of the previous meeting are distributed with the agenda. Corrections such as name spellings, omissions or factual corrections may be made at this time.

### **IV. Executive and Speaker Reports**

### **V. Commissioner & Other Reports**

A number of reports are presented from Standing Committees, the Senate, SGSR, etc. This is the best time to report on the activities of Committees you are on.

### **VI. Question Period/Departmental Complaints**

Council members may ask questions of other Council members, including the Executive, at this time. Members may also inform Council of issues/problems from their own department, faculty or school.

### **VII. Business Arising From the Minutes**

Replies to questions from the previous meeting, summaries of action resulting from directives, etc. are dealt with at this stage, as well as tabled motions.

### **VIII. Main Motions**

New motions of a substantial nature are dealt with at this time.

# Council Procedures

## Order of Business (Continued ...)

### **IX. Other Business**

New items of business resulting from amendments to the agenda go here.

### **X. Notice of Motions/Announcements**

Motions appearing on the next Council agenda may appear here. Announcements of upcoming events also appear here.

### **XI. Adjournment**

Although this looks like a long agenda, Council meetings are limited to two hours unless extended by a procedural motion.

## **Minutes**

Each motion dealt with at Council is recorded in the minutes and has this format:

MOTION 10/03/98:03

Moved Bert/Ernie BIRT the minutes of March 4, 1998 be accepted as amended.

CARRIED

**10/03/98:03** is the number of the motion. This number incorporates the date of the meeting and the number of the motion as it arises in the meeting.

"moved Bert/Ernie" indicates the names of the mover and seconder of the motion.

**BIRT** is an abbreviation for "Be it resolved that..."

**BIFRT** is for "Be it further resolved that..."

**CARRIED** indicates that the motion passed.

## **Notice of Motions**

All substantive motions must be moved and seconded. They must be submitted in writing unless otherwise stated by the Speaker and must be preceded by notice of motion given at a previous Council meeting; or be submitted to the Speaker in time to be included in the agenda. The Speaker may accept a motion at a Council meeting depending on the substance of the motion.

# Council Procedures

## **Reintroducing Motions**

Motions may not be reintroduced at the current meeting after defeat except by motion of reconsideration.

## **Amending Motions**

A motion may be amended by deleting and/or inserting words. Amendments must be moved and seconded. The amendment is then debated and voted on before debate returns to the main motion.

## **Debating & Voting**

### **Introduction**

The mover or seconder has the right to speak first to the motion (this is called "motivating") and may also summarize at the end of the debate.

### **Speaking to the Motion**

Each member may speak twice during the debate, for not more than ten minutes. Members may only speak a second time after all those who wish to speak a first time have done so. Speaking to an amendment is not counted as speaking to the main motion, however moving an amendment is.

### **Voting**

At the close of the debate, the Speaker will 'put the question', i.e. call for a vote by a show of hands. A recount or roll call vote may be taken if requested. A member may ask that his/her vote be recorded in the minutes. When the question has had little or no debate, the Speaker may simply ask for objections to the motion. If there are none, the question is passed.

### **Point of Order**

Any member may rise at any time on a 'point of order'. This is used to bring to the attention of the Speaker a departure from the rules of Council. The point must be raised at the time of the departure.

# Council Procedures

## Point of Privilege

Any member may rise at any time on a 'point of privilege' to:

- correct a misinterpretation or misunderstanding;
- bring to attention any personal insults or abuse directed at him/her;
- introduce new Councilors or guest speakers;
- ask that something causing discomfort (excessive noise etc) be remedied.

A point of privilege arising from a member's remarks should be made at the conclusion of these remarks. A point of privilege does not constitute speaking to the motion.

## Procedural Motions

Procedural motions are made during Council proceedings in order to change the current activity. They take the form "I move that...", and must be seconded. These motions take precedence over debate and are not debatable or amendable.

## Putting the Question

This is used to end debate on the main motion and immediately vote (pending objection).

## Tabling the Question

This is used to delay debate of a motion until a later time. Simple majority vote required to put a question to the table or bring a question from the table.

## Reconsidering the Question

Requires 2/3 majority vote. Motions may be reconsidered only one time.

## Changing the Order of Business

Used to change the order of the agenda.

## Adjournment

Used to end the current Council session.

## SGPS Services

Part of the mandate of the SGPS is to provide services to the membership and as such, the SGPS provides a long list of services. For complete information and contacts, please see the services sections of our website at [www.sgps.ca/services](http://www.sgps.ca/services).

### **Health and Dental Insurance**

The SGPS provides a comprehensive health and dental plan for members (<http://www.sgps.ca/health>)

### **SGPS E-Newsletters**

Twice monthly, the SGPS releases a newsletter to keep members informed.

### **SGPS Website**

Constantly updated with information to keep students informed on SGPS services, news, etc.

### **Student Advisor Program**

Confidential information and advice on any issue faced by SGPS members while they are at Queen's.

### **Grants and Bursaries**

The SGPS offers a number of grants and bursaries in various areas for our members.

### **SGPS Handbook/Dayplanner**

Free for all SGPS members.

### **ISIC (International Student Identity Card)**

Free for all members. Come to the office to get yours.

### **Travel Cuts**

Cheap flights, rail, bus passes or vacation planning.

### **Studentphones.com**

Great deals for students on cell phones and plans.

### **Homes4Students.com**

Post or check for room availabilities.

### **UFile.ca**

Free service for our members to prepare and file taxes.

## Robert's Rules

Interrupt Speaker?	Second Required?	Debatable Motion?	Amendable Motion?	Required Vote?
<b>To:</b> Object to procedure			<b>Say:</b> Point of Order	
yes	no	no	no	no chair rules
<b>To:</b> Request Information			<b>Say:</b> Point of Information	
yes, if urgent	no	no	no	no
<b>To:</b> Object to Personal Affront			<b>Say:</b> Point of Privilege	
yes	no	no	no	no chair rules
<b>To:</b> Ask for a noting of all votes cast			<b>Say:</b> I call for a Roll Call Vote	
no	no	no	no	no
<b>To:</b> Object to consideration of some improper manner			<b>Say:</b> I object to consideration of this question	
yes	no	no	no	2/3 majority
<b>To:</b> Take up a matter previously tabled			<b>Say:</b> I move we take from the table ...	
no	yes	no	no	majority
<b>To:</b> Reconsider something already disposed of			<b>Say:</b> I move we now (or later) reconsider ...	
yes	yes	yes	no	majority
<b>To:</b> Consider something out of its scheduled order			<b>Say:</b> I move we suspend the rules and consider ...	
no	yes	no	no	2/3 majority

## Robert's Rules

Interrupt Speaker?	Second Required?	Debatable Motion?	Amendable Motion?	Required Vote?
<b>To:</b> Vote on ruling of the chair		<b>Say:</b> I challenge the chair on ...		
yes	yes	yes	no	majority
<b>To:</b> Adjourn the meeting		<b>Say:</b> I move that we adjourn		
no	yes	no	no	majority
<b>To:</b> Recess the meeting		<b>Say:</b> I move that we recess until ...		
no	yes	only to time	no	majority
<b>To:</b> Suspend further discussion of a motion		<b>Say:</b> I move that we table ...		
no	yes	no	no	majority
<b>To:</b> End debate		<b>Say:</b> I call the question		
no	yes	no	no	2/3 majority
<b>To:</b> Postpone consideration		<b>Say:</b> I move we table ...		
no	yes	only to time	yes	majority
<b>To:</b> Have something studied further		<b>Say:</b> I move to refer this to (a committee)		
no	yes	yes	yes	majority
<b>To:</b> Amend a motion		<b>Say:</b> I move to amend this motion by ...		
no	yes	yes	yes	majority

## How Queen's Works

### **The Board of Trustees (BOT)**

The BOT is responsible for the operation of the University, management of its finances and its property, writing statutes for its governance and appointing its Principal, staff and officers. Many of these duties are delegated.

The BOT is composed of three ex officio members; the Chancellor, the Principal and the Rector. Thirty-five members are elected by the alumni, benefactors, the University council, the Theological College and the Board itself. There are also twelve official observers from the faculty, staff and students, including the President of the SGPS.

### **The Senate**

The function of the Senate is primarily to determine all academic matters of the University such as approving degree programs, establishing new faculties, schools, institutes and departments (subject to ratification by the BOT) and overseeing awards and prizes. They also have final decision-making power for grievances and student discipline. Most of the real work of the Senate is done by its many standing committees.

### **Internal Organization**

The University is organized into faculties, schools, departments, institutes and centers. There are eight faculties and schools with faculty status, each with a Dean who reports directly to the Principal.

### **The School of Graduate Studies and Research (SGSR)**

The SGPS President and Graduate Senator are ex officio members of the SGSR Council. The five divisional representatives are members of the SGSR Council and also sit as observers on their divisional committees, which generally consist of the Graduate Chairs of each member department.

## How the SGPS Works

All on-campus students registered in the School of Graduate Studies and Research (SGSR), the Faculty of Law, or the Theological College are members of the SGPS. Members are encouraged to participate in the decision-making processes of the Society through their departmental representatives. Departmental Representatives, the SGPS Executive and Staff make up the SGPS Council. The SGPS Speaker presides over Council meetings. All members are encouraged to attend Council meetings and are allowed to speak, but only Departmental Representatives and the Executive are able to vote. The Executive, consisting of the President, VP Internals (Graduate and Professional), VP External and VP Operations, administer the business affairs of the Society on a day-to-day basis. The yearly Executive changeover occurs on April 1. The duties and responsibilities of the Executive, Staff and Officers are formally specified in the SGPS Bylaws and Policies.

The Society operates according to its Bylaws and Policies (available at [www.sgps.ca/info](http://www.sgps.ca/info)), which are updated from time to time, usually at a General Meeting. All members may attend a General Meeting and have the right to vote and to hold a proxy.

One of the main functions of the Society is to represent graduate and professional students on a variety of University and SGPS Committees. Department Representatives are expected to sit on one or more of these Committees. Periodically, Representatives will be asked to report to Council on the proceedings of the committees on which they serve. When other students are needed for these committees, Representatives are asked to help in the recruiting process. Please note that discussions at these committees are often confidential; this confidentiality must be respected even when reporting back to Council.

# Notes