

## **RULES FOR SGPS COUNCIL PROCEEDINGS**

*Approved at March 13, 2007 SGPS Council Meeting.*

### **Rules for Regular Council Meetings**

1. All members of Council, with the exception of those noted in Section 5.2.4 of the SGPS Bylaws are voting members with one vote.
2. The Speaker shall preside over all Council Meetings. The Speaker will not take part in debate in any meeting which she/he chairs. Should it become necessary for the Speaker to participate in the debate, the duties of the Speaker will be taken over as outlined in the *"Responsibilities of the Officers of Council" Policy* until debate on that matter is concluded. Tie votes in Council shall be broken by the Speaker.
3. In the absence of the Speaker, if the Council Member performing the duties of the Speaker is also a voting member, she/he will not participate in debates unless obliged to. In the case of a tie, the interim Speaker may only cast a single vote, with the vote to be made in such a way as to maintain the status quo.
4. Meetings of Council shall be called by the Speaker in accordance with Bylaw 14.
5. In all cases the agenda for a Council Meeting shall be distributed by the Speaker in time to reach the Council members at least 4 weekdays before the meeting, except for meetings called under 14.2.1a or 14.2.1b., and in that case the Speaker shall make the agenda available to the membership at the meeting.
6. Any two voting members of Council may place items on the agenda of a Council Meeting by giving written notice to the Speaker at least seven days in advance of the meeting. Two voting members of Council may also add items that are strictly matters of a housekeeping nature to the agenda of a Council Meeting without notice by presenting them to the Speaker before the meeting begins.
7. Unless otherwise amended by a two-thirds majority vote of Council, the order of business for Council meetings shall be:
  - I. Presentations
  - II. Action
  - III. Approval of the Agenda and Minutes (of the previous meeting)
  - IV. Executive and Speaker's Reports
  - V. Committee, Senator, Board of Trustee Representative, and Other Reports
  - VI. Question Period/Departmental Complaints
  - VII. Business Arising from the Minutes
  - VIII. Main Motions
  - IX. Other Business
  - X. Notice of Motions/Announcements

## XI. Adjournment

8. No meeting of Council shall exceed two hours in length except by a simple majority vote. If the meeting is to be extended, it shall be extended in half-hour increments.
9. Prior to the consideration of any motions concerning an organization external to the SGPS, voting members must declare to the Speaker any conflict of interest.
10. The Speaker shall cause all Policy motions approved by Council to be reflected in the SGPS Policies.
11. Full minutes of Regular Meetings shall be taken and kept under supervision of the Speaker.
12. Quorum for Council Meetings is twelve members with full voting rights, excluding the Speaker.

## Rules for General Meetings

1. The General Meeting is the supreme governing body of the Society. A General Meeting of the Society may consider any business that would ordinarily be considered by Council and has the authority to reverse the decisions of the Executive and Council.
2. All ordinary members are voting members with one vote.
3. At an Annual General Meeting or a General Meeting, any Society member may hold one proxy vote on behalf of an absent ordinary member, provided that written notice, signed by the member who is giving the proxy, is presented to the Speaker before the Meeting is called to order. Such written notice must include a student number. The Speaker will verify that the person giving the proxy is an ordinary member of the SGPS. Proxy votes are not to be included in any quorum count.
4. The Speaker shall preside over the Annual General Meeting and all General Meetings.
5. The President shall call an Annual General Meeting each year in accordance with Bylaw 14.
6. Three weeks notice of the General Meeting must be given to all members of the Society by the Speaker through publication in the Queen's Gazette, the Queen's Journal, antiThesis and announcement distributed through the members of Council. The agenda of the General Meeting must be made available to the membership in the SGPS Office at least four weekdays before the date on which it will take place.
7. All General Meetings must be held on the main campus of Queen's University.
8. Any four ordinary members may place items on the agenda of a General Meeting by giving written notice to the Speaker at least ten days in advance of the meeting. Four ordinary members may also add items that are strictly matters of a housekeeping nature to the agenda of a General Meeting without notice by presenting them to the Speaker before the meeting begins.
9. Unless amended by a 2/3 majority vote of ordinary members present at the meeting, the order of business at the Annual General Meeting shall be as follows:
  - I. Approval of the Agenda
  - II. Executive Reports
  - III. Financial Report
  - IV. SGPS and University Committee Reports

V. Senator's Report

VI. Other Reports

VII. Main Motions

VIII. New Business

IX. Adjournment

10. The order of new business at General Meetings shall be initially set by the Speaker subject to the approval of the agenda by the General Meeting.

11. Full minutes of the Annual General Meeting and General Meetings shall be taken and kept under supervision of the Speaker.

12. Quorum for any General Meeting is 1% of the membership of the Society (rounded up to the nearest whole number). If there is no quorum at such a meeting, but at least 25 ordinary members are present, business may proceed at the discretion of the Speaker as though quorum were present.