



Subject:	Council
Date Passed by Council:	
Last Date Revised:	March 27, 2015
Expiration Date:	
Committee:	

Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution

1. Chair of Council

There shall be a Chair of Council, who shall:

- a. Conduct Council meetings in accordance with Bylaws and Policy;
- b. Maintain the official record of roll call of Council, including the Councillors in attendance, Councillors absent with regrets, and Councillors absent without regrets;
- c. Ensure that all members of Council are given a reasonable opportunity to express their opinions;
- d. Be paid an honorarium determined by the Executive Officers prior to the first Council meeting of a term;
- e. Be responsible for monitoring Council's adherence to deadlines;
- f. Organize the annual orientation of Council;
- g. **Sign the Statement of Office and be privy to in-camera discussions; and**
- h. Not be considered a member of Council and not be entitled to vote.

2. Recording Secretary

There shall be a Recording Secretary, who shall:

- a. Record the minutes of all meetings of Council;
- b. Sign the Statement of Office and be privy to in-camera discussions; and
- c. Not be considered a member of Council and not be entitled to vote.

3. Business of a Council Meeting

- a. The following business shall be undertaken at all Council Meetings:
 - i. Roll Call;

- ii Approval of the Agenda;
 - iii. Approval of the Minutes of the previous meeting;
 - iv. Communications Received;
 - v. Appointments by Council;
 - vi. Presentations
 - v. Old Business;
 - vi. New Business;
 - vii. Committee Reports;
 - viii. Executive Reports;
 - ix. Notice of Motion; and
 - x. Announcements;
- b. Any member of Council wishing to have the items placed on the agenda for a regular meeting of Council must give written notice to the Chair of Council seventy-two (72) hours before the meeting.
 - c. All reports and presentation materials must be submitted to the Chair of Council no less than 72 hours in advance of the meeting.
 - d. At the start of each Council Meeting, the Chair shall read the following statement following Roll Call:
The Dalhousie Student Union acknowledges that Dalhousie University and the Dalhousie Student Union Building are located on traditional, unceded and unsurrendered Mi'kma'ki territory. The Dalhousie Student Union seeks to honour the relational treaty process in its programming, events, and meetings.

4. Regrets

Regrets must be submitted in writing to the Chair, twenty-four hours in advance. All regrets received by the Chair shall be announced under Communications Received during the meeting of Council for which the regrets were submitted.

5. Councillor Reports

Councillors shall submit a written report to Council three times per year, one before September 15 on their activities over the summer, one before December 15 on their activities during the fall term, and one before April 30 on their activities during the winter term.

6. Appointments by Council

- a. The Chair of Council shall ask three times if there are any nominations, and then declare nominations closed.
- b. Any member of Council may nominate a candidate for a position.
- c. A nomination does not require a seconder.
- d. The Chair of Council shall confirm that the candidate accepts the nomination.
- e. If the number of candidates nominated exceeds the number of vacancies, the Chair of
- a. Council shall conduct a vote by ballot. If the number of members nominated equals or is less than the number of positions to be filled, unless there is a call for a yes/no vote that is moved and seconded, the Chair of Council shall declare the candidate(s) elected by acclamation.

- f. Each candidate will have an equal time to speak to Council, not exceeding four minutes each.
- g. The speaking order of the candidates shall be in alphabetical order of last names.
- h. The candidates who are not speaking shall leave the meeting during the speeches.
- i. There will be a short question period after each speech.
- j. The Chair of Council will then ask all the candidates to leave the room, and there shall be a brief in-camera debate.
- b. m. Each candidate may appoint one member of the Union to act as a scrutineer of the ballot counting.
- c. n. Any member of Council can request that the ballots be destroyed; the Chair of Council must comply with the request.

7. Visitors to Council

- a. Any person who the Chair of Council feels may contribute to a fuller understanding of the issues under discussion, may, upon recognition of the Chair of Council, address Council.
- b. The Chair of Council shall have the power to remove any individual, or group, from a meeting if their conduct is disruptive or inappropriate; a party who is ordered to leave may appeal the ruling of the Chair of Council.

8. Minutes

- a. Copies of the minutes of each meeting of Council, including the roll call and supplemental materials for all ex camera agenda items, will be made available to all members of the Union within five school days following the approval of the minutes by Council.
- b. The Chair shall provide an up-to-date record of attendance for members of Council for the current academic year to any member of the Union within seventy-two (72) hours of a request to do so.
- c. Members of Council are entitled to have their votes on a particular motion noted by name in the minutes by so requesting after the result of the vote is announced.
- d. All the minutes of Council Meetings and general meetings for a given year and a copy of the most up-to-date version of the Bylaws and Policies shall be compiled and signed by two Executive Officers before April 30 of each year. A copy of the minutes book shall be posted online, where possible.
- e. The President or their designate shall be responsible for holding and maintaining the official minutes books of the Union.

9. Councillors as Employees

Members of Council may only be employees of the Union if they hold a part-time, student position at a Union-owned business (e.g. the Grawood, the T-Room, Campus Copy) or Union-operated service (e.g. Info Desk, Production Services, etc.).

10. Childcare Subsidies

- a. Councillors or committee members who require childcare in order to attend a meeting will be provided with a subsidy for each meeting up to the following

amounts:

- a. \$50 for a Council Meeting or general meeting;
- b. \$25 for a committee meeting.
- c. Members wishing to access a childcare subsidy must submit and sign a statement outlining childcare expenses to the Vice-President (Finance and Operations) no more than two weeks following the meeting in question.
- d. The rates outlined in this policy are for the 2016-17 year and shall be increased by the rate of change in the Canadian Price Index in a given year. If the rate of change is negative, the rates shall remain constant.

