



King's University College Students' Council

STANDING ORDERS OF COUNCIL TERMS OF REFERENCE

EFFECTIVE	February 14, 2024	SUPERSEDES	November 23, 2014
AUTHORITY	Speaker	RATIFIED BY	Board of Directors

PURPOSE

The KUCSC prides itself on effective and transparent governance procedures. These standing orders have been implemented to engender focused and efficient operations of the Council that are reflective of the composition of the KUCSC as a Council. These standing orders supplement the provisions contained in the KUCSC's By-Law #1 that relate to the operations of the Council and serve to augment certain sections of Robert's Rules to reflect the unique dynamics of the Council.

SCOPE

This terms of reference applies to all voting and non voting members of KUCSC.

RELATED

By - Law #1

Attendance Policy

This term of reference applies to all voting and non-voting Members of the Council

These standing orders govern the operations of the council supplemental to the KUCSC's By-Law #1 and Robert's Rules of Order (RONR).

Where there is a question of these orders conflicting with By-Law #1, the By-Law shall be held authoritative.

Where there is a question of these orders conflicting with RONR, these orders shall augment RONR as specified.

The Board of Directors has the authority to amend these orders as it sees fit insofar as any changes to these orders do not directly contradict the KUCSC's By-Laws, the Act, or the Letters Patent of the Corporation.

Meeting Times

General Meetings of the KUCSC Council shall take place on Saturday at 10:00 am at King's University College.

Any change to the time or location of a General Meeting of Council shall be communicated to Members as far in advance of the meeting as possible.

Times and locations for Special and Annual Meetings shall be set at the discretion of the President based on the availability of space. Wherever possible, the Speaker shall



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endeavour to hold such meetings at the same time and location provided for General Meetings.

Agenda

The Agenda for duly called meetings of the Council shall consist of the following sections of business in the order presented below. In special circumstances, the Council may add additional sections to the Agenda to address business that cannot be addressed within an existing section.

1. **Call to Order;**
2. **Silent Moment of Reflection**
3. **Roll Call;**
4. **Adoption of the Agenda;**
5. **Ratification of the Minutes from the Previous Meeting(s);**
6. **Speaker's Announcements;**
7. **Member's Announcements;**
8. **Comments and Questions from the King's Community;**
9. **Presentations to Council;**
10. **Executive Reports**
 - a. President
 - b. Vice President of Student Affairs
 - c. Vice President Events
 - d. Chief Communications Officer
 - e. Chief Financial Officer
11. **Questions from Executive Reports;**
12. **Standing Committee Reports;**
13. **Representative Reports**
 - a. USC Representative Report;
 - b. KCC Representative Report
14. **Faculty Representative Reports**
 - a. Childhood and Youth Studies
 - b. Disability Studies
 - c. Economics
 - d. English
 - e. French
 - f. History
 - g. BMOS
 - h. Philosophy
 - i. Political Science
 - j. Psychology
 - k. Religious Studies
 - l. Seminary
 - m. Social Justice and Peace Studies
 - n. Social Work
 - o. Sociology



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- p. Thanatology
- 15. **Council Business**
- 16. **Posted Motions;**
- 17. **New Business;**
- 18. **Question Period;**
- 19. **Adjournment.**

Agendas for Special Meetings of Council called for an express purpose shall not be required to follow the above format.

Agendas for the Annual General Meeting of the Corporation shall be determined by By-Law #1 of the Corporation.

TIME LIMITS

1. To ensure efficiency, the Speaker reserves the right to put a time limit on any Agenda item after which the Council must move for an extension to continue.
2. The following Agenda items shall always be accompanied by a time limit, to be set at the discretion of the Speaker:
3. Debate on all motions before the Council shall have a set time limit of forty-five (45) minutes.
4. Debate on amendments to motions shall have a time limit of twenty (20) minutes separate from the time limit on the main motion.
5. While Council retains the right to extend the time limit on any section of the Agenda for a duration of its choosing, any motion to extend shall be accompanied by a set duration for extension (e.g. "motion to extend debate by 30 minutes") and only one extension shall be permitted on any question, amendment, or item of business.
6. No Member or Observer shall speak for longer than five (5) minutes at any one time. Any extension of time shall be decided by a Two-Thirds Vote in favour of the extension with no debate.
7. This shall not apply to planned presentations to the Council. The time limit for such presentations shall be stated in the agenda.
8. No Member or Observer shall speak more than three times per subject per day. Any additional opportunities shall be decided by a Two-Thirds Vote in favour of the extension with no debate.
9. Notwithstanding section 4.06, the Governance Officer shall be exempt from this rule.
10. Meetings of Council - General, Special, Annual, or otherwise - shall be recessed or adjourned by the Speaker no later than midnight.
11. Any meeting that is recessed before midnight with outstanding business remaining on the Agenda shall be reconvened the following week in line with the Meeting Time provisions for General Meetings contained in Section 2.00 of these orders.
12. If business remaining on the Agenda at midnight is time-sensitive the Speaker of Council can choose to do one of the following:



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13. Continue the meeting and consider only those pieces of business deemed to be time-sensitive. All other items of business shall be tabled and taken up again upon reconvention of the meeting at a later date; or
14. Recess the meeting and reconvene the meeting at a time other than that specified in Section 2.00 above.
15. The Speaker shall have the authority to recess the meeting significantly before midnight should she determine that the next piece of business is sufficiently significant (i.e. will engender lengthy discussion) to cause the meeting to extend past midnight.
16. All General Meetings of Council, and Special or Annual Meetings occurring at the same time as a regularly scheduled General Meeting, shall have a scheduled recess at 9 pm of no longer than fifteen (15) minutes.
17. The Speaker shall have the authority to call the scheduled recess before 10 pm to not interrupt the debate or discussion of a question on the floor.

Time Limits: Presentations to Council

1. All presentations to the Council shall have an individual time limit that accounts for the time the presenter needs as well as time for questions from the Council.
2. All reports to Council, including from the Executive, USC Representative, and Standing Committees; Council Business.

SPEAKER AUTHORITY

1. In addition to the regular authority given to the Speaker of Council by holding the position itself, the Speaker shall also have the authority to do the following without having to ask for a motion from Council.
2. The Speaker shall have the authority to call for a vote on any given question or amendment should she determine that the debate or discussion of the question has gone off-topic or has become circular. The Speaker may call for a vote at any time, regardless of the number or nature of names remaining on the Speaker's List.
3. The Speaker will put out a call for agenda items two weeks before the set meeting time with a week-long period for members to send in motions, presentations, announcements or new business.
4. The agenda should be sent out 48 hours before the set meeting.
5. The Speaker shall have the authority to recess a meeting at their sole discretion. This includes a short recess for Members to take a break and a recess until a later date to gather more information or conduct research for the benefit of the Council.
6. The Speaker shall have the authority to refer any motion or question back to a Standing Committee or Ad-Hoc Committee of the Council should she determine that more discussion or research is necessary before the Council can make a decision. The Speaker may refer a question or motion before any discussion or debate has taken place in the Council meeting proper.



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7. The Speaker shall have the authority to sanction Members who are in breach of Council decorum (e.g. personal attacks on another Member, causing disruptions to the meeting, etc.). Sanctions may include, but are not limited to the following:
 - a. A verbal warning;
 - b. Removal of Member for the duration of the question on the floor;
 - c. Removal of Member for the duration of the meeting;
 - d. Application of a demerit point penalty to the Member no larger than 1.0 points; and
 - e. Recommend the removal of a Member from Council subject to Member Removal provisions of By-Law #1.
 - f. Removal of a Member from Council shall be considered to be a last option used only in the case of repeated offences or grossly inappropriate behaviour.

COUNCIL RIGHT TO CHALLENGE

1. Council has the right to challenge the Chair regarding any section of this policy, subject to a 2/3rds vote, provided said challenge does not contravene either the By-Laws of the KUCSC or the Act.