

Policy on Council and Committees

Oversight Bodies: CSU Council of Representatives; CSU Executive; CSU Judicial Board; CSU Membership

Date Passed by Council:

Date of Next Review: November 2021

Related policies, bylaws, legislation: CSU By-Laws, CSU Code of Conduct, Positions Book, other Policy Books in Standing Regulations, *Act Respecting the Accreditation and Financing of Students' Associations*, *C-38 Companies Act*.

Definitions

“Agenda” means the order of business of a regular or special meeting, as defined in the latest edition of Robert’s Rules of Order;

“By-Laws” means the By-Laws of the Concordia Student Union;

“Chairperson” means the Chairperson of Council, their term of office shall run from the first meeting of the Council that elects them until the time that their successors take office following the Annual General Elections,

“Code” means the Revised Code of CSU Standing Regulations;

“Council” means the Council of Representatives of the Student Union;

“Council-Elect” means the candidates elected to Council in the Annual General Election who have not yet taken office;

“day” means a business day which excludes Saturdays, Sundays, Good Friday, Easter Monday, third Monday of the month of May, Quebec’s National Holiday, Canada Day (or July 2nd if July 1st falls on a Sunday), Labour day, Thanksgivings day, Concordia University Holidays where the University is closed and any days starting December 20th until January 5th inclusively. These days shall not be calculated in calculating any delays under the CSU By-Laws, regulations or policies of the Student Union;

“Employee” means a person employed by the Student Union or its subsidiary, other than an Officer of the Student Union or its subsidiary;

“Executives” means a member of the Executive of the Student Union;

“General Meeting” means an annual, special, or informational general meeting of the Student Union, as defined in the By-Laws;

“Member”: means every undergraduate student registered in course or for-credit activity, who is subject to the Student Union fee as defined in Bylaw Section 3;

“Minute Keeper” means the person elected by the Council from the members of the Student Union who is responsible for recording and preparing minutes of all Council Meetings. Their term shall be the same as the Chairperson, listed above;

“mutatis mutandis” means “with the necessary changes”;

“office”: the office of a Coordinator or the office of a Representatives for a particular faculty, as the case may be, unless otherwise specified;

“ordinary resolution or regulation”: a regulation or resolution requiring a majority vote at Council to be adopted;

“General Coordinator” means the General Coordinator of the Student Union;

“General Coordinator-Elect”: a candidate who has been declared elected in the Annual General Election for the office of the General Coordinator, and who has not yet taken office;

“public notice”: publication on the Council electronic mailing list, the CSU website and placement of posters on the Student Union bulletin board;

“regular meeting” means a regular meeting of Council as defined in the By-Laws;

“Representative” means a duly elected member of Council who has taken office;

“Minute Keeper” means the Minute Keeper of Council;

“special meeting” means a special meeting of Council, as defined in the By-Laws;

“student at large” means a member who is not a Representative, an Executive, the Chairperson or Council Secretary, the Chief Electoral Officer or a member of the Judicial Board;

“Student Union” means the Concordia Student Union

“subsidiary” means any company operated by the CSU and its various operations;

“these regulations” means the regulations inside this Code;

“in writing” means either by a hard copy or via electronic mail;

“University” means Concordia University.

Purpose

This policy document should serve to provide information on procedures for the Concordia Student Union Executive Team, Council of Representatives, Standing Committees, its committees, meetings, other subsidiary bodies, and the proceedings thereof.

Scope

1. This policy applies to the Council of Representatives, its committees and other subsidiary bodies, and the proceedings thereof, in addition to the Executives of the Concordia Student Union, their functions, mandates, and responsibilities.
2. The following is a list of general provisions to apply to this policy:
 - 2.1. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
 - 2.2. In the case of any discrepancy between the policy books in the Standing Regulations and any other regulations, this policy shall prevail.

Policy Statement

Section 1: Council of Representatives

- 1.1. In accordance with the By-Laws, the composition of Council for the following year shall be determined at the February regular meeting, by a resolution of Council.
- 1.2. In accordance with the By-Laws, the offices of Council must be allocated to each faculty proportionate to its percentage of members based on the most current enrolment

figures available from the University, as established by the Internal Affairs Coordinator, and that those figures be brought to Council.

- 1.3. If the offices of Council were not re-allocated in this manner before the Annual General Election then a proportional re-allocation of offices may take place preceding the following by-elections, by a resolution of Council. Such a re-allocation cannot have the result of removing any offices currently being held by a representative and the resolution must be adopted before the announcement of the poll is issued.

Section 2: Executive

- 2.1. In accordance with Sections 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12, and 7.13 of the Bylaws, the eight (8) Executive Coordinators shall be the following:
 - 2.1.1. General Coordinator
 - 2.1.2. Academic & Advocacy Coordinator
 - 2.1.3. External & Mobilization Coordinator
 - 2.1.4. Finance Coordinator
 - 2.1.5. Internal Affairs Coordinator
 - 2.1.6. Loyola Coordinator
 - 2.1.7. Student Life Coordinator
 - 2.1.8. Sustainability Coordinator
- 2.2. In accordance with Section 7.5, Executives shall have the right to present motions at meetings of the Council of Representatives as if a voting member.

Section 3: Election of Chairperson and Minute Keeper

- 3.1. The Chairperson and Minute Keeper shall be elected by the Council-Elect at the May meeting.
- 3.2. These elections must be ratified at the first meeting after the mandate begins.
- 3.3. The sitting Executive shall issue a public notice to advertise the positions of Chairperson and Minute Keeper for the following year before April 30th. Such notice shall include the deadline for applications, which shall be the Friday before the Council-Elect meeting.
- 3.4. The sitting Executive shall ensure that all applications for the positions of Chairperson and Minute Keeper are included in the agenda for the Council-Elect meeting.
- 3.5. Should either or both of the positions not be appointed by the Council-Elect at their May meeting, these appointments shall constitute the first order of business under appointments at each subsequent Regular Council Meeting until the positions are filled.
 - 3.5.1. Notwithstanding, the election of the Minute Keeper may be deferred to the Appointments Committee by Council-Elect or by the Council.

Section 4: Chairperson

Subsection 1: Primary Duties

- 4.1.1. The Chairperson's primary duties are to ...
 - 4.1.1.1. Preside over meetings of the Council while upholding the rules and order
 - 4.1.1.2. Facilitate candid, educated, and well-rounded discussion of all key matters and ensure that the time of Council is spent productively
 - 4.1.1.3. Promote excellent relationships and facilitate communication between Councilors, Executives, the Judicial Board, and the Chief Electoral Officer
 - 4.1.1.4. Communicate all notices of meetings and document packages to Councilors, Executives, Judicial Board, the student press, and the public
 - 4.1.1.5. Act as the official representative of the Council of Representatives when required

Subsection 2: Fiduciary Duty

- 4.3.1. The Chairperson shall...
 - 4.1.1.1. Ensure that Councilors are aware of their tasks and powers as stipulated in Section 6.3 of the Bylaws
 - 4.1.1.2. Ensure that Council is aware of its obligations to the Corporation, members, and under the law at all times.

Subsection 3: Confidentiality

- 4.3.1. The Chairperson shall ensure the confidentiality of all matters discussed in closed session by...
 - 4.1.1.1. Informing all Councilors of their duties of confidentiality
 - 4.1.1.2. Labelling all confidential documents as such

Subsection 4: Mailing Lists

- 4.4.1. The Chairperson is responsible for managing two electronic mailing lists.
 - 4.4.1.1. Council mailing list
 - 4.4.1.2. Public mailing list
- 4.4.2. The Council mailing list shall be composed of:
 - 4.4.2.1. Councilors
 - 4.4.2.2. Executives
 - 4.4.2.3. Judicial Board
 - 4.4.2.4. Chairperson
 - 4.4.2.5. Minute Keeper

4.4.3. The public mailing list shall be composed of:

4.4.3.1. Representatives from student media outlets: The Link, The Concordian, CJLO, & CUTV

4.4.3.2. Any member who requests to be part of the list, as explained on the CSU website

Subsection 5: Elections

4.5.1. Notify the Chief Electoral Officer of the necessity of any referendum called by petition or by Council, in advance of the General Election, and the number of seats vacant for the by-election;

Subsection 6: Attendance

4.6.1. Administer the attendance record with respect to the By-Laws and inform Representatives of their attendance record as stipulated in Section 10.1 of the Bylaws.

Subsection 7: Vacancies

4.7.1. In the event of a vacancy in the position of Chairperson, the General Coordinator shall see to the carrying out of the duties of the Chairperson until a new Chairperson is appointed. Should there not be a General Coordinator, the Executive shall select a Coordinator to serve as a Chairperson until a new Chairperson is appointed.

Subsection 8: Pay

4.8.1. The Chairperson shall receive an honorarium of \$250 for Regular Council Meetings and \$200 for Special Council Meetings.

4.8.1.1. Notwithstanding should the meeting not reach quorum, they shall receive an honorarium of \$100.

4.8.2. Additionally, should council direct the Chairperson to perform additional duties, then the Chairperson shall be remunerate for those additional hours at a rate of \$17 per hour, or minimum wage, whichever is higher in the province of Quebec, which is higher, contingent on maintaining a timesheet for all such work done that shall be approved as a part of the Chairperson's report.

Section 5: Minute Keeper

Subsection 1: Primary Responsibilities

5.1.1. The Minute Keeper's primary responsibilities shall be...

5.1.1.1. Record and prepare the minutes of all regular, special, and general meetings with the delays stipulated in the By-Laws and these regulations;

- 5.1.1.2. Maintain an updated resolutions book of all motions presented at council;
- 5.1.1.3. Send all minutes to the Chairperson within ten (10) days;
- 5.1.1.4. If asked by a member, rewrite minutes for exact language used in any council meetings.

Subsection 2: Vacancies

- 5.2.1. In the event of a vacancy in the position of Minute Keeper, the Internal Coordinator shall see to the carrying out of the duties of the Minute Keeper until a new Chairperson is appointed. Should there not be an Internal Coordinator, the Executive shall select a Coordinator to serve as a Minute Keeper until a new Minute Keeper is appointed.

Subsection 3: Pay

- 5.3.1. The Minute Keeper shall receive an honorarium of \$100 for both Regular Council Meetings and Special Council Meetings.
 - 5.3.1.1. Notwithstanding should the meeting not reach quorum, they shall receive an honorarium of \$50.
- 5.3.2. Additionally, should council direct the Minute Keeper to perform additional duties, then the Minute Keeper shall be remunerate for those additional hours at a rate of \$17 per hour, or minimum wage, whichever is higher in the province of Quebec, which is higher, contingent on maintaining a timesheet for all such work done that shall be approved as a part of the Chairperson's report.

Section 6: Standing Committees

Subsection 1: Standing Committees

- 6.1.1. The following shall be the Standing Committees of Council:
 - 6.1.1.1. Academic Caucus
 - 6.1.1.2. Appointments Committee
 - 6.1.1.3. Black, Indigenous, Peoples of Color (BIPOC) Committee
 - 6.1.1.4. Clubs & Space Committee
 - External & Mobilization Committee
 - 6.1.1.5. Fee-Levy Review Committee
 - 6.1.1.6. Finance Committee
 - 6.1.1.7. Loyola Committee
 - 6.1.1.8. Policy Committee
 - 6.1.1.9. Student Life Committee
 - 6.1.1.10. Sustainability Committee

Subsection 3: Academic Caucus

- 6.3.1. Composition:
 - 6.3.1.1. Academic & Advocacy Coordinator (non-voting Chair);
 - 6.3.1.2. All CSU members currently elected and appointed to the Senate and Board of Governors (voting);
 - 6.3.1.3. General Coordinator (ex-officio non-voting).
- 6.3.2. Meeting Time:
 - 6.3.2.1. Once the Academic Caucus has been formed the chair shall arrange the appropriate meeting time through a vote with its respective members.
 - 6.3.2.2. Academic Caucus shall have regular biweekly meetings
- 6.3.3. Tasks:
 - 6.3.3.1. Operate as a coordinated unit at Senate meetings to successfully advance the Student Union's academic priorities.

Subsection 4: Appointments Committee

- 6.4.1. Composition:
 - 6.4.1.1. One (1) Executive (non-voting Chair);
 - 6.4.1.2. Five (5) Councilors (voting);
 - 6.4.1.2.1. One (1) Councilor must be a BIPOC committee member
 - 6.4.1.2.2. If there is no councilor on the BIPOC committee then it will be up to the discretion of the BIPOC committee to appoint from within their committee.
 - 6.4.1.3. One (1) student-at-Large (voting);
 - 6.4.1.4. General Coordinator (ex-officio non-voting).
- 6.4.2. Meeting Time:
 - 6.4.2.1. Once Appointments Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members.
- 6.4.3. Tasks:
 - 6.4.3.1. Interview members and approve their appointments to all CSU and university bodies and/or committees in accordance with the Appointments Policy.

Subsection 5: Black, Indigenous, Peoples of Color (BIPOC) Committee

- 6.5.1. Composition:
 - 6.5.1.1. An Executive (non-voting Chair) or Two Executives (non-voting co-chairs)
Three (3) BIPOC/racialized Representatives (appointed by Council);

One of these representatives will hold a seat on the Appointments Committee as determined within the BIPOC committee:

Two (2) students-at-large (appointed by council);

The students-at-large will be interviewed by the Chair(s) of the BIPOC Committee;

One (1) BIPOC/racialized Community member (appointed by Council).

6.5.2. The community member will be interviewed by the Chair(s) of the BIPOC committee

6.5.3. In the event that there are not enough racialized councilors to fill this seat, vacant seats will be given to an additional racialized student-at-large member(s).

6.5.4. Meeting Time:

6.5.4.1. The BIPOC Committee shall meet at a meeting time voted on by the members.

6.5.5. Tasks:

6.5.5.1. Responsible for helping and facilitating the planning, preparation, execution, and financing of BIPOC events and initiatives supported and/or organized by the CSU

6.5.5.2. The BIPOC Committee is a non-mixed committee for Black, Indigenous, and Peoples of Color exclusively

Subsection 6: Clubs & Space Committee

6.6.1. Composition:

6.6.1.1. Internal Affairs Coordinator (non-voting Chair);

6.6.1.2. Four (4) Councilors (voting);

6.6.1.3. One (1) Student-at-Large (voting);

6.6.1.4. General Coordinator (ex-officio non-voting).

6.6.2. Meeting Time:

6.6.2.1. Once the Clubs and Space Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.6.3. Tasks:

6.6.3.1. Approve allocation of annual budgets and space to clubs, as well as approving new clubs in accordance with the Clubs & Space Policy.

Subsection 7: Fee-Levy Review Committee

6.7.1. Composition:

6.7.1.1. One (1) Executive (non-voting Chair);

6.7.1.2. Four (4) Councilors (voting);

6.7.1.3. One (1) Student-at-Large (voting);

6.7.1.4. General Coordinator (ex-officio non-voting).

6.7.2. Meeting Time:

6.7.2.1. Once the Fee-Levy Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.7.3. Tasks:

6.7.3.1. Approval of Fee-Levy questions.

Subsection 8: Policy Committee

6.8.1. Composition:

6.8.1.1. Academic & Advocacy Coordinator (non-voting Chair);

6.8.1.2. Four (4) Councilors (voting);

6.8.1.3. One (1) Student-at-Large (voting);

6.8.1.4. General Coordinator (ex-officio non-voting).

6.8.2. Meeting Time:

6.8.2.1. Once the Policy Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.8.3. Tasks:

6.8.3.1. Review the Bylaws and Standing Regulation Policy Books and make modifications. Submit all decisions to the Council of Representatives for final approval by a two-thirds (2/3rds) majority.

Subsection 9: External & Mobilization Committee

6.9.1. Composition:

6.9.1.1. External & Mobilization Coordinator (non-voting Chair);

6.9.1.2. Four (4) Councilors (voting);

6.9.1.3. One (1) Student-at-Large (voting);

6.9.1.4. General Coordinator (ex-officio non-voting).

6.9.2. Meeting Time:

6.9.2.1. Once the External & Mobilization Committee members have been appointed, it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.9.3. Tasks:

6.9.3.1. Assisting with the planning of annual mobilization campaigns to be undertaken each year.

6.9.3.2. Assist with campaign departments activities and events

6.9.3.3. Recommend the proper distribution of funding from the allocated external budget

6.9.3.4. Make recommendations to council for future campaign department activities

6.9.3.5. Submit all decisions to the Council of Representatives for final approval.

Subsection 10: Financial Committee

6.10.1. Composition:

- 6.10.1.1. Finance Coordinator (non-voting Chair);
- 6.10.1.2. Four (4) Councilors (voting);
- 6.10.1.3. One (1) Student-at-Large (voting);
- 6.10.1.4. General Coordinator (ex-officio non-voting).

6.10.2. Meeting Time:

- 6.10.2.1. Once Financial Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.10.3. Tasks:

- 6.10.3.1. Oversee the financial operations of the Student Union and adjust the budget in accordance with the Finance Policy
- 6.10.3.2. Assist the Finance Coordinator with drafting the budget and approve it before sending to Council
- 6.10.3.3. Monitor the CSU expenditures and recommend CSU fee-levy increases and decreases.
- 6.10.3.4. Submit all decisions to the Council of Representatives for final approval.

Subsection 11: Loyola Committee

6.11.1. Composition:

- 6.11.1.1. Loyola Coordinator (non-voting Chair);
- 6.11.1.2. Four (4) Councilors (voting);
- 6.11.1.3. One (1) Student-at-Large (voting);
- 6.11.1.4. General Coordinator (ex-officio non-voting).

6.11.2. Meeting Time:

- 6.11.2.1. Once the Loyola Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.11.2.2.

6.11.3. Tasks:

- 6.11.3.1. Responsible for advising the CSU on how best to serve students at Loyola;
- 6.11.3.2. Responsible for ensuring more food options and Loyola events.
- 6.11.3.3. Submit all decisions to the Council of Representatives for final approval.

Subsection 12: Student Life Committee

6.12.1. Composition:

- 6.12.1.1. Student Life Coordinator (non-voting Chair);
- 6.12.1.2. Four (4) Councilors (voting);
- 6.12.1.3. One (1) Student-at-Large (voting);
- 6.12.1.4. General Coordinator (ex-officio non-voting).

6.12.2. Meeting Time:

- 6.12.2.1. Once the Loyola Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.12.3. Tasks:

- 6.12.3.1. Responsible for the planning, preparation and execution phases of events organized by the CSU;
- 6.12.3.2. Members of this committee will be expected to help think up ideas for events, help with the planning process, and help run the event(s).
- 6.12.3.3. Submit all decisions to the Council of Representatives for final approval.

Subsection 13: Sustainability Committee

6.13.1. Composition:

- 6.13.1.1. Sustainability Coordinator (non-voting Chair);
- 6.13.1.2. Four (4) Councilors (voting);
- 6.13.1.3. One (1) Student-at-Large (voting);
- 6.13.1.4. General Coordinator (ex-officio non-voting).

6.13.2. Meeting Time:

- 6.13.2.1. Once the Sustainability Committee members have been appointed it shall be up to the chair to arrange the appropriate meeting time through a vote with its respective members at its first meeting.

6.13.3. Tasks:

- 6.13.3.1. Responsible for fostering and supporting a culture of sustainability for undergraduate students and the Concordia community
- 6.13.3.2. It shall oversee and may make recommendations to Council, regarding the effect of the Student Union or University's practices and operations on the environment and the community.
- 6.13.3.3. Submit all decisions to the Council of Representatives for final approval.
- 6.13.3.4. Distributing bursaries in accordance with the Policy on Bursaries.

Section 7: Ad-Hoc Committees

- 7.1. Ad hoc committees may be formed by Council with the composition and mandate determined by Council;

Section 8: Committee Rules

Subsection 1: Standard Rules

- 8.1.1. Each Councilor, when possible, shall sit on at least two (2) standing committees.
- 8.1.2. The Chairperson shall encourage the Council to consider the diversity of the committees and external bodies during the Appointments process at regular council meetings.
- 8.1.3. The meetings of the Student Union's standing committees shall occur in open session, except when they are required to discuss sensitive or confidential information.

Subsection 2: Meeting Times

- 8.2.1. All committees shall meet monthly at the designated meeting times.
- 8.2.2. If a Coordinator cannot make the designated meeting time because of their class schedule, the committee may establish an alternate designated meeting time.
- 8.2.3. Two (2) members of the committee may also call a committee meeting at any time by sending an email to the Committee Chair with an attached agenda and all necessary documentation for consideration.

Subsection 3: Quorum

- 8.3.1. Quorum for standing committees shall be a simple majority of voting members.

Subsection 4: Vacancies

- 8.4.1. If there is a vacancy in the Executive, the General Coordinator shall select an Executive to serve as the Chair of the committee. The General Coordinator may not serve as Chair of a committee. Should there be no General Coordinator, the Executive shall decide by majority vote.
- 8.4.2. If there is a Councilor vacancy, the position shall be filled at the next regular meeting of Council.
- 8.4.3. If there is a member-at-large vacancy, the position shall be filled by the Appointments Committee.

Subsection 5: Restrictions

- 8.5.1. No member of the Clubs Committee may hold office as an executive of a CSU club or service.
- 8.5.2. Holding such an office will be deemed a resignation from the Clubs Committee.

Subsection 6: Committee Chair

- 8.6.1. Each committee Chair shall:
 - 8.6.1.1. Send a list of all meeting dates by June 1st to committee members.

- 8.6.1.2. Prepare and notify members of the Agenda and any relevant documents for each meeting (such as minutes or reports to review) and send them within a reasonable delay to be considered before each meeting;
 - 8.6.1.3. Submit a written report to each regular Council meeting containing all matters that have been considered and decided by the committee, including a closed session report for anything considered in a closed session of that meeting. Should the committee not have considered any business, a report shall be submitted which indicates there is nothing to report.
 - 8.6.1.4. Submit any resolutions passed at the committee's meeting to council for ratification and any recommendations it may produce for Council's consideration.
- 8.6.2. While committee chairs may not usually cast a vote, they may vote in the event of a tie.

Subsection 7: Committee Minute Keeper

- 8.7.1. Each standing committee shall elect from among its voting members a Minute Keeper.
- 8.7.2. Each committee Minute Keeper shall:
 - 8.7.2.1. Record and prepare minutes of the meetings of the committee and forward such minutes to the members of the committee and its chair.
 - 8.7.2.2. These minutes must include the topics of discussion, the content of those discussions, any decisions reached, and any relevant information. It must also indicate if the committee enters or exits closed session, and when.

Section 9: Removal of Committee Members

- 9.1. The Committee Chair may be removed as acting chair ...
 - 9.1.1. By the General Coordinator with a simple-majority vote by the Council.
 - 9.1.2. By a unanimous vote of all committee members confirmed by a two-thirds (2/3rds) majority of the Council of Representatives.
 - 9.1.3. In order to be in accordance with Sections 7.7, 7.8, 7.10, 7.11, 7.12, and 7.13, Executives may be removed as chair, but they shall not be removed from their committees. The General Coordinator shall appoint an Executive as chair in their place.
 - 9.1.4. Notwithstanding, the Academic & Advocacy Coordinator may not be removed as Chair in accordance with Section 7.6
- 9.2. Councilors and members-at-large may be removed from a committee by a two-thirds (2/3rds) majority vote of the Council of Representatives.
- 9.3. The removal of a member-at-large can only be considered if they were given a minimum notice of five (5) days before the meeting of Council at which their removal is to be considered by a simple-majority.

Section 10: Resignation

- 10.1. Any resignation from Council or its committees must be addressed to the Chairperson. Resignations may be done in writing directly to the Chairperson. Resignations shall be a part of the Chairperson's Report at the next meeting of Council.
- 10.2. A Councilor may submit a delayed resignation to the Chairperson prior to elections or by-elections by declaring that such a resignation is delayed. Such resignations are deemed effective on the first day of the next semester or the date the councilors elected in a by-election take office if one is elected to fill the seat, whichever is earlier, unless another date is provided for in the notice of delayed resignation. Council may announce elections for seats held by Councilors who submitted delayed resignations.
 - 10.2.1. The date indicated on the notice of delayed resignation cannot exceed the first day of the next semester
 - 10.2.2. If the date indicated does exceed the first day of the next semester, it shall be treated as the first day.
- 10.3. Upon reception of the email from the Chairperson, the elected or appointed member shall be resigned and unable to reverse the decision.
- 10.4. Upon resigning, also deemed to have resigned from any and all positions to which they had been appointed by virtue of their office (ex officio).

Section 11: Annual Retreat

- 11.1. The Annual Retreat shall be held annually before October 1st.
- 11.2. The retreat should use the following agenda as a guide:
 - 11.2.1. Welcome Address by the General Coordinator, including covering expectations, housekeeping items such as location of washrooms and Wi-Fi-passwords, standards for conduct particularly for alcohol and personal boundaries, and a question-and-answer period;
 - 11.2.2. Executive and Director Training, provided by legal professionals;
 - 11.2.3. Human Relations Training, provided by a human relations professional;
 - 11.2.4. Robert's Rules of Order Workshop, provided by the Chairperson;
 - 11.2.5. Frequent breaks to allow people to call home and introverts to recharge;
 - 11.2.6. Team Building Exercises;
 - 11.2.7. Wrap-Up Speech by the General Coordinator.
- 11.3. The following groups are automatically invited: members of the Executive, Council of Representatives, the Academic Caucus, and members-at-large on Standing Committees.