

# Policy on Executive, Council of Representatives, and Committees

**Oversight Body:** Council of Representatives; CSU Executive; CSU Judicial Board; CSU Membership

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**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 which includes this policy;

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

“General Coordinator-Elect” means 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;

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

“Intersectionality” refers to the ways that aspects of a person’s social and political identities, and marginalizations including class, ability, race, gender expression, religion, ethnicity, etc., face different barriers to employment and other opportunities. These identities are thus best understood as overlapping and mutually constitutive rather than isolated and distinct.

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

“public notice” means publication on the Council electronic mailing list, the CSU website and placement of posters on the Student Union bulletin board, it may also include publication on the official CSU social media channels;

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

“religious holidays” mean any day considered a holiday with work restrictions within a religious calendar. Days that are religious holidays without work restrictions within a religious calendar will also be taken into consideration and avoided as much as possible when planning meetings. In order to take into account all the different religions practiced by the members, at the beginning of each year, and whenever new representatives join Council, the Internal Affairs Coordinator will ask all representatives to share, if they feel comfortable doing so, the religious holidays they celebrate on which they will not be able to work.

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

“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. Any ordinary motion, resolution or regulation that deviates from these regulations can only be adopted with a clause stating that the motion operates regardless of the Code of Standing Regulations. The clause must state which article(s) are not to be applied towards the motion. Such a motion requires a 2/3 majority vote and will cease to have effect four months following its approval.
  - 2.1. Notwithstanding this, regulations 4.1.3.1, 4.1.3.2.1 in this policy cannot be notwithstood under this clause.
3. The following is a list of general provisions to apply to this policy:
  - 3.1. English and French can be used equally in any Student Union Meetings
  - 3.2. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
  - 3.3. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
  - 3.4. In the case of any discrepancy between these regulations and the Regulations on Appointments and Equitable Hiring Practices, the latter shall prevail.
  - 3.5. In the case of any discrepancy between the policy books of the Standing Regulations and any other regulations, this policy shall prevail.

## Policy Statement

### 1. Executives

- 1.1. In accordance with the Bylaws, the eight (8) Executive Coordinators shall be the following
  - 1.1.1. Academic & Advocacy Coordinator;
  - 1.1.2. External & Mobilization Coordinator;
  - 1.1.3. Finance Coordinator;
  - 1.1.4. General Coordinator;
  - 1.1.5. Internal Affairs Coordinator;
  - 1.1.6. Loyola Coordinator;
  - 1.1.7. Student Life Coordinator;
  - 1.1.8. Sustainability Coordinator.
- 1.2. Executives shall be paid in accordance with the Finance and Operations Policy.
- 1.3. Executive bonuses can only be granted by a Council resolution at the May Council Meeting in accordance with the Finance and Operations Policy.
- 1.4. Executives shall have the right to speak, present and second motions at meetings of the Council of Representatives as if a voting member, but shall not have voting rights.
- 1.5. Executives are prohibited from signing any agreement with Concordia University containing fees which could be considered administrative fees.
- 1.6. All Executives are expected to attend Council Meetings.
  - 1.6.1. Any executive absent without an excusal from a Regular Council Meeting as determined by a majority vote of Council shall be deducted \$100 from their next paycheck.
- 1.7. All executives are expected to submit a report to the Council for distribution with the agenda for the first regularly scheduled council meeting of each month.
  - 1.7.1. Any executive who does not submit a report within the prescribed delays of 5 days prior to a meeting of Council shall be deducted \$100 from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
- 1.8. The Executives must submit a joint written mid-mandate report to Council no later than the second January regular meeting. This report must include but is not limited to the objectives of the annual work plan. This report must provide an overview of all events, projects, campaigns, and services provided by the Union.
  - 1.8.1. Any executive that does not submit their portion of the report for the mid-mandate report shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.

- 1.9. The Student Life Coordinator must present a written post-mortem report to Council regarding Fall Orientation no later than the second regular October meeting and Winter Orientation no later than the March regular Council meeting. This report must include a timeline of events, bookings, equipment used, list of contracts signed, preliminary budget, a list of employees and number of students in attendance for each event. The report must also include each event's strengths, weaknesses, and overall assessment.
  - 1.9.1. Should the Student Life Coordinator not submit a report in time for the prescribed Council meeting, 350\$ will be deducted from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote.
- 1.10. The Executives must submit a joint end of mandate report to Council in writing which must be presented no later than the Annual General Meeting. This report must include but is not limited to the objectives of the annual work plan and the mid-mandate report. This report must provide an overview of all events, projects, campaigns, and services provided by the Union.
  - 1.10.1. Any executive that does not submit their portion of the report for the end of mandate report shall be deducted 350\$ from their next paycheck. Council can waive the penalty for exceptional reasons by a majority vote at the next Regular Council Meeting or at a Special Meeting called for that purpose.

## 2. Council of Representatives

- 2.1. In accordance with the By-Laws, the maximum number of representatives may be thirty (30).
- 2.2. In accordance with the By-Laws, the Council shall be composed of a minimum of two Representatives from each of the Faculties of Concordia University. For the purpose of this regulation only, the collectivity of Independent Students shall be considered a Faculty.
- 2.3. The offices of Council allocated to each faculty must be 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 brought to Council.
- 2.4. 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.
- 2.5. Beyond regulations 2.1., 2.2. and 2.3., the exact composition of Council shall be determined by the current sitting Council before their Annual General Election of the Representatives.
- 2.6. Each Representative shall receive a list of all Representatives, Executives, the Chairperson and the Minute Keeper including email addresses upon taking office. This list shall be updated with the information of undergraduate Senators and Board Members as these

positions are appointed.

- 2.7. Upon taking office, each representative will be given a CSU email account and computer login.
- 2.8. Council shall be given permanent office space be furnished with at least one desk and chair, one couch, one computer and printer, as well as anything else deemed necessary.
- 2.9. Any member of Council may enter the CSU offices during regular business hours, provided they are not disturbing or interrupting any employees or executives in their work.
- 2.10. The Concordia Student Union Code of Conduct and Policy on Sexual Violence and Safer Spaces apply to all representatives. All representatives are expected to sign the policy waiver upon their appointment to ensure their compliance with and understanding of these policies.

### **3. Chairperson and Minute Keeper**

#### **3.1. Appointment of the Chairperson and Minute Keeper**

- 3.1.1. The Chairperson and Minute Keeper shall be elected by the Council-Elect at the May meeting.
- 3.1.2. These elections must be ratified at the first meeting after the mandate begins.
- 3.1.3. The sitting Executive shall issue a public notice to advertise the positions of Chairperson and Minute Keeper for the following year before April 30<sup>th</sup>. The public notice shall be in accordance with the regulations on postings set out in the policy on Appointments and Equitable Hiring Practices. Such notice shall include the deadline for applications, which shall be the Friday before the Council-Elect meeting.
- 3.1.4. 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.
- 3.1.5. All applicants for the position of Chairperson and Minute Keeper shall have the opportunity to speak at the meeting at which their candidacy is to be considered. If they do not attend said meeting they shall be considered to have waived said opportunity to speak.
- 3.1.6. 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.
  - 3.1.6.1. Notwithstanding, the election of the Minute Keeper may be deferred to the Appointments Committee by Council-Elect or by the Council.

#### **3.2. Chairperson**

- 3.2.1. The Responsibilities of the Chairperson shall be as follows:

- 3.2.1.1. Chair and administer all regular, special, and general meetings of the Council;
- 3.2.1.2. See to the carrying out of these regulations;
- 3.2.1.3. Have a working knowledge of Robert's Rules of Order and see that these are respected at all meetings;
- 3.2.1.4. Prepare the agenda for regular, special, or general meetings;
- 3.2.1.5. Distribute the agenda and all associated documents for all regular and special meetings with the delays stipulated in the by-laws and these regulations;
- 3.2.1.6. Communicate all notices of meetings and document packages to Councilors, Executives, Judicial Board, the student press, and the public;
- 3.2.1.7. Administer the Council electronic mailing list which shall be composed of all Representatives, Executives, Judicial Board members, Chairperson, Minute Keeper of Council, and all members of the Academic Caucus;
- 3.2.1.8. Administer the Public electronic mailing list which shall be composed of representatives from every student media outlet and any member who requests to be part of the list;
- 3.2.1.9. Act as the official representative of the Council of Representatives when required, including in particular by acting as the official channel of communications between the Council and the Chief Electoral Officer.
- 3.2.1.10. Administer the attendance record with respect to the By-Laws and inform Representatives of their attendance record as stipulated in the Bylaws;
- 3.2.1.11. 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.
- 3.2.2. Vacancy: 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.
- 3.2.3. Pay:
  - 3.2.3.1. The Chairperson shall receive an honorarium of \$250 for Regular Council Meetings and \$200 for Special Council Meetings.
    - 3.2.3.1.1. Notwithstanding, should the meeting not reach quorum, they shall receive an honorarium of \$100.
    - 3.2.3.2. Should Council direct the Chairperson to perform additional duties, then the Chairperson shall be remunerated for those additional hours at a rate of \$17 per hour, or living wage according to *Institut de recherche et d'informations socio-économiques (IRIS)*, whichever is higher in the province of Quebec, contingent on

maintaining a timesheet for all such work done that shall be approved as a part of the Chairperson's report.

### 3.3. Minute Keeper

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

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

3.3.1.2. Maintain an updated resolutions book of all motions presented at council;

3.3.1.3. Send all minutes to the Chairperson within ten (10) days;

3.3.1.4. Act as Minute keeper of the Council-Elect.

3.3.2. 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 Minute Keeper 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.

3.3.3. Pay:

3.3.3.1. The Minute Keeper shall receive an honorarium of \$100 for both Regular Council Meetings and Special Council Meetings.

3.3.3.2. Notwithstanding should the meeting not reach quorum, they shall receive an honorarium of \$50.

3.3.4. Additionally, should council direct the Minute Keeper to perform additional duties, then the Minute Keeper shall be remunerated for those additional hours at a rate of \$17 per hour, or living wage according to *Institut de recherche et d'informations socio-économiques (IRIS)*, 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.

## 4. Committees

4.1. The following shall be the Standing Committees of Council:

4.1.1. **Academic Caucus**

4.1.1.1. Composition

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

4.1.1.1.2. All CSU members currently elected and appointed to the Senate and Board of Governors (voting);

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



#### 4.1.1.2. Tasks:

- 4.1.1.2.1. Consult with students and campus academic groups concerning the Student Union's academic priorities; make reports and recommendations to Council regarding issues of academic significance;
- 4.1.1.2.2. Wherever possible, operate as a coordinated unit at Senate meetings to successfully advance the Student Union's academic, social, and other priorities.

### 4.1.2. **Appointments Committee**

#### 4.1.2.1. Composition

- 4.1.2.1.1. One (1) Executive (non-voting Chair);
- 4.1.2.1.2. Five (5) Councilors (voting)
  - 4.1.2.1.2.1. One (1) Councilor must be a member of the BIPOC committee;
  - 4.1.2.1.2.2. If there is no Councilor on the BIPOC committee or none of them are available, it will be up to the discretion of BIPOC committee to appoint from within their committee or to appoint a BIPOC student-at-large to the seat.
- 4.1.2.1.3. One (1) student-at-large (voting);
- 4.1.2.1.4. General Coordinator (ex-officio non-voting);
- 4.1.2.1.5. CSU EDI Officer (or subsequent denominations, as per the Collective Agreement with CUPE 4512, ex-officio, non-voting member, shall not count towards quorum; in an advisory capacity, ensuring that the process abides by the policy on Appointments and Equitable Hiring Practices).

#### 4.1.2.2. Tasks:

- 4.1.2.2.1. Interview, and recommend student-at-large appointees to any and all CSU and university bodies and committees (excluding seats on the BIPOC committee) in accordance with the policy on Appointments and Equitable Hiring Practices, or the equivalent thereof.
- 4.1.2.2.2. Oversee the attendance of appointees to those committees.

### 4.1.3. **Black, Indigenous, Peoples of Colour (BIPOC) Committee**

#### 4.1.3.1. Composition

- 4.1.3.1.1. A BIPOC/racialized Executive (non-voting Chair) or Multiple BIPOC/racialized Executives (non-voting co-chairs);
- 4.1.3.1.2. Three (3) BIPOC/racialized Representatives (ratified by Council);

- 4.1.3.1.3. Two (2) students-at-large (ratified by council);
  - 4.1.3.1.3.1. The students-at-large will be interviewed by the Chair(s) of the BIPOC Committee.
- 4.1.3.1.4. One (1) BIPOC/racialized Community member (ratified by Council);
  - 4.1.3.1.4.1. The community member will be interviewed by the Chair(s) of the BIPOC Committee.
- 4.1.3.1.5. CSU EDI Officer (or subsequent denominations, as per the Collective Agreement with CUPE 4512, ex-officio, non-voting member, in an advisory capacity, shall not count towards quorum).
- 4.1.3.1.6. In the event that there are no BIPOC/racialized Executives, a BIPOC/racialized councilor will chair the committee.
- 4.1.3.1.7. In the event that there are not enough racialized councilors to fill a seat, vacant seats will be given to an additional racialized student-at-large member(s).

#### 4.1.3.2. Tasks:

- 4.1.3.2.1. The BIPOC Committee is a committee for Black, Indigenous, and Peoples of Color exclusively.
- 4.1.3.2.2. Responsible for helping and facilitating the planning, preparation, execution, and financing of BIPOC events and initiatives supported and/or organized by the CSU.

#### 4.1.4. **Clubs & Space Committee**

##### 4.1.4.1. Composition

- 4.1.4.1.1. Internal Affairs Coordinator (non-voting Chair);
- 4.1.4.1.2. Four (4) Councilors (voting)
- 4.1.4.1.3. One (1) student-at-large (voting);
- 4.1.4.1.4. General Coordinator (ex-officio non-voting).

##### 4.1.4.2. Tasks:

- 4.1.4.2.1. Oversee the administration of CSU clubs, approve allocation of annual budgets and space to clubs, as well as approving new clubs in accordance with the Clubs Policy.

#### 4.1.5. **External & Mobilization Committee**

##### 4.1.5.1. Composition

- 4.1.5.1.1. External & Mobilization Coordinator (non-voting Chair);
  - 4.1.5.1.2. Four (4) Councilors (voting)
  - 4.1.5.1.3. One (1) student-at-large (voting);
  - 4.1.5.1.4. General Coordinator (ex-officio non-voting).
  - 4.1.5.1.5. Campaigns Coordinator (or subsequent denominations, as per the Collective Agreement with CUPE 4512, ex-officio, non-voting member, in an advisory capacity, shall not count towards quorum).
- 4.1.5.2. Tasks:
- 4.1.5.2.1. Assisting with the planning of annual mobilization campaigns to be undertaken each year.
  - 4.1.5.2.2. Assist with campaign departments activities and events.
  - 4.1.5.2.3. Recommend the proper distribution of funding from the allocated external budget
  - 4.1.5.2.4. Make recommendations to council for future campaign department activities.
- 4.1.6. **Fee-levy Review Committee**
- 4.1.6.1. Composition
    - 4.1.6.1.1. One (1) Executive (non-voting Chair) or multiple Executives (non-voting Co-Chairs);
    - 4.1.6.1.2. Four (4) Councilors (voting)
    - 4.1.6.1.3. One (1) student-at-large (voting);
    - 4.1.6.1.4. General Coordinator (ex-officio non-voting).
  - 4.1.6.2. Tasks:
    - 4.1.6.2.1. Review and approve Fee-Levy Questions.
- 4.1.7. **Finance Committee**
- 4.1.7.1. Composition
    - 4.1.7.1.1. Finance Coordinator (non-voting Chair);
    - 4.1.7.1.2. Four (4) Councilors (voting)
    - 4.1.7.1.3. One (1) student-at-large (voting);
    - 4.1.7.1.4. General Coordinator (ex-officio non-voting).

#### 4.1.7.2. Tasks:

- 4.1.7.2.1. Oversee the financial operations of the Student Union and adjust the budget in accordance with the Finance Policy
- 4.1.7.2.2. Assist the Finance Coordinator with drafting the budget and approve it before sending to Council
- 4.1.7.2.3. Monitor the CSU expenditures and revenues.
- 4.1.7.2.4. Submit all decisions to the Council of Representatives for final approval

#### 4.1.8. **Loyola Committee**

##### 4.1.8.1. Composition

- 4.1.8.1.1. Loyola Coordinator (non-voting Chair);
- 4.1.8.1.2. Four (4) Councilors (voting)
- 4.1.8.1.3. One (1) student-at-large (voting);
- 4.1.8.1.4. General Coordinator (ex-officio non-voting).

##### 4.1.8.2. Tasks:

- 4.1.8.2.1. Responsible for advising the CSU on how best to serve students at Loyola;
- 4.1.8.2.2. Responsible for ensuring more food options and Loyola events.
- 4.1.8.2.3. Recommend the proper distribution of funding from the allocated Loyola budget.
- 4.1.8.2.4. Submit all decisions to the Council of Representatives for final approval.

#### 4.1.9. **Policy Committee**

##### 4.1.9.1. Composition

- 4.1.9.1.1. Academic & Advocacy Coordinator (non-voting Chair);
- 4.1.9.1.2. Four (4) Councilors (voting)
- 4.1.9.1.3. One (1) student-at-large (voting);
- 4.1.9.1.4. General Coordinator (ex-officio non-voting);
- 4.1.9.1.5. CSU EDI Officer (or subsequent denominations, as per the Collective Agreement with CUPE 4512, ex-officio, non-voting member, in an advisory capacity, shall not count towards quorum).

#### 4.1.9.2. Tasks:

- 4.1.9.2.1. Responsible for the maintenance of the bylaws and standing regulations policy books of the Student Union and for reviewing and updating those in accordance with the Policy on Policy Development and Review.
- 4.1.9.2.2. Make reports and recommendations regarding any proposed amendments to the by-laws or standing regulation to Council for final approval by a two-thirds (2/3rds) majority in accordance with the Bylaws.
- 4.1.9.2.3. The Chair of Policy Committee will be responsible for making sure the regulations on the CSU website are always up to date, taking down rescinded and uploading newly adopted/updated regulations. They will also be responsible for informing the Judicial Board, as well as relevant staff of changes to the policies.

#### 4.1.10. **Sponsorship Committee**

##### 4.1.10.1. Composition

- 4.1.10.1.1. Finance Coordinator and one (1) other Executive (non-voting co-Chairs);
- 4.1.10.1.2. Four (4) Councilors (voting)
- 4.1.10.1.3. One (1) student-at-large (voting);
- 4.1.10.1.4. General Coordinator (ex-officio non-voting).

##### 4.1.10.2. Tasks:

- 4.1.10.2.1. Evaluate all sponsor applications and make sure that the sponsor is as in line as possible with the Ethics and Sustainability Policy, the Positions Book, and other CSU regulations,
- 4.1.10.2.2. No sponsorships shall be made with a company that acts against students' wellbeing.
- 4.1.10.2.3. The sponsorship agreement has to abide by the Finance and Operations Policy and other relevant regulations.
- 4.1.10.2.4. Negotiate sponsorship contracts on behalf of the CSU.
- 4.1.10.2.5. Manage application forms for sponsorships.
- 4.1.10.2.6. Match Sponsors to parties seeking sponsorship.

#### 4.1.11. **Student Life Committee**

##### 4.1.11.1. Composition

- 4.1.11.1.1. Student Life Coordinator (non-voting Chair);
- 4.1.11.1.2. Four (4) Councilors (voting)
- 4.1.11.1.3. One (1) student-at-large (voting);
- 4.1.11.1.4. General Coordinator (ex-officio non-voting).

4.1.11.2. Tasks:

- 4.1.11.2.1. Responsible for the planning, preparation and execution phases of events organized by the CSU;
- 4.1.11.2.2. 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).

**4.1.12. Sustainability Committee**

4.1.12.1. Composition

- 4.1.12.1.1. Sustainability Coordinator (non-voting Chair);
- 4.1.12.1.2. Four (4) Councilors (voting);
- 4.1.12.1.3. One (1) student-at-large (voting);
- 4.1.12.1.4. General Coordinator (ex-officio non-voting).

4.1.12.2. Tasks:

- 4.1.12.2.1. Responsible for fostering and supporting a culture of sustainability for undergraduate students and the Concordia community
- 4.1.12.2.2. 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.
- 4.1.12.2.3. Distributing bursaries in accordance with the Policy on Bursaries.
- 4.1.12.2.4. Focus on social, economic, and ecological justice during the decision-making process.
- 4.1.12.2.5. Approach sustainability from a decolonial lens, in accordance with the CSU's recognition that Concordia is located on unceded Indigenous lands and that the Kanien'kehá:ka Nation are the custodians of Tiohtià:ke. As such, the sustainability committee shall prioritize the interests of Indigenous communities at Concordia.
- 4.1.12.2.6. The sustainability committee shall also prioritize sustainability issues which impact other marginalized communities, like migrants, homeless people, low-income communities, in addition to BIPOC, particularly Indigenous communities, who are most affected by the unequal distribution of resources and anthropogenic phenomenon like climate change and pollution.

## 4.2. Ad-Hoc Committees

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

## 4.3. Committee Rules

- 4.3.1. Each Councilor, when possible, shall sit on at least two (2) standing committees.
- 4.3.2. All internal and external appointments by Council shall be by ordinary resolution through secret ballot.
- 4.3.3. All appointments open to students-at-large, except the appointments to BIPOC Committee, will be considered by the appointments committees who will make their recommendations to Council in accordance with the Policy on Appointments.
- 4.3.4. The Chairperson shall encourage the Council to consider the diversity of committees during the Appointments process at regular Council meetings.
- 4.3.5. 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
- 4.3.6. Quorum for standing committees shall be a simple majority of voting members.
- 4.3.7. Vacancies
  - 4.3.7.1. If there is a vacancy in the Executive, the Executive Team shall select an Executive to serve as the Chair of the committee.
  - 4.3.7.2. If there is a Councilor vacancy, the position shall be filled at the next regular meeting of Council.
    - 4.3.7.2.1. Should no representatives be able to sit on a committee that has vacancies for representatives, the appointment of a representative to that committee may be postponed to a later date when new representatives join the council (such as by-elections) or when a representative should signal their availability to the Chair of Council.
  - 4.3.7.3. If there is a member-at-large vacancy, the position shall be filled by the Appointments Committee as outlined in the regulations on Appointments.
- 4.3.8. No member of the Clubs Committee may hold office as an executive of a CSU club or a group which is trying to become a Club.
  - 4.3.8.1. Holding such an office will be deemed a resignation from the Clubs Committee.

## 4.4. Committee Chair

- 4.4.1. Once Committee members have been appointed, the committee chair shall endeavor to set a regular meeting time for each semester as possible in consideration of the Committee members' availabilities.
- 4.4.2. 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;
- 4.4.3. Chair the meetings of the committee;
- 4.4.4. 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.
- 4.4.5. Submit any resolutions passed at the committee's meeting to council for ratification and any recommendations it may produce for Council's consideration.
- 4.4.6. While committee chairs may not usually cast a vote, they may vote in the event of a tie.

#### 4.5. Committee Minute Keeper

- 4.5.1. Each standing committee shall elect from among its members a Minute Keeper.
- 4.5.2. Each committee Minute Keeper shall:
  - 4.5.2.1. Record and prepare minutes of the meetings of the committee and forward such minutes to the members of the committee and its chair.
  - 4.5.2.2. 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.

#### 4.6. Removal of Committee Members

- 4.6.1. The Committee Chair may be removed as acting chair...
  - 4.6.1.1. By request of the Executive Team ratified by a simple-majority vote by the Council.
  - 4.6.1.2. By a unanimous vote of all voting committee members confirmed by a two-thirds (2/3rds) majority of the Council of Representatives.
  - 4.6.1.3. In the case of a failure to disclose a conflict of interest, the Appointments Committee Chair may be removed by Council following a motion brought forward by another member of the committee, in accordance with the Policy on Appointments.



- 4.6.1.4. In accordance with the Bylaws, Executives may be removed as chair, but they shall not be removed from their committees. The Executive Team shall appoint an Executive as chair in their place
- 4.6.1.5. Notwithstanding, the Academic & Advocacy Coordinator may not be removed as Chair of Academic Caucus in accordance with the Bylaws.
- 4.6.2. Councilors and members-at-large may be removed from a committee by a two-thirds (2/3rds) majority vote of the Council of Representatives following a request by the Committee chair or a quorum of voting members of the committee.
  - 4.6.2.1. 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.

## 5. Committee of the Council-Elect

- 5.1. The Council-Elect shall meet on the third Wednesday during the month of May
- 5.2. For the sole purpose of applying the policy on and in counting absences towards a representative's removal from office by reason of absence as outlined in the Bylaws, the Council-Elect Meeting shall be considered a regular meeting of council.
- 5.3. The Agenda for the meeting of the Committee of the Council-Elect shall be limited to:
  - 5.3.1. Call to order
  - 5.3.2. Roll Call
  - 5.3.3. Approval of the Agenda
  - 5.3.4. General Coordinator's Report
  - 5.3.5. Setting the time of Regular Meetings
  - 5.3.6. Appointments
    - 5.3.6.1. Council Chair
    - 5.3.6.2. Council Minute Keeper
    - 5.3.6.3. Councilors to Standing Committees of Council
    - 5.3.6.4. Councilors to University Senate
    - 5.3.6.5. Signing Officers
    - 5.3.6.6. Concordia Council on Student Life (CCSL)
    - 5.3.6.7. Library Services Fund Committee
    - 5.3.6.8. CSU Community Action Fund
  - 5.3.7. Council Retreat and Training

- 5.3.8. CSU Email Addresses and Council Communications
  - 5.3.9. Question Period
  - 5.3.10. Announcements
  - 5.3.11. Adjournment
- 5.4. All resolutions passed at the Council-Elect Meeting must be ratified, as part of the Consent Agenda, at the first regular meeting of Council in June.

## 6. Meetings of Council

### 6.1. Regular Meetings

- 6.1.1. Public notice for each regular meeting shall be issued by the Chair the Friday prior to the meeting and shall include the date, time and location of the meeting.
- 6.1.2. The dates and times, of all regular meetings shall be published in the Student Union's handbook and/or website.
- 6.1.3. The agenda for each regular meeting shall include
  - 6.1.3.1. Call to Order
  - 6.1.3.2. Roll Call
  - 6.1.3.3. Approval of the Agenda
  - 6.1.3.4. Consent Agenda
    - 6.1.3.4.1. Approval of Minutes
    - 6.1.3.4.2. Chairperson's Report
    - 6.1.3.4.3. Executive Reports
    - 6.1.3.4.4. Ratification of Committee Reports
    - 6.1.3.4.5. Reports from University bodies
  - 6.1.3.5. Presentations and Guest Speakers
  - 6.1.3.6. Appointments
  - 6.1.3.7. Returning Business
  - 6.1.3.8. New Business – Substantive
  - 6.1.3.9. New Business – Informational
  - 6.1.3.10. Question Period & Business Arising
  - 6.1.3.11. Announcements
  - 6.1.3.12. Adjournment

- 6.1.4. By approving the agenda of any regular meeting of Council, all of the items contained under the Consent Agenda are duly adopted by Council excepting those items removed from the consent agenda
- 6.1.5. Items for inclusion in the agenda of a regular meeting must be received by the Chair no later than 5pm on the Friday before the meeting and shall include all documents and motions to be considered by Council. Should the Friday not be a “day” according to the By-Laws, the agenda shall be distributed on the first day preceding that Friday. Should the first regular meeting held in January be scheduled to be held prior to January 13th the items must be received by January 6th and distributed in the shortest delays to the Council Electronic list.
- 6.1.5.1. Notwithstanding this, motions from the floor may be considered if they are specifically related to an item on the agenda or documentation that has been distributed related to an agenda item
- 6.1.5.2. Any additional item to be considered at a Council meeting brought without respecting the delays in these regulations can be considered with a 3/4 majority vote of the Council. Any such additions must include appropriate documentation for the consideration of Council, as required, and an explanation as to why the delays were not respected.
- 6.1.6. The Chairperson can defer an item directly to a standing committee if the item is within the mandate of one of the Standing Committees and has not yet passed through it, or if it is found to evidently lack documentation to support Council’s consideration of the matter. Any such deferral must be noted in the chairperson’s report to Council
- 6.1.7. All Representatives are expected to read reports prior to the meeting. Any item can be removed from the Consent Agenda, to be discussed at Council, when duly moved and seconded. Said item is placed on the Agenda where the Chair deems most appropriate

## 6.2. Special Meetings

- 6.2.1. In accordance with the By-laws, three (3) Councilors or the General Coordinator may call a Special Council Meeting with two (2) days’ notice of the meeting addressed to the Chair in writing. Such notice shall include the date, time, agenda and supporting documentation for the meeting.
- 6.2.1.1. Special Council Meetings shall not be called for Friday evenings, Saturdays, Sundays, religious holidays, nor for any other times not considered days under the Bylaws.
- 6.2.1.1.1. In order to take into account all the different religions practiced by the members, at the beginning of each year, and whenever new representatives

join Council, the Internal Affairs Coordinator will ask all representatives for the religious holidays they celebrate on which they will not be able to work.

6.2.1.1.2. Days that are religious holidays without work restrictions within a religious calendar will also be taken into consideration and avoided as much as possible when planning meetings.

6.2.2. The notice of meeting must subsequently be forwarded to the Representatives through the electronic mailing list within the delays stipulated in the By-laws

6.2.3. The Chair shall issue a public notice of any special meeting at least three days before the meeting, except in cases when only two (2) days' notice has been given to the Chair. The public notice shall include the same information as the notice sent to Representatives.

6.2.4. Only those items specified in the notice of meeting may be considered at a special meeting. Motions may arise from the floor only if specifically related to an item specified in the notice of meeting. Notwithstanding the foregoing, the Chairperson may present a report at any special meeting

### 6.3. Minutes of Meetings

6.3.1. Minutes of any special or regular meeting shall be on the agenda of the next regular meeting.

6.3.2. The minutes presented to Council must include the full text of any resolutions passed as amended (as the case may be), the counts for each vote taken, and the substantive content of the discussions that take place at Council. Minutes should not include a verbatim transcript of what is said by each Representative or Executive.

6.3.3. The Minute Keeper shall keep minutes during closed sessions of Council, including the full text of motions debated and voted on, so as to facilitate discussion. When a meeting returns to open session, closed session minutes shall be erased, excepting the full text of any motions passed during the closed session. These will instead be inserted into the minutes of the open session, so as to remain a part of the Student Union's official record. For the purpose of transparency, these motions should still be ratified by a public vote once the meeting has returned to open session.

6.3.4. On the first page, the minutes shall include all Representatives and Executives present and all Representatives and Executives absent.

6.3.5. The minutes shall also include an appendix of all relevant documentation of what was discussed.

6.3.6. Duly adopted Minutes of Council constitute the sole official and legal record of the meetings of Council and in particular of the resolutions it adopts.

#### 6.4. General Provisions for Meetings of Council

- 6.4.1. All meetings of Council will operate under Robert's Rules of Order or a version thereof.
- 6.4.2. All meetings and records of the Student Union and its sponsored or organized groups are open to its members. Closed sessions of Council can be held following a 2/3 majority vote of Council for the limited purpose of dealing with issues requiring confidentiality. Closed sessions of Council are open to all representatives, executives, the Minute Keeper and chair of Council, members of the Judicial Board, and members of the Academic Caucus. Any additional persons can be granted permission to sit in on a closed session by a 2/3 majority vote of Council.
- 6.4.3. All votes of Council shall happen openly except for votes concerning Appointments of Councilors to Standing Committees which shall happen in secret ballot.
  - 6.4.3.1. Notwithstanding this, a secret ballot may be held following a 2/3 majority vote of council only in situations that necessitate secrecy of the vote.
- 6.4.4. All members and staff of the Student Union have speaking rights at Council meetings.
- 6.4.5. All members must refrain from speaking when they do not have the floor.
- 6.4.6. Between persons who spoke the same amount of times on a said topic, the Chair shall consider intersectionality and how systemic discrimination impacts participation when granting the floor.
- 6.4.7. There is to be no limit on the number of times a person may speak during a particular agenda point.
  - 6.4.7.1. Notwithstanding, a speaking limit may be established by a 2/3 majority vote of council. In the event that a speaking limit is established, requests for information, points of order and points of personal privilege and direct responses to questions do not constitute a speaking turn.
- 6.4.8. There shall be no comments made referring to the personalities or motivations of other Councilors or Executives.
- 6.4.9. Anyone present at Council shall not create disruptions or hindrances that prevent the meeting from continuing in good order, including but not limited to, speaking out of turn, clapping, and other behaviour deemed by the Chairperson to be disruptive.
- 6.4.10. For the purpose of these regulations, any written communication to the Chairperson is deemed received when received in the inbox of the Chairperson for electronic mail or on the date it is stamped by an employee or Officer of the Student Union and placed in the Chairperson's mailbox at the head office of the Student Union. The employee or officer who receives such communication document shall immediately notify the Chairperson of its receipt.

## 7. Resignations

- 7.1. 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.
- 7.2. 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 announce elections for seats held by Councilors who submitted delayed resignations.
  - 7.2.1. The date indicated on the notice of delayed resignation cannot exceed the first day of the next semester
  - 7.2.2. If the date indicated does exceed the first day of the next semester, it shall be treated as the first day.
- 7.3. Upon resigning, the person resigning shall also be deemed to have resigned from any and all positions to which they had been appointed by virtue of their office (ex officio) as well as University and other bodies external to the CSU they had been appointed to through their position.

## 8. Absences

- 8.1. Any representative absent for more than 90 minutes of a meeting shall be considered absent from that meeting in accordance with the Bylaws. Should a meeting of Council continue past 10:30pm on the day it was called to order, any portions of the meeting thereafter that a representative misses shall not count towards their being absent, thus only one absence from one meeting will be counted even if the meeting spans two calendar days.
- 8.2. Absences may be excused by a simple majority vote of the Council of Representatives only if a request for excusal has been submitted by the person the excusal is for.
  - 8.2.1. Notwithstanding this, a councilor may only be granted 3 excusals for absences over the course of one mandate.
- 8.3. Any request for excusal must be considered by the Council at the meeting for which the excusal is requested. Any request for excusal must be sent in writing to the Chairperson prior to the meeting, or requested by the representative at the meeting itself, as appropriate.
- 8.4. Notwithstanding the above, Council may consider a retroactive request for excusal by a

three-quarters (3/4) majority vote no later than two (2) regular meetings after the absence. To be considered, such a request must clearly state why the absence was unforeseeable and the reason that a request for excusal could not be submitted prior to the meeting.

## 9. Training for Representatives

- 9.1. All Representatives are required to complete consent training in accordance with the Sexual Violence and Safer Spaces Policy.
- 9.2. Additionally, the Internal Affairs Coordinator (or a designated member of the Executive team) shall organize trainings on the following topics for all representatives to attend:
  - 9.2.1. Anti-oppression
  - 9.2.2. Islamophobia
  - 9.2.3. Antisemitism
  - 9.2.4. LGBTQIA2S+
  - 9.2.5. Robert's Rules of Order, provided by the Chairperson
  - 9.2.6. Conflict Resolution
  - 9.2.7. Executive and Director Training, provided by legal professionals
  - 9.2.8. Any other Trainings the Executive or Council sees fit.
    - 9.2.8.1. the trainings on forms of discrimination must be given by facilitators who provide perspectives of the struggles and who must represent the full forms of discrimination widely recognized by the respective community and its members.

## 10. Annual Retreat

- 10.1. The Council Retreat shall be held annually before October 1st.
- 10.2. The following groups are automatically invited: members of the Executive, Council of Representatives, the Academic Caucus, and Students-at-large on Standing Committees.