



## Bylaw 3/A – Assembly Procedures

### 1. SRA Meetings

- 1.1 The Administrative Assistant or Administrative Services Coordinator shall give at least five (5) business days written notice of SRA meetings; only in an emergency situation will the SRA meet without due notice and the SRA may limit the business discussed at an emergency meeting;
- 1.2 Except as otherwise provided in bylaws or special rules of order adopted by the Assembly, meetings of the SRA shall be conducted according to procedures outlined in the current edition of Robert's Rules of Order Newly Revised;
- 1.3 Quorum shall be 50% of the SRA membership, (excluding vacancies and leaves of absence) and a meeting shall continue as long as quorum is maintained;
- 1.4 The Speaker of the MSU shall Chair meetings of the SRA with the Vice-President (Administration) acting as Deputy Speaker:
  - 1.4.1 Should neither the Speaker nor Deputy Speaker be able to attend a meeting or choose to decline the Chair, the SRA shall elect an acting chair for the meeting, or portion thereof;
  - 1.4.2 The Deputy Speaker or acting chair shall not have voting rights while serving as Chair.
- 1.5 No motion to amend may be introduced to the Assembly before a written copy of the motion or amendment is given to the Speaker (amendments to procedural motions exempted);
- 1.6 Any matter to be discussed or investigated in detail, particularly any matter involving a major resolution or series of resolutions on MSU policy, should be considered first by a standing committee or ad hoc committee which shall make recommendations to the SRA; in practice, the SRA should refer such matters to a committee prior to consideration by the Assembly;
- 1.7 Reports or other documents provided to the SRA shall be annexed to the official minutes of the meeting at which they were received;
- 1.8 Meetings will be open to all members of the MSU, but may be closed on resolution of the Assembly to enter closed session;

Approved 88N

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- 1.9 Where applicable, the procedures outlined for the SRA shall be used in meetings of the General Assembly; they shall be adopted at the discretion of the Speaker.

## 2. Voting

- 2.1 At SRA meetings, each SRA member shall have one (1) vote;
- 2.2 In tabulating votes, the Speaker shall not include abstentions in the total number from which a simple majority or a two-thirds affirmative is calculated. Voting shall be by simple majority of members present, unless otherwise required by the Constitution, bylaws, or Robert's Rules of Order Newly Revised;
- 2.3 Where there is a tie vote, the motion shall fail;
- 2.4 When a vote calculation does not result in a whole number, the Speaker will round up;
- 2.5 There shall be no voting by proxy;
- 2.6 SRA members shall not be permitted to change their vote after the Speaker has declared the motion to have carried or failed;
- 2.7 The names of SRA members abstaining from, or voting in opposition to a vote shall be noted in the minutes.

## 3. Speaking Privileges

- 3.1 At any meeting of the SRA, each SRA member or recognized official observer has the right to speak to a given motion twice, for up to five (5) minutes per speech. The mover and seconder of a motion shall have unlimited speaking opportunities. The Speaker shall grant the mover and seconder the first opportunity to address a motion on the Assembly floor;
- 3.2 If after five (5) minutes, a person addressing the Assembly wishes to continue speaking, the Speaker shall permit him or her to continue unless an SRA member objects; objections are non-debatable and must be sustained by a two-thirds affirmative vote of the Assembly;
- 3.3 An SRA member or observer may be allowed the floor for a third or subsequent time during debate on a motion or amendment only if:
  - 3.3.1 The member wishes to propose a procedural motion, amendment, or substitute motion; or
  - 3.3.2 No SRA member objects; objections are non-debatable and must be sustained by a two-thirds affirmative vote of the Assembly.
- 3.4 The Speaker shall inform the Assembly when an SRA member or observer is about to speak for a third or subsequent time;
- 3.5 Any person will have the opportunity to address the Assembly during debate if:

- 3.5.1 An SRA member who has the floor agrees to surrender the balance of his or her speaking opportunity to that person; and
- 3.5.2 No SRA member objects; objections are non-debatable and must be sustained by a two-thirds affirmative vote of the Assembly.
- 3.6 In Committee of the Whole, the Chair will:
  - 3.6.1 Permit SRA members or observers to speak more than once to motions or amendments, in the order in which they indicate such a desire;
  - 3.6.2 Only permit a motion to Rise and Report (return to Regular Session) after every SRA member has had the opportunity to speak at least once.
- 3.7 During debate on motions or amendments, a motion for the Previous Question is permissible from any SRA member who has the floor, but only immediately upon taking the floor; the motion is non-debatable and must be sustained by a two-thirds affirmative vote of the Assembly.

#### 4. SRA Agenda

- 4.1 All motions for the meeting agenda and supporting documentation must be submitted to the Administrative Assistant no later than noon (12:00 pm), four (4) business days prior to the meeting; copies of the agenda and motion sheet shall be available to all SRA members by 5:00 pm, three (3) business days prior to the meeting;
- 4.2 All items that have not been dealt with at the end of the meeting shall automatically be placed on the agenda of the following meeting;
- 4.3 Each SRA agenda shall have a provision for the following standing orders, but not necessarily in this order:
  - 4.3.1 Roll Call;
  - 4.3.2 Adoption of Agenda;
  - 4.3.3 Adoption of Previous Minutes;
  - 4.3.4 Announcements from the Chair, during which the Chair may make announcements on rulings or other Assembly matters;
  - 4.3.5 Delegations from the Floor, during which MSU members, MSU staff and non-MSU members may address the Assembly and answer questions on their presentations;
  - 4.3.6 Report Period, during which committees, departments and officials of the MSU may report on their operations and answer questions from the SRA.
  - 4.3.7 Information Period, during which SRA members may provide information to the Assembly; no questions shall be permitted during this period;
  - 4.3.8 Question Period, during which each SRA member may ask up to three (3) questions of other Assembly members; an SRA member may ask additional questions only if no SRA member objects, such objections shall be non-debatable and must be sustained by a two-thirds affirmative vote of the Assembly;

- 4.3.9 Business Arising from the Minutes, during which motions from a previous meeting are addressed;
- 4.3.10 Business, during which general orders on the agenda are addressed;
- 4.3.11 Committee Business, during which motions proposed by a committee, which do not require a seconder, are addressed;
- 4.3.12 Unfinished Business, during which motions that have been tabled are addressed;
- 4.3.13 New Business, during which business not on the agenda may be considered if two-thirds of the members present wish to address it, and if addressing it does not violate notice requirements stated in the Constitution and bylaws;
- 4.3.14 Adjournment/Roll Call.

## 5. Seat Occupancy

- 5.1 No individual may hold more than one (1) seat on the SRA:
  - 5.1.1 Any divisional seats held by the President-Elect and Vice-Presidents (Administration, Education, and Finance)-Elect shall be relinquished before their assumption of office as members of the Board of Directors;
  - 5.1.2 A member of the outgoing Board of Directors elected as a division representative on the incoming SRA, shall not cast more than one (1) vote and their divisional seat shall be considered temporarily vacant from April 1 to 30 for quorum and vote counting purposes.
- 5.2 Any resignations from the SRA or one of its committees must be submitted in writing to the Speaker of the MSU;
- 5.3 A vacancy on, or resignation from, the SRA shall be filled from the appropriate division according to the procedures outlined in **Bylaw 7 - Elections**;
- 5.4 The unsuccessful candidate(s) in the SRA General Election, from the same academic division, shall fill vacancies prior to April 30. The written offer of SRA seat succession, from the Speaker to the candidate(s), shall be made in order of the largest number of votes received by the candidate(s) in the General Election. The reply from the candidate shall be made in writing. Where there is no such candidate, the seat shall be considered vacant until– August 31. The Chief Returning Officer shall be responsible to provide the Speaker with a written copy of the official SRA General Election results before the end of March;
- 5.5 Vacancies on the SRA shall be considered effective upon declaration by the Speaker, which shall occur as per this schedule:
  - 5.5.1 Vacancies occurring between May 1 and the first SRA meeting on or after October 1 shall be declared vacant at the first SRA meeting on or after October 1;
  - 5.5.2 Vacancies occurring between the first SRA meeting on or after October 1 and the first SRA meeting on or after November 1 shall be declared vacant at the first SRA meeting on or after November 1;

- 5.5.3 Vacancies occurring between the first SRA meeting on or after November 1 and the first SRA meeting on or after January 1 shall be declared vacant at the first SRA meeting on or after January 1;
- 5.5.4 The SRA may, by a two-thirds (2/3) affirmative vote, direct the Speaker to declare vacancies at a meeting prior to those specified in this schedule.
- 5.6 Once declared vacant by the Speaker, a seat on the SRA shall be filled from the appropriate academic division within fifteen (15) school days, in accordance with the Constitution.
- 5.7 SRA members may apply for a leave of absence from their seat during the summer period by notifying the Speaker and Vice-President Administration in writing:
  - 5.7.1 Such notification shall normally be received by the Speaker prior to May 31;
  - 5.7.2 Leave of absences are to be granted at the discretion of the Speaker and Vice-President Administration;
  - 5.7.3 The term of the leave may be amended, though not beyond the summer period, by written notice to the Speaker;
  - 5.7.4 SRA members on leaves of absence shall not be considered absent for attendance calculation purposes;
  - 5.7.5 The seats of members granted a leave shall be considered vacant for the duration of the leave for quorum and vote counting purposes.

## 6. Attendance

- 6.1 Members of the SRA are expected to attend all meetings of the Assembly to represent the interests of their constituents. SRA attendance records shall be kept by the Administrative Assistant(s), monitored by the Speaker, and posted by the Administrative Assistant(s) on the bulletin board in the SRA Lounge and on the MSU website;
- 6.2 An absence shall count towards the pertaining SRA member's removal from the Assembly unless any of the following apply:
  - 6.2.1 The absence occurs while the member is representing the MSU at a conference;
  - 6.2.2 The absence occurs during the summer session and the member has a leave of absence approved by the Speaker and Vice-President (Administration);
  - 6.2.3 The absence occurs at an emergency meeting of the SRA;
  - 6.2.4 The absence occurs for human rights reasons, at the discretion of the Speaker;
- 6.3 An SRA member shall automatically relinquish their seat if they are absent for:
  - 6.3.1 Two (2) meetings in the Spring/Summer term;
  - 6.3.2 Three (3) meetings in the Fall or Winter term;
  - 6.3.3 Four (4) meetings in between September 1 to March 31;

- 6.4 Being late beyond the first thirty (30) minutes of a meeting, or being absent at the end of the meeting, shall automatically be considered as an absence;
- 6.5 If an SRA member loses their seat on a committee in which they are a voting member, this will equate to one SRA meeting absence.
- 6.6 Terms shall be defined as one of the following periods:
  - 6.6.1 Spring/Summer Term: April 1 to August 31;
  - 6.6.2 Fall Term: September 1 to December 31;
  - 6.6.3 Winter Term: January 1 to March 31;
- 6.7 The Speaker shall attempt to warn an SRA member who is at risk of having their seat relinquished due to attendance requirements; however, an SRA member is still subject to removal from the Assembly regardless of attempts made by the Speaker;
- 6.8 Attendance requirements cannot remove members of the Board of Directors from the Assembly; however, the Speaker shall notify the Assembly if a member of the Board of Directors fails to meet attendance requirements expected of other SRA members;
- 6.9 No one shall be assigned as a proxy for an SRA member in a meeting;
- 6.10 Any SRA member forced to relinquish their seat for attendance purposes may seek re-election.

## 7. Elections

- 7.1 Elections shall be held for all positions filled by the SRA;
- 7.2 Elections for an office with a single position shall be held using the following preferential ballot procedure:
  - 7.2.1 Assembly members must rank candidates in preferential order using a ballot;
    - 7.2.1.1 For Vice-Presidential, Speaker, and Commissioner elections, all ballots shall be open and signed by assembly members such that votes may be made public in the minutes;
    - 7.2.1.2 For all other elections to an office with a single position, ballots shall be secret;
  - 7.2.2 On the first counting of the ballots, the number of first-place ballots for each candidate shall be counted. If one (1) candidate has a majority of the first-place ballots, then that candidate shall be declared the winner;
  - 7.2.3 If no candidate has the majority of the ballots, the candidate with the fewest ballots is dropped from the competition and each of this candidate's ballots are redistributed to the next highest ranking candidate

- on the ballot (if there is a tie for the candidate with the fewest ballots, all candidates will be dropped and their votes are redistributed, unless this would result in dropping all of the remaining candidates; in this case see 7.2.5 below). If one candidate now has a majority of the ballots, then that candidate shall be declared the winner;
- 7.2.4 If no candidate has the majority of ballots, step 7.2.3 shall be repeated, until a candidate is declared the winner;
  - 7.2.5 If at any time during the process, all of the candidates have the same number of ballots, the candidate who originally had the fewest ballots after the first count shall be dropped. If this result is a tie, then the candidate who had the fewest ballots after the second count shall be dropped. This process shall be continued until a candidate has been dropped or it is known that the remaining candidates all have had the exact same ballot totals for every count. If such a tie should arise, each candidate shall be given an additional amount of speaking time as decided by the Speaker with consent from the Assembly and a new set of ballots shall be cast for these candidates only, following the same procedure as before. This process shall be continued until a winner is selected.
- 7.3 Elections to offices with multiple identical positions, even if only one position is available, such as SRA representatives on the Executive Board shall be held using the following procedures:
- 7.3.1 Assembly members shall mark their choices in no particular order. If the number of names on the ballot exceeds the number of positions available, the ballot shall be declared spoiled;
  - 7.3.2 The candidates with the largest plurality of votes shall be declared the winners;
  - 7.3.3 In the event of a tie for the final seat, each of the tied candidates should be given an additional amount of speaking time as decided by the Speaker with consent from the Assembly and a new set of ballots shall be cast for these candidates only, following the same procedures as before. This process shall be continued until a winner is selected;
  - 7.3.4 Candidates must be ratified by a majority vote of the full Assembly.
  - 7.3.5 A summary of the votes cast shall be announced by the Speaker for elections of the Board of Directors, the Executive Board, Commissioners of Standing Committees, or salaried positions.
- 7.4 Elections for vacancies on committees with limited membership shall have received notice by placement on the agenda circulated to the SRA, three (3) business days prior to the meeting.
- 7.5 Members have the right to cast a vote of no confidence in any candidate(s) running for election:
- 7.5.1 If a majority of SRA members have indicated no confidence in a candidate, that candidate shall be disqualified from the election;
  - 7.5.2 In uncontested elections of the Speaker, the Board of Directors, the Executive Board, or Commissioners of Standing Committees, a confidence vote shall automatically be held;

## 8. Censure

- 8.1 Censure is an internal disciplinary measure whereby the Assembly expresses disapproval towards the conduct of one of its members;
  - 8.1.1 The existence of censure will not preclude the right of the Assembly to express disapproval towards the conduct of non-members or external bodies.
- 8.2 Grounds for censure include malicious acts, clear negligence, contempt of the Assembly, repeated minor infractions, or anything else serious enough to warrant a reprimand.
- 8.3 Only current members of the Assembly may be censured;
- 8.4 Censure motions shall be held in closed session;
- 8.5 Reasonable attempts shall be made by the Speaker to ensure that the subject of the censure is present for the motion to censure;
- 8.6 A motion to censure shall require four (4) days' notice;
- 8.7 A censure shall normally be recorded in the public minutes, but a motion may be made to restrict publication of a censure to closed session minutes.

## 9. Special Procedures

- 9.1 The Assembly shall be permitted to employ the following procedures:
  - 9.1.1 A motion to reconsider may be moved by a member who voted with the prevailing side or abstained from voting on the original motion;
  - 9.1.2 A roll call vote may be called for so long as no SRA member objects; objections are debatable and must be sustained by a two-thirds affirmative vote of the Assembly;
  - 9.1.3 A straw vote, which is a non-binding poll of member opinion, may be called for by any member at any point during a meeting.