



Students' Council Meeting Policy

December 10, 2003

Amended: January 11, 2007

Page 1 of 3

Context:

The organization, from time to time and in accordance with the NSCC SA Common Constitution, may set policies and procedures that govern the Campus Student Association's actions and activities. These policies will be presented to the Student Association Students' Council for ratification by a vote of the members.

Policy Background:

According to Article 18 of NSCC SA's Common Constitution, the Students' Council "shall meet a minimum of once (1) a month from October to May".

MEETINGS OF THE STUDENTS' COUNCIL:

Regular Meetings

The Students' Council shall commence its operations immediately after the Fall Elections of the Student Association have been held, but no later than October 15th of each year. At the first meeting of the Students' Council, appropriate meeting times/dates will be discussed and Council meetings will be set for the remainder of the academic semester.

Special Meetings

From time to time there may be special meetings of Students' Council to deal with matters specified in the notice thereof. The Chair shall call special meetings either on the direction of Council, or on his/her own motion, or on the advice of the Executive Committee, or on the written request of a majority of members of Students' Council.

MEETING QUORUM:

No meeting of the Students' Council may be officially called to order unless a quorum is present.

Definition of Quorum

Quorum is defined as "a minimum number of members in an assembly, society, board of directors, etc., required to be present before any valid business can be transacted".

– Collins English Dictionary

Quorum Requirements

A 50% +1 of filled voting representatives of the current Students' Council membership shall constitute a quorum for the transaction of business at its meeting and shall be the



Students' Council Meeting Policy

December 10, 2003

Amended: January 11, 2007

Page 2 of 3

prerequisite for conducting any formal business. Positions left unfilled for any reason do not constitute current memberships and so proportionately reduce the members needed to determine a quorum.

Establishing Quorum

After a meeting of the Students' Council has been properly called to order, quorum shall be deemed to be appropriately established until such time as a member of the Council other than the Chair calls attention to the loss of a quorum or until the meeting has been adjourned.

Procedure for Meetings Without Quorum

If no quorum is present within 15 minutes of the meeting's designated start time, the meeting cannot be called to order. Therefore, all items of importance on the agenda shall be dealt with at the next regularly scheduled meeting of the Students' Council. These agenda items will be seen as having a higher priority and will be placed at the beginning of the Council's agenda.

VOTING:

Majority Votes

All motions arising from any meeting of the Students' Council shall require the support of a majority of members present and voting (50% of voting members + one).

Voting Privileges

Program Representatives and Executive Committee members (with the exception of the Chair) may vote on all motions arising from business conducted at the meeting. Alternates attending the Council meeting may only vote in the absence of the elected Program Representative.

Chair and Tie Vote

The Chair of the Students' Council meeting shall not be entitled to vote upon any motions arising at the meeting except in the case of a Tie vote. In this case, he/she shall be entitled to cast a vote.

Method of Voting

Voting shall normally be by a show of hands. However, in elections or motions to censure members, committees or groups, or when agreed upon by a majority of members of Council, a secret ballot shall be used.



Students' Council Meeting Policy

December 10, 2003

Amended: January 11, 2007

Page 3 of 3

ATTENDANCE:

All Students' Council members must notify the Chair of their inability to attend a regularly scheduled meeting. Members unable to attend shall contact the Executive Committee, via the Executive Assistant, with their regrets. Program Representatives unable to attend may send an alternate in their place. In this case, the alternate will have the same voting privileges as the elected Program Representative.

Three consecutive absences of a member will equal automatic resignation from the Council and the position will no longer count toward establishing quorum. Members will be notified after a second consecutive absence to allow an opportunity to attend future meetings. Also, the Students' Council can override the automatic resignation of a member if they find the absences to be justified. This is done through a motion of the Council.