



UNIVERSITY OF NEW BRUNSWICK
STUDENT UNION

Council Procedure Policy

University of New Brunswick Student Union

Enacted: March, 2011
Revised: November, 2015
Revised: February, 2017
Revised: March, 2019
Revised: March 25, 2021

University of New Brunswick Student Union Incorporated
Council Procedure Policy

1. Mandate

- 1.1 To outline and define the operations and functions of UNBSU Council meetings.

2. Definitions

- 2.1 “**Council**” refers to the Council as defined by Bylaw No. 1;

“**Meeting**” refers to a meeting of Council;

“**Member**” refers to any individual falling within Union Bylaw 1, defined in sections 3 - 8;

“**Member of Council**” refers to any Councillor, as defined by Bylaw No. 1;

“**Union**” or “**UNBSU**” refers to the University of New Brunswick Student Union, Incorporated.

3. Agenda

- 3.1 The order of business at meetings is as follows:

1. Call to order
2. Approval of the agenda
3. Chair's remarks
4. Approval of the minutes
5. Substantive business
6. Reports
7. Question period
8. Announcements
9. Other business arising from this meeting
10. Adjournment

- 3.2 The Chair will prepare and distribute to Council an agenda not later than the Friday at 17h00 immediately preceding every meeting.
- 3.3 Every item of business submitted by a Member before noon on the Friday immediately preceding the meeting will be included on this agenda by the Chair.

3.4 Any Member of Council moving to add business to this agenda the deadline defined in section 3.3 must, in introducing the amendment, explain why the business in question was not submitted by the usual deadline.

3.5 All amendments to a meeting's minutes are to be circulated to Council at least twenty-four hours in advance of the meeting at which they are to be approved.

3.5.1. These amendments will be presented as a single omnibus amendment, requiring neither mover nor second, and without being read aloud.

3.6 Any Member of Council and any committee of Council, standing or *ad hoc*, may submit a report to Council.

3.7 The Member of Council submitting a report, or a member of the committee submitting a report, may offer an oral report of not more than two minutes.

3.8 During question period, any Member of Council may ask any other Member of Council an oral question.

3.9 Any Member of Council may submit written questions to another Member of Council in advance of a meeting, subject to the normal submission deadlines outlined in 3.3.

3.10 Written questions may be answered in writing in advance of a meeting, or orally at a meeting.

3.11 Substantive business consists of motions, discussion items, and presentations.

4. Debate

4.1 Debate on a single motion or discussion item will not exceed thirty minutes in length.

4.2 A presentation will not exceed thirty minutes of length, exclusive of any ensuing questions or discussion.

4.3 Questions and discussion following a presentation will not exceed thirty minutes in length.

4.4 For the purposes of time limits, a subsidiary or incidental motion is considered separately from a pending main motion.

- 4.5 When debate on a motion has reached half an hour, the chair will call for subsidiary or incidental motions.
- 4.6 If no subsidiary or incidental motions are offered when the chair calls for them after the time limits on debate have been exhausted, the chair will immediately put the pending question to Council.
- 4.7 No Member of Council may move the previous question immediately after participating in debate without first relinquishing the floor.
- 4.8 Immediately before a question is put to Council, any four Members of Council may, by request, cause the vote on that question to be done by call of the roll.
- 4.9 A Member of Council who submits a discussion item may immediately respond to any question posed to them during debate on that discussion item.
- 4.10 Except as otherwise provided, no Member of Council may speak to an item of business while another Member of Council, having spoken fewer times to that item of business, wishes to obtain the floor.
- 4.11 There is no limit to the number of times a Member of Council may speak to an item of business.
- 4.12 There is no limit on the duration of speeches within an item of business.
- 4.13 People not otherwise granted the right to speak at meetings may do so only upon being lent the floor by a Member of Council.
 - 4.13.1. These granted speaking rights are limited to five (5) minutes unless otherwise approved by Council.
- 4.14 No Member of Council may lend the floor to another person immediately after participating in debate without first relinquishing the floor.
- 4.15 A Member of Council who lends the floor to another person during an item of business will be considered to have spoken to that item of business.

5. Residual Rules and Override

- 5.1 Except as otherwise provided, meetings will be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised.