

AMS Assembly Policy

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	President
Approved by	Assembly
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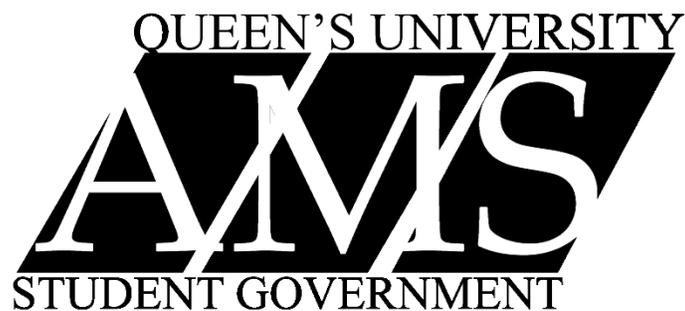


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Purpose

The purpose of this policy document is to provide a clear and concise set of rules to be used for governing the Alma Mater Society Assembly. The policy document ensures that all members of the AMS have a consistent and accessible reference document to consult if doubtful of rules of order, composition of Assembly, procedures, or committees.

Terminology and definitions

Society: means the Alma Mater Society of Queen's University (the abbreviation of which is "AMS"), that is, the unincorporated association whose membership consists of Society members.

Gender Parity on AMS Assembly Committees: One woman and one man on any committee comprising two or more AMS Assembly members; and at least 50% minus one woman and 50% minus one man on any committee comprising five or more AMS Assembly Members.

"Inappropriate Language" is generally classified by the use of profanity, but shall be the ultimate discretion of the Assembly Speaker

"Assembly Term" is defined as the academic year during which the Assembly meets.

"Guest Speaker" is defined as anyone present at an Assembly meeting who is not a member of the Society

Statement

The AMS Assembly is the highest legislative body of the Society. The AMS is committed to ensuring that the Assembly is open and transparent for all students, to ensure sustainable governance and operations. Active student participation at Assembly essential for ensuring policies are in students' best interests, maintaining necessary programs, and providing a forum for respectful debate and open dialogue about the state of the Society. This policy provides information as to how the Assembly functions. Further, this policy documents the protocols that are necessary to prepare for the Assembly.

Scope

This policy covers all aspects of the AMS Assembly, including policies on preparation, rules of order, standing committees, and student participation. This policy has influence over all Members of Assembly, and students who attend Assembly.

This policy document is referenced in the AMS Constitution, and is an elaboration of constitutionally required functions.

Roles and Responsibilities

AMS Secretary

- Organize the logistical aspects of Assembly, including but not limited to: room bookings, food, preparation of the agenda, printing of placards.
- Initiate promotional campaigns to improve the awareness of Assembly to Society members at large.
- Be an expert on Assembly Policy and act as a resource for the Speaker
- Proofread minutes and make amendments prior to approval by Assembly

Assembly Scribe

- Attend all Assembly meetings and the Society AGM and record/produce Assembly minutes

Speaker

- Be familiar with the Rules of Order as stipulated in this policy manual
- Chair Assembly Meetings
- Any other duties and obligations as outlined in AMS Policy

Members of Assembly

- Be familiar with this Policy Manual, and strive to uphold proper decorum during Assembly meetings
- Actively participate in all Assembly discussions and committees, as applicable.

Policy

Part A: Conflict of Interest Guidelines

Section 1: Definitions of Conflict

- a. This section shall apply to Assembly members, any member of any standing committee and/or any permanent committee of the Assembly.
- b. Any conflict of interest arises for students involved in activities under the purview of Assembly if:
 - i. A member of Assembly applies for a management position of an AMS service under the purview of the Board of Directors.
 - ii. In accordance with Board policy, an individual must be willing to forfeit their elected duties in order to be considered for the position.
 - iii. A member of Assembly may be a staff member of an AMS service, but if a decision is to be made by Assembly which would constitute a conflict, the member must declare the conflict at the commencement of discussion and abstain from the final decision.
- c. AMS Office Directors, Commissioners, and other members of AMS Senior Management shall also be accountable to Conflict of Interest Guidelines for Members of Council as stipulated in Policy Manual 1, Section 1, Part A and AMS Employee Policy
- d. A member of Assembly who has publicly indicated they will be seeking elected office votes on any motion which impacts upon the upcoming election campaign. The member shall abstain from any such vote.
- e. Members of Assembly must refrain from engaging in any activities that directly, indirectly, or could be reasonably perceived as campaigning in or influencing the election of any position(s) governed by the AMS constitution while acting in their official capacity as a representative of AMS or the Assembly.
- f. Members of Assembly must refrain from using any status, title, influence, or other resources associated with or gained by holding an AMS or Assembly position in order to directly, indirectly, or what could be reasonably perceived to be campaigning in or influencing the election of any position(s) governed by the AMS Constitution.

Section 2: Enforcement

- a. Any person found to be in violation of the conflict of interest guidelines may have their case brought before the Judicial Committee. If the Committee finds that a violation has occurred, the Committee may require a respondent to:
 - i. Immediately take steps to come into compliance with the guidelines;
 - ii. Relinquish any material benefits gained from the violation to the Society;
 - iii. Repay the Society if any such benefits have been derived from the finances of the Society and have (for whatever reason) been spent;
 - iv. Relinquish any appointed or volunteer AMS position gained through the violation;
 - v. Any other penalties that the committee finds just and appropriate.
- b. In the event that a violation of Part A, Section 1.e or 1.f of this policy occurs during an election or referendum period, the Chief Electoral Officer shall be empowered to issue a sanction as per Society Policy on Elections and Referenda.
 - i. Any such sanctions issued by the Chief Electoral Officer shall only be appealable to the AMS Judicial Committee.
- c. Any situation affecting the Corporation shall be dealt with by the AMS Board of Directors under the Board Conflict of Interest Guidelines.

Part B: The Assembly Speaker

Section 1: Election of the Assembly Speaker

1. Eligibility of Applicants

- i. For a student to be eligible to apply for AMS Assembly Speaker, they must be enrolled in at least 60% of a full course load (as determined by their program) and have paid the full slate of mandatory AMS student activity fees. Part time students are eligible if they have opted-in to the full student fee slate prior to hiring.
- ii. The eligibility requirements set out in this policy are applicable at the time of hiring and must be satisfied over the duration of the individual's term as Speaker. It is the responsibility of the candidate to ensure that they satisfy the eligibility requirements.
- iii. A student who has been terminated from, or has otherwise left an AMS position for disciplinary reasons, shall not be eligible to serve as Speaker until the conclusion of the academic year *after* the year in which their employment/appointment ended.

2. Composition and Distribution of the Application Package

- i. Advertising for the Speaker Application and Election shall be in March, before the first Incoming Assembly. In the event that Assembly cannot find a suitable candidate, the process shall be reinitiated in September, prior to the first Fall Assembly.
- ii. The AMS Secretary shall solicit and compile applications for Speaker of AMS Assembly. Applications should consist of three (3) questions, determined by the AMS Secretary. The written response to each question shall not exceed 150 words per question.
- iii. Applications shall be submitted to the AMS online application system.
- iv. Completed application packages shall be distributed for review by AMS Assembly in open session.

3. Election of the Speaker

- i. The application packages completed by all Speaker candidates shall be distributed with the Assembly Agenda to Members of Assembly no later than 72 hours prior to the meeting. The package shall also be available to members-at-large at this time.
- ii. The candidates must be present at the Assembly at which the Speaker is to be elected.
- iii. Questions may be asked of the candidates by Members of Assembly. Each Member of Assembly shall be permitted to ask one question.
- iv. The Speaker shall be elected by a simple majority of voting members of assembly, as stated in the AMS Constitution. The candidates shall leave the room during the vote.
- v. Questions asked by Members of Assembly, and the election of the Speaker, shall take place in an open session of Assembly.
- vi. The successful candidate shall immediately assume the role of AMS Assembly Speaker.

4. Removal of the Speaker

- i. The AMS Assembly Speaker may be removed on the grounds stated in section 5.03.03 of the AMS Constitution.

Section 2: The Role of the Speaker and Deputy Speaker

1. The Role of the Speaker

- a. The Speaker shall preside at all meetings of Assembly and shall preserve order and decorum
- b. The Speaker shall not participate in debate
- c. In the event of a tie vote, the Speaker shall cast the deciding vote against the motion.
- d. Any member, if called to order by the Speaker, or on a point raised by another, shall yield the floor while the point is being asked
- e. At the Speaker's discretion, debate may be entertained on questions of order but must be strictly relevant to the question.
- f. If a request for explanation of a point of order, of practice, or of a particular ruling, is raised, the Speaker shall state the rules of authority applicable to the case.
- g. No debate shall be permitted on any Speaker's rulings.
- h. Rulings shall be overruled only by a two-thirds (2/3) majority vote of members present.
- i.
- j. The Speaker, after having called the attention of the meeting to the conduct of a member who persists in irrelevance or repetition, may direct that member to discontinue his or her speech.
- k. The Speaker shall interrupt any member who makes use of inappropriate language.

2. The Deputy Speaker

- a. The Deputy Speaker shall be a Member of the Assembly
- b. The Deputy Speaker shall be elected by the Assembly at the first meeting of the incoming Assembly
- c. The Deputy Speaker shall assume the chair in the absence or removal of the Speaker, as the case may be. Should the Deputy Speaker be unavailable, the Secretary shall temporarily assume the chair.

Part C: Rules of Order

Section 1: Preparation and Notice

1. Preparation prior to the start of an Assembly term

- a.** Prior to the end of the last assembly meeting of the year preceding their term, the incoming executive and incoming AMS Secretary shall coordinate with the outgoing Speaker to organize a meeting of the incoming Assembly. The meeting is mandatory and absences shall count against all those Assembly members already elected to their positions. The purpose of this meeting shall be:
 - i.** To elect the Speaker of Assembly for the following year;
 - ii.** To elect the Deputy Speaker of Assembly for the following year;
 - iii.** To acquaint new members with the procedures of Assembly;
 - iv.** To appoint the Nominating Committee for the following year.

2. Preparation for Meetings

- a.** A copy of this policy shall be made available to each Assembly member prior to the first meeting that the member attends.
- b.** The following individuals shall submit to the Secretary a written report, in time to be circulated with the Agenda:
 - i.** AMS President and Vice-Presidents
 - ii.** AMS Commissioners
 - iii.** AMS Clubs Director
 - iv.** AMS Secretary
 - v.** Chair of the AMS Board of Directors
 - vi.** Undergraduate Student Trustee
 - vii.** Student Senate Caucus Chair
 - viii.** University Rector
 - ix.** Faculty Society Presidents
- c.** The Agenda for each meeting shall be prepared by the AMS Secretary who shall arrange all business that goes before Assembly in properly prepared form;
- d.** The order of the Agenda may be varied during the meeting of Assembly at the discretion of the Speaker;
- e.** Any member of the Society wishing to have items placed on the Agenda for the forthcoming meeting of Assembly must give written notice to the AMS Secretary in time to be circulated with the Agenda;

- f. The AMS Secretary shall distribute the Agenda for the forthcoming meeting in time to reach each member of Assembly and be publicly available at least seventy-two (72) hours before the meeting. In the event that the agenda is released less than seventy-two (72) hours prior to a regular meeting, Assembly can proceed with a majority vote by the Assembly members.

3. Order of Business

- a. The Order of Business shall be consistent with Section 5.6.1 of the AMS Constitution.
- b. Adoption of the Agenda -- members shall have the opportunity to adopt the agenda as circulated, or make changes as they see fit. A motion may be presented to:
 - i. Add motions to the Agenda which were not circulated with the Agenda;
 - ii. Change the order of motions or reports within the order of business;
 - iii. Delete motions from the Agenda.
- c. No substantive motions may be added to the Agenda after its approval, except upon a motion of reconsideration.
- d. The mover of a motion shall retain the authority to withdraw their motion from the Agenda at any time, even after its approval.
- e. Approval of the Minutes – Any member of the Society shall be given the right to make additions or amendments to the minutes, prior to their approval.
- f. Speaker’s Business – The Speaker of AMS Assembly will have the opportunity to address Assembly with any remarks relevant to the ongoing proceedings of the body.
- g. Guest Speaker – an invitee shall have an opportunity to address Assembly on an issue of their choice. They will be advised to limit their address, when possible, to twenty (20) minutes.
- h. Oral Reports by the following Members of Assembly or a designate:
 - i. President
 - ii. Vice Presidents
 - iii. Board of Directors Chair
 - iv. Student Senator
 - v. Undergraduate Trustee
 - vi. Rector
 - vii. Standing Committees of Assembly (if applicable)
- i. Statements by Members
 - i. Any member of the Society may speak to Assembly on a subject of their choice.

- ii. Faculty Society Presidents may provide reports from their faculty societies/residence committees regarding matters of interest
- j. Question Period
 - i. Any member of the Society may ask one question of any member present at Assembly.
 - ii. The Speaker may allow supplemental questions at their discretion.
 - iii. Questions may also be submitted in advance, in writing, to the AMS Secretary. All written questions shall be submitted to the AMS Secretary no later than one week prior to the scheduled Assembly.
- k. Business Arising from the Minutes
 - i. Motions stemming from prior considerations in Assembly (e.g. motions for changes to the AMS Constitution) will be debated and put to Assembly for approval.
- l. New Business
 - i. New motions, submitted for consideration by Assembly, will be debated and put to Assembly for approval.
- m. Discussion Period
 - i. Any member of the Society may introduce a topic of their choice for discussion, which they will introduce.
 - ii. Discussion topics shall be submitted to the Secretary in time to be circulated with the Agenda.

4. Notice

- a. Notice of regular meeting shall be made to members of Assembly at least two weeks before each meeting, but failure to do so does not render the meeting invalid.
- b. Notice of special meetings of Assembly shall follow the guidelines set in Section 5.05 of the AMS Constitution.

Section 2: Minutes, Attendance, and Quorum

1. Minutes and Assembly Materials

- a. Full minutes of every meeting of the Assembly shall be taken by an Assembly Scribe and kept by the Secretary.
- b. The minutes of every meeting of Assembly shall be made public no later than seven business days after Assembly has met.
- c. Copies of all reports shall distributed to each Member of Assembly at least 72 hours before the meeting at which the report is to be considered.

- i. If a report is not submitted with the Agenda, an oral report shall not be proceeded with except with the consent of two-thirds (2/3) majority of the voting members present.
- ii. The only exception to this time limit is those reports coming from a special committee which must be submitted to the AMS Office one week prior to consideration by Assembly.

2. Attendance

- a. Upon the absence of a member from four duly called Assembly meetings, notice of this fact shall be sent by the Speaker to Assembly and the appropriate committees of the member's faculty society/residence.
- b. Upon notice being received, and upon the absence of reasonable cause being shown, Assembly may suspend the offending Assembly's member's voting rights by a majority vote of Assembly member's present and voting at a meeting where proper notice of such a motion has been given. At any time, Assembly may reinstate such a member's vote.

3. Quorum

- a. The quorum of Assembly meetings shall consist of one half (1/2) of the elected voting members, not including proxies, plus one (1).
- b. In the event of the above number not being a whole number then the next highest whole number shall constitute the quorum.
- c. If quorum is not maintained the meeting shall be adjourned and the time and names of members still present shall be recorded in the minutes.

Section 3: Rules of Debate

1. Procedural Reference

- a. The reference source for all points of order or procedure not covered in this policy shall be Bourinot's Rules of Order, in its most recent edition.
- b. If a point is raised which is not covered in either of the above, references shall be made to Beauchesne's Rules and Forms of the House of Commons of Canada, in its most recent edition, which shall be the final authority.

2. Rules of Debate

- a. Every member of Assembly shall rise and address the Speaker when debating.
- b. All members shall address one another by position and surname.
- c. Either the mover or the seconder of a motion shall be the first to speak in the debate.
 - i. Once the mover or seconder has spoken for the first time for a particular motion, the Speaker shall ask the Assembly for unanimous consent for the particular motion. If any member of the Society raises a hand to speak, then debate on the motion shall begin.
- d. The person who introduced the motion shall also have the right of summation at the end of debate.
- e. No person, except the mover or seconder, shall speak more than once during the debate on a particular motion.
 - i. The mover may speak to an amendment moved by another person, even if having previously spoken to the main motion.
 - ii. A person may speak one additional time upon receipt of speaking rights that have been passed by another person.
 - iii. Speaking rights may be passed by a person to another once per debate.
 - iv. A member shall be entitled to a direct response, subject to the discretion of the Speaker
- f. No person shall speak more than five minutes without the permission of the Speaker.
- g. Prior to the cessation of debate, the Speaker shall announce the debate is being closed.
- h. During debate, any member may request that the motion under consideration be read again, as long as this is not used as a delaying tactic.
- i. When a motion is under debate, no other motion, except for procedural motions, may be raised.
- j. Guest speakers may not participate in debate but may answer points of information.
- k. No person shall interrupt another person except on a point of information, order or privilege (stated in Part C, Section 3 of this policy).
- l. When the Speaker is putting the question, no member shall walk out of the meeting, or make any noise or disturbance.
- m. No member shall reflect upon any vote of Assembly, except for the purpose of moving that such a vote be reconsidered.
- n. Voting will be called by the Speaker and each Assembly member with voting rights will follow the direction of the Speaker.
- o. Voting shall generally be conducted by a show of placards, unless five (5) members of Assembly stand and request a vote by roll call.
 - i. Secret ballots shall not be permitted.

- p. Smoking or the consumption of alcoholic beverages are prohibited in the Assembly.
- q. Assembly shall enter Closed Session for certain items of business in which publicity is not in the best interests of the Society.
 - i. Motion to enter Closed Session shall require a 2/3 majority vote
 - ii. Notwithstanding the above, the AMS Executive shall move to enter closed session with only a simple majority vote required.
 - iii. Closed session shall generally be restricted only to voting members of Assembly. Assembly may call before it any person or persons whose experience or knowledge of the item of business to be discussed will aid Assembly in reaching a decision.
- r. Time Allowances
 - i. Reports, with the exception of the President's report, are limited to three (3) minutes in duration.
 - ii. Introductions of motions are limited to ten (10) minutes in length.
 - iii. Members of the society are permitted five (5) minutes of debate on every motion and discussion topic.
 - iv. Summations of motions are limited to five (5) minutes in length.
 - v. After sixty (60) minutes of debate on a motion, Assembly must entertain a motion to call the question. The vote must pass a 2/3 majority vote of members present to call the question.
 - vi. After ninety (90) minutes of debate on a motion, a vote must be held following the mover's summation rights.
 - vii. Questions during question period are limited to two (2) minutes in duration.
 - viii. Responses to questions during question period are limited to five (5) minutes in duration.
 - ix. Each Assembly meeting shall adjourn at a point no later than four (4) hours after the time when it was scheduled to begin, unless a motion to extend by thirty (30) minutes is passed by a 2/3 majority at each thirty (30) minute interval up to a maximum of five (5) intervals.

3. Points of Information, Order, and Privilege

- a. Point of Information
 - i. Any person may rise on a point of information to request or provide information concerning the motion under debate.
 - ii. All requests for information shall be addressed to the Speaker.
 - iii. All replies shall be addressed to the Speaker.
 - iv. Neither the question nor the reply shall be considered as a speech to the motion.
 - v. If the Speaker finds that a member is not rising on a legitimate point of information, the Speaker shall direct that member to sit down.

- b. Point of Order
 - i. Any person may rise on a point of order and bring to the attention of the Speaker any deviation or departure from the rules of ordinary procedure for Assembly
 - ii. A point of order cannot be raised when another point of order is being raised.
 - iii. A point of order must be raised when the irregularity occurs.
 - iv. If the Speaker finds that a member is not rising on a point of order, he or she shall direct the member to sit down.
 - v. A point of order does not constitute speaking to the motion under debate.
- c. A point of privilege refers to matters affecting the rights and immunities of the Assembly collectively or to the position and conduct of persons participating in the meeting. A point of privilege shall not be considered as speaking to the motion. A point of privilege may be raised by any person to:
 - i. Correct a substantial misinterpretation or misrepresentation of his or her previous speech to the motion;
 - ii. Bring to the attention of the Assembly any personal insults or abuse directed at him or her;
 - iii. Introduce new members of Assembly or guest speakers;
 - iv. Be excused for the remainder of the meeting.

4. Suspension of Rules of Order

- a. The suspension of any rule of order may be affected without notice by the Speaker, for the duration of the meeting, if fewer than three (3) members object.
- b. Notwithstanding the above, Assembly may move to suspend any particular rule of order for the duration of the meeting with a two-thirds majority vote.

5. Commemoration of Deceased Students

- a. In the event a member of the Alma Mater Society become deceased at any time during the academic year, the Alma Mater Society Executive shall notify the Assembly during its next meeting and that body shall observe a moment of silence commemorating that student. Furthermore, the Alma Mater Society Executive shall write a letter of condolence to the deceased student's next kin on behalf of the undergraduate student body.

Section 4: Motions

1. Substantive Motions

- a. All substantive motions shall:
 - i. Be seconded;
 - ii. Commence with the word "That";
 - iii. Not be preceded by a preamble;
 - iv. Be submitted in writing to the AMS Secretary in accordance with the Procedure to Submit Reports, Motions and Questions.
- b. Any motion whose passage will likely result in a monetary alteration to the Consolidated Budget must be approved by the Vice President (Operations), and shall clearly state the financial impact in the motion.
- c. A motion may be withdrawn at a meeting by unanimous consent of members present or prior to the meeting by the Speaker at the request of the mover.
- d. Any motion that is defeated at a meeting may not be re-introduced, either as a substantive motion or as an amendment, during the current session of Assembly, except by a motion of reconsideration.
- e. Amendments
 - i. Any amendment may propose:
 1. To delete certain words;
 2. To delete certain words and insert others in their place;
 3. To insert new words.
 - ii. An amendment must be moved and seconded.
 - iii. An amendment must be deemed either "friendly" or "not friendly" by the mover of the motion. Should an amendment be deemed "friendly," it shall immediately be incorporated into the original motion and debate on such motion shall continue. Should an amendment be deemed "not friendly," debate on the motion shall cease and debate on the amendment shall commence. No debate on the main motion shall be entertained until the amendment has been voted on.
 - iv. Debate of an amendment takes precedence over discussion of the motion being amended.
 - v. One sub-amendment (amendment to amendment) may be entertained, the discussion of which takes precedence of the main amendment.
 - vi. There is no limit to the number of amendments to a motion which may be proposed, but no amendment which has been defeated may be subsequently re-introduced.

2. Procedural Motions

- a. All procedural motions shall:
 - i. Be in writing;
 - ii. Be seconded;
 - iii. Commence with the word "That";
 - iv. Not be preceded over debate on the main motion;
 - v. Take precedence over debate on the main motion;
 - vi. Not be debatable or amendable;
 - vii. Not be moved by anyone who has previously spoken to the main motion.
- b. After sufficient debate on a motion, any member may move to call the question.
 - i. When the motion is resolved in the affirmative, debate is superseded, a brief summation by the mover of the main motion shall be given, and the main motion shall be put directly to vote.
 - ii. When the motion is resolved in the negative, the main motion is superseded and may not be put until a subsequent meeting.
 - iii. A motion of previous question may not be put to an amendment.
- c. Any person wishing to delay consideration of a question may move that the question be laid on the table.
 - i. When the motion is resolved in the affirmative, the main motion and all the amendments related thereto are carried to the table and removed from consideration by Assembly at that time.
 - ii. When the motion is resolved in the negative, the business proceeds as if no motion has been made.
- d. The consideration of any motion laid on the table may be resumed at any time upon a motion to raise the question from the table.
 - i. Such a motion shall be decided by a simple majority.
- e. Any member may at any time move a motion of adjournment of the meeting.
 - i. Such a motion shall take the form: "That this meeting is now adjourned".
 - ii. When the motion is resolved in the affirmative, all remaining business shall be superseded and the meeting shall end, the time being recorded in the minutes.
 - iii. When the motion is resolved in the negative, business shall proceed as if no motion has been made.

3. Motions of Reconsideration

- a. After any question has been decided, any member may move reconsideration of the question.
 - i. Reconsideration of a decision taken on a motion shall require a 2/3 vote of the members present at the time when the motion of reconsideration is decided.
 - ii. When notice is given that a decision will be reconsidered no action shall be taken as a result of that decision until the reconsideration has been disposed.
 - iii. No question shall be reconsidered more than once, nor shall a motion of reconsideration be reconsidered.
 - iv. The Speaker may allow, at his or her own discretion, limited debate on a motion of reconsideration, consisting of two speakers for the motion and two speakers against the motion.
 - v. There shall be no right of summation.
- b. Reconsideration of a Substantive Motion shall take the form "That the decision taken on motion (number of motion) of (date of meeting at which the decision was taken) be reconsidered ..."
- c. In order for a motion of reconsideration to be effective a member must rise on a point of personal privilege and state their notice of intention of moving the motion as outlined in Part C, Section 3.b of this policy. Notice must be given at the meeting at which the decision was taken or at the first subsequent meeting.
- d. Debate about whether the motion is to be reconsidered shall occur at the meeting after notice has been given.
- e. It shall be out of order to proceed with a motion of reconsideration if it fails to meet the requirements of Part C, Section 4, subsections 3.b and 3.c of this policy.
- f. Reconsideration of a procedural motion must be raised by a member on a point of personal privilege immediately after the decision is made. Any reconsideration of a procedural motion will take place immediately and cannot be raised at a later point in time.

Section 5: Amendments

1. Part C: Rules of Order, of this policy, shall be amendable by a two-thirds (2/3) vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting.

Part D: Committees of Assembly

Section 1: Committee Guidelines

1. All Society and/or Assembly committees shall normally function in accordance with the regulations governing committees as contained in Bourinot's Rules of Order.
2. Standing committees are established to consider continuing questions. Once established, they shall serve continuously with progressive changes in membership. These committees shall continue to exist until otherwise decided by the Assembly.
3. Ad hoc committees are established for the purpose of examining questions when no appropriate standing committee exists.
 - a. Their memberships and terms of reference shall be determined by a resolution of the Assembly.
 - b. Ad hoc committees shall be considered disbanded following the reception of its final report by the Assembly.
4. The terms of reference of any committee are set by the Assembly and may only be extended or reduced by Assembly through a motion.
5. The opinions and expressed views of AMS Committees are not necessarily those of the Society, unless ratified by the Assembly.
6. The Chairperson of each committee shall usually be elected by the membership of the Committee, usually from the membership of the committee, unless otherwise directed.
7. All committee appointments shall be made and/or ratified by the Assembly.
8. A committee may, by its own decision, have open or closed meetings.
 - a. If closed, the committee must decide to what extent confidential matters may be discussed outside the committee.
 - b. A committee may also hold open hearings and/or receive written submissions from any member of the Society.
9. Committees are encouraged to present progress reports and working papers to the Assembly, and should the Assembly feel that the committee is neglecting its duties, it shall take whatever action is considered appropriate.
10. Committee reports must fulfill the following requirements:
 - a. A committee report shall be presented to the Assembly by the Chairperson.
 - b. A committee report must be a majority report.
 - c. Minority opinions must have approval of the committee and be submitted as an appendix to the majority report.
11. Committee reports and their accompanying recommendations must be received by a motion of the Assembly. A report must be received to be considered for approval. Should a final report not be received, the committee shall be instructed to write another report.

12. Committee reports are approved in principle while their recommendations are approved separately as specific policy resolutions.
 - a. Recommendations shall be considered for approval separately and the Assembly shall only be bound by those recommendations that are approved.
 - b. A report without any recommendations requires no further proceedings with reference to it, subsequent to its reception and approval in principle, except on the direction of the Assembly.

Section 2: Committee of the Whole and Nominating Committee

1. Committee of the Whole

- a. A Committee of the Whole is ordinarily appointed by a motion "That Assembly go into Committee of the Whole, to consider (a particular motion or question pertaining thereto)".
- b. Such a motion is not debateable or amenable.
- c. The committee must remain within its terms of reference.
- d. When Assembly enters Committee of the Whole, a motion may be put forward "That the Speaker leave the Chair".
 - i. If resolved in the negative, the Speaker shall retain the Chair.
 - ii. If resolved in the affirmative, the Deputy Speaker, or a Chair immediately appointed by the committee shall take the Chair and preserve order and decorum.
 - iii. If a sudden disorder occurs, the Speaker shall immediately resume the Chair.
- e. Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken.
- f. Motions presented need not be seconded.
- g. Having completed debate and voted on the question under consideration, a motion shall be made "That Assembly move out of Committee of the Whole".
- h. The Chair of the committee shall report to Assembly the decision taken by the committee.
- i. Whenever a resolution is reported from any committee of the whole, a motion to concur with the decision taken shall be forthwith put and decided without debate.
 - i. Should such a motion be decided in the affirmative, the main motion shall be considered to have carried.
 - ii. Should such a motion be decided in the negative, the main motion shall be considered to have failed.

2. Assembly Nominating Committee

- a. The AMS Assembly Nominating Committee (the committee) has a mandate to appoint both members of Assembly and students-at-large to all AMS standing and ad hoc committees, where the respective committee mandates require such appointees. The committee shall ensure that representation on committees is equitable and represents the diversity of AMS constituent societies, while ensuring the efficiency of Assembly.
- b. Responsibilities of the Chair
 - i. The Chair shall be the AMS Secretary.
 - ii. It shall be the responsibility of the Chair to solicit and compile applications for committees struck by Assembly from the membership of Assembly and as such, the Chair must be available over the summer months to complete these tasks in accordance with the timeline set out above.
 - iii. The Chair shall ensure that the committee possesses the necessary information, such as the criterion for selection to a committee, in order to make well-informed and equitable decisions.
- c. Terms of Reference
 - i. The Nominating Committee shall hold meetings at its discretion and is required to review all applications for committee positions, from which it shall select appointees, subject to confirmation at the next scheduled Assembly meeting.
 - ii. Applications shall be made available to the Committee no later than two weeks in advance of ratification at Assembly.
 - iii. The Human Resources Office shall ensure sufficient notice is provided for students-at-large as to the availability of committee positions, if applicable.
 - iv. The Committee may review applications anonymously if deemed necessary or preferable.
 - v. The Nominating Committee shall be responsible for filling all standing and ad hoc committees of Assembly.
 - vi. Vacancies on those committees struck at the Assembly meeting at the end of the year shall be filled by July preceding the year in which Assembly shall sit.
 - vii. Incoming Assembly members shall submit an application outlining their top three (3) committee preferences. The Nominating Committee shall make their decision based on the mandate to ensure, as long as it is logistically possible, that every Assembly member is appointed to at least one of their preferred committees. Assembly members whose term falls outside the traditional start date shall be required to follow a similar procedure with the committee vacancies that become available at the time their term begins.

- d. Where a member of the nominating committee has applied to a standing committee, that member shall recuse themselves when the committee is allocating to that Standing committee.
- e. In the event that four or more voting members must recuse themselves, the allocations for that specific committee shall be made by the Ex-officio members of the Nominating Committee.
- f. Composition of Nominating Committee:
 - i. Five (5) voting members of the Assembly, each of which represent a different faculty society;
 - ii. Ex-officio, non-voting: One (1) member of the AMS Executive
 - iii. Ex-officio, non-voting: AMS Secretary;
 - iv. Ex-officio, non-voting: Director of Human Resources.
- g. The chair shall submit a written report to Assembly outlining which applicants have been allocated to each committee. Only the names of successful candidates shall be brought forth to Assembly.
- h. The Assembly may directly appoint members to committees, on a case-by-case basis, to which the Nominating Committee failed to appoint during the summer.

Section 3: Standing Committees of the Assembly

1. Commission Advisory Boards

- a. The Commission Advisory Board (the Boards) are entrusted with ensuring that the needs of the student body are reflected in the initiatives undertaken by each commission, while simultaneously keeping the commission accountable to Assembly.
- b. All Commissions, in addition to the Clubs Office, shall have an advisory board.
- c. The boards shall follow the terms of reference set out by the Assembly.
 - i. The Commission Advisory Board shall be responsible for advising its respective commissioner on goal plan priorities and budgetary spending with respect to student interests.
 - ii. The Advisory Board is to provide guidance to the Commissioner; all directives remain the power of Assembly. However, the Advisory Board may recommend actions to assembly based on their findings.
 - iii. The Advisory Board is not to act in a managerial capacity.
- d. The boards shall be filled by the Nominating Committee. The Commission Advisory Boards shall meet at least twice per semester. A meeting shall take place before the Assembly meeting in which (i) the goal plan is presented, (ii) the budget is presented, and (iii) the mid-year review is presented.

- e. The boards shall be composed of:
 - i. Three (3) voting members of Assembly
 - ii. The Chair, who must be a voting member of the board, shall be elected by the members of the Commission Advisory Board at its first meeting.
 - iii. Ex-officio, non-voting; Commissioner or Director of Clubs
- f. The Chair of the Board shall be responsible for providing an oral report following the presentation of each goal planbudget and mid-year review, highlighting areas of interest or concern for Assembly.

2. Other Committees Requiring Assembly Composition

- a. Student Life Centre (SLC) Council
 - i. Refer to the SLC Constitution
- b. Sustainability Action Fund Granting Committee
 - i. Refer to AMS Policy Manual 2, Section 4 Part D.
- c. AMS Staff Award Selection Committee
 - i. Refer to the Procedures Policy, Section 2 Part E.
- d. Radio Queen's University Board
 - i. Refer to the CFRC Board of Directors Manual
- e. Clubs Granting Committee
 - i. Refer to AMS Policy Manual 2, Section 5.
- f. Student Activity Fee Review Committee
 - i. Refer to AMS Student Activity Fee Policy
- g. Committees not listed in this Policy Manual that require Assembly composition shall be filled in accordance with Part E, Section 2, Subsection 2 of this Policy.

3. Gender Parity

In compliance with the AMS mission and operating statements, the AMS shall strive to achieve gender parity in its Assembly committee appointments.

Monitoring

Compliance with this policy shall be monitored as necessary by the AMS Secretary, and enforced by the Assembly Speaker. Annual reviews should be undertaken, specifically with respect to the committees of Assembly. Policy changes may occur whenever a policy gap is identified. Any substantial change to this policy must be approved initially by the Secretary and President, prior to being approved by the Assembly, with duly given notice of motion.

Contact person	<i>Secretary</i>
Date of next review	<i>January 2019</i>
Related policies, procedures and guidelines	<i>AMS Constitution, AMS Elections and Referenda Policy, AMS Executive Appointment Procedures, AMS Assembly Procedures</i>
Policies superseded by this policy	<i>Speaker Elections Policy</i>