

Council Policy and Procedure Manual of the University of Manitoba Graduate Students' Association

Index Page

ARTICLE I: AMENDMENT PROCEDURES.....	3
ARTICLE II: RELEVANT BYLAWS	3
ARTICLE III: MEETING RULES AND ORDER	4
ARTICLE IV: MEMBERSHIP AND VOTING RIGHTS.....	6
ARTICLE V: ROLES AND RESPONSIBILITIES OF COUNCIL	7

Article I: Amendment Procedures

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic form within two weeks of the changes being accepted.

Article II: Relevant Bylaws

1. This Policy Manual applies to Article III.2 and V.2 of the Association's Bylaws.

Article III: Meeting Rules and Order

1. Rules of Order
 - a. All Council and general meetings of the Association shall be governed by Robert's Revised Rules of Order subject to the Bylaws of the Association and Policy and Procedure Manuals.
2. Council Meetings
 - a. The regular meetings of the Council shall be conducted at least once a month, except in June, July, and December, at a time and place designated by the President. A regular meeting may be called in June, July and December, with one week's notice to Council.
 - b. The President, or five members of Council, shall have the right to call an emergency meeting of the Council upon forty-eight hours' notice of the Council membership. This will be done by submitting a letter in writing to the Chair of Council with an agenda.
3. Quorum
 - a. A majority of the Councilors and a majority of the Executive shall form a quorum for the transaction of business.
 - b. Provided their meeting has been properly called, a quorum may exercise all the powers of the Council.
 - c. In the absence of a quorum, no business shall be transacted at a meeting of Councilors, except the adjournment of the meeting to a new date of which notice shall be given to all members of the Council.
4. Reports to Council
 - a. Committee Reports
 - i. All filled committees must submit a written report of their activities at regular meetings of Council.
 - ii. Any motion contained within a report is considered to be moved and seconded by the members of the Committee.
 - iii. Reports that may not be considered for Concurrence without Debate include:
 1. Any report containing a motion that allocates monies not already included in the Association Budget.
 2. Any report or motion that would amend portions of the Bylaws of the Association or the Policy and Procedure Manuals.
 - b. Executive Member Reports
 - i. Each executive member shall submit a written report every regular meeting detailing:
 1. Meetings and office hours attended and missed
 2. Activities outside of those actions undertaken by Committee
 - c. Departmental Reports
 - i. Reports to Council can be made by any departmental representative at any Council meeting. Formal reports should be submitted to the Office Manager for circulation to the Council. Informal reports can be made at meetings, as long as the Chair is informed that the representative wishes to speak. Reports should address events and matters relating to Graduate Students from the individual department.
5. Motions
 - a. Prior Notice
 - i. The following motions require prior notice:
 1. Additions, deletions or amendments to Policy and Procedure Manuals.
 2. Calls for referenda and elections.
 3. Amendments to the budget.
 4. All motions coming from Committee
 - ii. Prior notice shall be given with the exact wording of the motion, along with all supporting documents, distributed no less than 7 days before the motion can be voted on by Council.
 - iii. If prior notice is given and a motion is then amended, the amended motion can be passed at the same meeting.

- iv. Motions not requiring a change of policy or finances, such as the motion to refer to Committee or provide a letter of support for a cause, may come from the floor.
- b. Friendly amendments
 - i. Amendments which do not significantly change the spirit of a motion can, with the permission of the original mover, be adopted without a motion or vote to amend.
- c. Voting
 - i. Questions arising at any meeting of the Council shall be decided by a majority of votes.
 - ii. The following motions require a two-thirds majority of Council to be approved.
 - 1. Amendments to the Budget
 - iii. Absentee voting
 - 1. Councilors who are also members of the Health Sciences Graduate Students' Association may cast absentee votes on motions of Council.
 - a. For HSGSA members, absentee votes may be provided by signing a nominal roll for the motion, noting either for or against, when the motion is raised at HSGSA Council.
 - b. If a motion for which absentee votes have been submitted is amended at Council, the Vice-President (Health Sciences) shall cast the votes for the amended motion in the spirit in which the absentee votes were cast.
 - 2. Prior to the meeting of Council, absentee votes must be provided to the Chair and contain a signature or digital signature in the form of a known email address: one that is registered with the GSA or the University of Manitoba.
 - 3. In the event that teleconferencing facilities are being used to allow real-time participation by Councilors from HSGSA departments, absentee votes by those Councilors will not be counted.
 - iv. Email voting
 - 1. A motion can be presented and voted upon by email if the vote is mediated by the Chair and the results are ratified at the next Council meeting.
 - 2. In the event that a motion does not have a mover and seconder, the first two email votes in favour of the motion are considered to come from the mover and seconder of the motion.
 - v. Resolution in lieu of meeting
 - 1. A resolution in writing signed by all the Council members entitled to vote on that resolution at a meeting of the Council or of the Executive Committee is as valid as if it had been passed at a properly constituted meeting and is effective from the date specified in the resolution, but that date shall not be prior to the date on which the first Council member signed the resolution.
 - vi. Concurrence without Debate
 - 1. Concurrence without Debate means that an item is accepted for informational purposes by Council, but is not approved and thus is not declared true by Council.
 - 2. Reports to Council by any Executive member or Committee are to be accepted as concurrence without debate, notwithstanding Article III.4.a.iii of this document.
 - 3. Nominal Rolls for grants (either travel or departmental) are also to be accepted for concurrence without debate

Article IV: Membership and Voting Rights

1. Members of Council
 - a. The following shall be ex officio voting members of Council
 - i. One Councilor from each department with a graduate program
 - ii. All members of the Executive Committee
 - b. The following shall be ex officio non-voting members of Council
 - i. CUPE 3909 representative
 - ii. UMSU representative
 - iii. GSA Office Manager
 - iv. GSA Executive Assistant
 - v. Chair
 - vi. Indigenous Student Centre Representative
2. Councilors of the Association
 - a. Each department which offers a graduate program shall be entitled to send a representative member to Council.
 - i. The Councilor must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.
 - ii. In order to have a representative on Council, all graduate student members of the department must be eligible to run for election as their UMGSA Council representative, as well as for election to their departmental graduate students' association's executive positions.
 - b. Membership of Council shall be terminated automatically when a Councilor's term has expired. A member can return to Council if she is once again democratically chosen by her department.
 - c. Departmental representation can be shared by up to two Councilors from a single department so long as both Councilors meet the requirements listed above. Regardless of the number of representatives, each department is entitled to only one vote. Should multiple representatives from a department attend a meeting, only one holds the vote; the others are automatically considered non-voting members.
 - d. If a Councilor is unable to attend Council, they may send a proxy from their department. The Chair should receive written notice of any proxy prior to the Council meeting.
 - i. Prior to the meeting of Council, proxy forms must be provided to the Chair and contain a signature or digital signature in the form of a known email address: one that is registered with the GSA or the University of Manitoba.
 - e. Each of the following groups shall be considered as single departments:
 - i. All students enrolled in the program leading to the degree of Master of Education at Saint Boniface College.
 - ii. All students enrolled in an interdisciplinary program of the Faculty of Graduate Studies.
 - iii. All students in departments of low enrollment who may choose to amalgamate as one department body.

Article V: Roles and Responsibilities of Council

1. Role of Council
 - a. Council shall have authority to determine the policy and practices of the Association, as well as to approve or disallow:
 - i. the annual budget of the Association;
 - ii. all grants made by the Association;
 - iii. all donations made by the Association in excess of \$250.00 for any one donee;
 - iv. the election process of members of the Executive Committee;
 - v. awards given by the Association;
 - vi. the Chair of every standing or ad hoc committee established by the Association;
 - vii. appointment of any representative of the Association on any other board, committee or organization, internal or external.
2. Executive Duties to Council
 - a. The Executive shall be responsible to the Council for the day-to-day workings and emergency decisions required for the Association.
 - b. The Executive must prepare an annual budget for the Association. This budget must be presented to Council in May for approval.
 - c. The Executive must respect the fiscal constraints in the budget as approved by Council.
 - d. In the event that a budget for the current fiscal year is not approved by Council, the Executive must respect the fiscal constraints in the budget approved by Council in the previous year, until a new budget is passed.
3. Committees' Responsibilities to Council
 - a. Each Committee of the Association shall report to Council on the schedule laid out in the "Committee Policy and Procedure Manual."
 - i. The Report shall provide information on the activities and intentions of the Committee in writing.
 - ii. Within the Report, the Committee may provide motions for consideration by Council.
 1. Motions will be accompanied by any pertinent information Council may require to make a balanced decision.
 - b. Each Committee of the Association shall accept the mandate and duties set by Council, and will report back on any matters related to Council requests.
4. Council's Responsibilities to the Committees of the Association:
 - a. Council will hear and accept the reports of the Committees, both Standing and Ad-hoc, of the Association.
 - b. Council will consider and vote on motions brought forward by the Committees of the Association.
 - c. Council will send recommendations or mandates to the Committees of the Association.